

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1880-0542)

TITLE OF INFORMATION COLLECTION

- FY 2018 and FY 2017 MSAP External Evaluator Needs Assessment Survey

PURPOSE

The purpose of the survey is to gain an understanding of the fiscal year (FY) 2018 and FY 2017 Magnet Schools Assistance Program (MSAP) grantees' project implementation needs during the current and upcoming grant years. Survey data collection will assist in providing appropriate and timely technical assistance (TA) services and products to the FY 2018 and FY 2017 MSAP cohorts, totaling 36 grantees, to help them establish, manage, and sustain successful magnet programs.

Surveys will be administered in a web-based format to the evaluators in the FY 2018 and FY 2017 MSAP cohorts. The survey will be administered by the ED-OII-16-C-0025 contractor to collect data that align with the Magnet School Development Framework¹.

Data collection using the FY 2018 and FY 2017 MSAP External Evaluator Needs Assessment Survey will be completed one time within the 5-year grant cycle of the FY 2018 and FY 2017 cohorts. However, these surveys are part of ongoing needs assessment activities that will occur throughout the two different grant cycles.

The web-based survey will be e-mailed to external evaluators in the FY 2018 and FY 2017 cohorts. See the attached data collection instrument.

DESCRIPTION OF RESPONDENTS

External Evaluators. External evaluators provide key support to MSAP projects. They are aware of MSAP project implementation strategies and important dynamics within the district and school(s) that can affect successful magnet school implementation. The evaluator survey will capture the evaluator's perspectives of their client's needs in implementing and managing their projects as well as the evaluator's needs and challenges regarding project evaluation and reporting. In addition, the survey will collect information on external evaluators' preferences for the Project Directors Meeting. The contractor will administer a 15-minute survey to the external evaluators in the FY 2018 (4 grantees) and FY 2017 (32 grantees) MSAP cohorts.

¹ Magnet Schools Assistance Program Technical Assistance Center. (2018). Magnet School Development Framework. U.S. Department of Education, Office of Innovation and Improvement. Retrieved May 16, 2019, from <https://msapcenter.com/FileHandler.ashx?key=MSAPdocPath&PhysicalFileName=Toolkits/MSAP-DevelopmentFramework.pdf>

TYPE OF COLLECTION (Check one)

- Customer Comment Card/Complaint Form
- Customer Satisfaction Survey
- Usability Testing (e.g., Website or Software)
- Small Discussion Group
- Focus Group
- 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.
6. 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: _____ Folake Reed _____

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, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

GIFTS OR PAYMENT

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

BURDEN HOURS

Category of Respondent	Number of Respondents	Participation Time in minutes	Burden Hours
Individuals: FY 2018 and FY 2017 MSAP Evaluators	36	15	9.0
Total	36	15	9.0

FEDERAL COST: The estimated annual cost of data collection to the Federal government is approximately \$39,364. This is a one-time cost under ED-OII-16-C-0025.

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?

The surveys will be administered to external evaluators in the FY 2018 (4 grantees) and FY 2017 (32 grantees) cohorts; therefore, a sampling plan will not be used. The names and contact information of external evaluators are on file and will be used to administer the survey.

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.