

**SUPPORTING STATEMENT PART B**  
**FOR PAPERWORK REDUCTION ACT SUBMISSION**

**B. Collection of Information Employing Statistical Methods**

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 7 of the IC Data Part 1 is checked “Yes,” the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

**1. Describe the potential respondent universe (including a numerical estimate) and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, state and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

All grantees from each of the 15 Office of Innovation and Improvement (OII) grants programs will be invited to take the survey. The survey will be sent to the entities project officer or point of contact. Only one point of contact from each of the entities will receive the survey. The entities that will receive the survey include State Education Agencies, Local School Districts, Schools, and Institutions of Higher Education, Not-for-Profits, and Telecommunication organizations.

We expect a response rate of 80% with a fall release of the survey.

**2. Describe the procedures for the collection of information, including:**

- **Statistical methodology for stratification and sample selection.**
- **Estimation procedure.**
- **Degree of accuracy needed for the purpose described in the justification.**

- **Unusual problems requiring specialized sampling procedures, and**
- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

OII staff will collect information using either Adobe Live Cycle or Survey Monkey. The data collection will only occur once a year.

**3. Describe methods to maximize response and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.**

The following steps will be taken to maximize the response and deal with issues of non-response:

1. The program officer will send a short note invitation to indicate that they are sponsoring the survey and explaining how the grantee’s help will be useful.
2. Invitations will include link to survey. To the extent that it is feasible, the invitation will be personalized. i.e. “Dear Ms. Wright” not “Dear Grantee.”
3. Limit information on the first page of the survey. Getting the grantee into the survey quickly increases the likelihood that the survey will be completed.
4. Provide a comparatively short initial survey window of two weeks. Send follow up reminder with the survey link included. In the reminder, extend the survey window an additional week. Comparative shortness of survey window and extension plus multiple communications will encourage further participation.
5. Do not distribute the survey when the grantees will be unavailable or very busy performing other paperwork requirements.

**4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set**

**of tests may be submitted for approval separately or in combination with the main collection of information.**

N/A

**5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other persons who will actually collect and/or analyze the information for the agency.**

The OII will administer the survey and collect the data.

The contracting firm and its representatives that will analyze the information for the agency are:

A-Team Solutions (703) 224-8243  
Jack Morton, Project Manager  
Merri-Ann Cooper, Consultant  
Andrew Robertson, Consultant