

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 3045-0163)**

---

**TITLE OF INFORMATION COLLECTION:** Community Conversations on Civic Engagement

**PURPOSE:**

The purpose of this project is to pilot innovative data collection methods designed to measure civic health at the neighborhood level. This effort was one of several recommendations made by the National Science Foundation Report regarding measuring civic Engagement. In addition to CNCS’s efforts to redesign the Civic and Volunteer CPS Census supplements and pilot test the instrument, CNCS seeks to develop alternative methods of collecting this data.

A base set of questions consistent with the National survey instrument will comprise the instrument that is tested. This generic instrument will be tested via four different methodologies: door to door survey interviews, focus groups, community gatherings, and targeted community social events.

Variations in response rates will be examined as well as which approach(s)/method(s) yield efficiency, breadth, and depth of responses relative to neighborhood characteristics. Response rates will also be examined relative to neighborhood characteristic. The project will identify the most effective and efficient methods for local data collection to compliment the planned national survey in 2017.

**DESCRIPTION OF RESPONDENTS:**

Approximately sixty (60) neighborhood residents in each of four geographically defined locations within small, mid-sized, and large urban areas, and one rural area.

**TYPE OF COLLECTION:** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey                   |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                                    |
| <input checked="" type="checkbox"/> Focus Group                        | <input checked="" type="checkbox"/> Other: <u>Various (Administration Testing)</u> |

**CERTIFICATION:**

I certify the following to be true:

1. Data collection will be voluntary.
2. The burden for respondents will be minimal as there are a limited number of items to answer. The cost for the Federal Government will be moderate as this is a demonstration project and will require modest cost to arrange travel and site visit costs.
3. Data collection will be non-controversial as the proposed instrument contains only previously approved and cleared questions that have been crafted by CNCS and other federal agencies.
4. The results of project will not be disseminated to the public.
5. Information gathered will not be used for the purpose of informing policy decisions. Results are strictly used to assess feasibility and costs associated with of local data collection and will only inform further studies regarding civic engagement data collection at the community levels.

6. Rigorous statistical methodology is not indicated for this project but anticipated in future research projects on this issue. Response rates per data collection approach, typed of respondents and willingness to respond are critical information.
7. The collection is targeted to the solicitation of responses from residents who may and may not have experience with civic engagement, community engagement, community activity and social connectedness within the selected residential areas.

Name: Anthony Nerino

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

There is no incentive attached to participation as we wish to assess response rates.

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	250	15 minutes	62.5 hours
<b>Totals</b>	250	15 minutes	62.5 hours

**FEDERAL COST:** The estimated annual cost to the Federal government is \$325,000 (potential cost for contracted researcher’s expenses)

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

In order to different information collection methodologies for efficiency, completeness, and ease of data collection, the methods of administration will vary by site. These methods will include random neighborhood block selection for door to door interviews, focus groups, discussion groups at cultural events, and key informant/stakeholder interviews.

The sampling frame will be all current residents of two neighborhood blocks in each of the cities/rural areas identified for the project.

For the door to door interviews, a sample of addresses on each block will be selected and adult household residents at each dwelling will be asked to participate in a brief interview.

For focus groups and discussion groups a convenience sample of neighborhood residents will be solicited through notices and advertisements at local groups, churches or organizations.

Key informants/Stakeholders participants will be recommended by neighborhood leaders, ward captains, and ministers.

### **Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain: Administration will include door to door interviews, focus groups, discussion groups at neighborhood meetings and community cultural events, and key informant/stakeholder interviews.

2. Will interviewers or facilitators be used?  Yes  No

**Documents, instructions, and scripts are submitted with the request.**

See attached set of queries.