

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 3045-0137)**

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**TITLE OF INFORMATION COLLECTION:**

Survey for Data Collection of Qualitative Feedback from Potential Social Innovation Fund (SIF) Applicants

**PURPOSE:**

During the 2015 Social Innovation Fund “Classic” funding competition (as opposed to the SIF Pay for Success funding competition), there were a considerable number of people who submitted a notice of intent, made use of one or more application resources published online, attended one or more technical assistance webinars hosted by SIF staff, and/or initiated an application in eGrants, but ultimately did not submit an application by the deadline.

The voluntary survey will consist of six questions focused on how potential applicants first learned about the funding opportunity, how many of the various resources provided they engaged with, and what factor(s) prevented them from submitting an application, as well non-personally identifiable demographic information related to the type of organization (i.e. foundation, local nonprofit, national nonprofit), the size of the organization (approximate annual budget size), and the U.S. state or territory in which the organization is headquartered.

**DESCRIPTION OF RESPONDENTS:**

The target audience for the data collection is any organization or individual who expressed interest in submitting an application for the 2015 SIF grant competition by

- (1) submitting a Notice of Intent to Apply,
- (2) attending or registering for one or more technical assistance webinars hosted by SIF staff,
- (3) submitting an inquiry about the funding opportunity via email or phone, or
- (4) initiating an application in eGrants,

but ultimately did not submit an application by the deadline. The number of members of this target audience is 1,087: 347 individuals who submitted a Notice of Intent to Apply, 761 attendees or registrants to one or more technical assistance webinars hosted by SIF Staff, 74 individuals who submitted questions about the funding opportunity via email or voicemail, and 18 eGrants users who initiated but did not submit an application to the 2015 SIF grant competition (125 of these audience members took more than one action described above).

**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 type="checkbox"/> Focus Group                                   | <input type="checkbox"/> Other: _____                            |

**CERTIFICATION:**

I certify the following to be true:

- 1. The collection is voluntary.
- 2. The collection is low-burden for respondents and low-cost for the Federal Government.
- 3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
- 4. The results are not intended to be disseminated to the public.
- 5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

- The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Steven Tomey

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

**Personally Identifiable Information:**

- Is personally identifiable information (PII) collected?  Yes  No
- If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
- 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

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	1087	5 minutes	90.5 hours
<b>Totals</b>			

**FEDERAL COST:** The estimated annual cost to the Federal government is \$0.

**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**

- 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.

The list of target audience members is a consolidation of those who (1) submitting a Notice of Intent to Apply, (2) attended or registered for one or more technical assistance webinars hosted by SIF staff, (3) submitted an inquiry about the funding opportunity via email or phone, or (4) initiated an application in eGrants, but ultimately did not submit an application by the deadline. All of these actions required the creation of an account, registration using basic information, or some other action that required the submission of an email address; the survey will be sent to these email addresses that were submitted. The total number of audience members is 1,087, and the SIF will provide this survey to all target audience members.

**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
2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**

## **Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”**

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**TITLE OF INFORMATION COLLECTION:** Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

**PURPOSE:** Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

**DESCRIPTION OF RESPONDENTS:** Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

**TYPE OF COLLECTION:** Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

**CERTIFICATION:** Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

**Personally Identifiable Information:** Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

**Gifts or Payments:** If you answer yes to the question, please describe the incentive and provide a justification for the amount.

### **BURDEN HOURS:**

**Category of Respondents:** Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

**No. of Respondents:** Provide an estimate of the Number of respondents.

**Participation Time:** Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

**Burden:** Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

**FEDERAL COST:** Provide an estimate of the annual cost to the Federal government.

**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.** Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

**Administration of the Instrument:** Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

**Submit all instruments, instructions, and scripts are submitted with the request.**