## Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)

**TITLE OF INFORMATION COLLECTION:** Administration for Native Americans (ANA) 2020 Discretionary Application Process and Peer Panel Review Surveys

**PURPOSE:** The Administration for Native Americans (ANA) would like to learn more about participants’ experiences with ANA’s 2020 Application Submission process and the 2020 Peer Panel Review process. Data collected from the proposed surveys will be used to help ANA to plan future Funding Opportunity Announcements, trainings and peer panel review sessions.

**DESCRIPTION OF RESPONDENTS**: For the 2020 Application Submission survey, respondents will include Indian Tribes, Alaska Natives, and Native American non-profit applicants for the 2020 Application Submission.

For the Peer Panel Review process survey, respondents will be panel reviewers and chairs participating in the sessions. There are separate questions for the chairs and separate questions for the reviewers. Separate survey instruments will be used to delineate between the two.

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

[ ] Customer Comment Card/Complaint Form [x] 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: Amy Zukowski, ACF Administration for Native Americans

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [x] 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 [x] No

**BURDEN HOURS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent** | **No. of Respondents** | **Participation Time** | **Burden** |
| ANA’s 2020 Application Submission Survey | 300 | 10 minutes | 50 hours |
| ANA’s 2020 Peer Panel Review Survey | 200 | 10 minutes | 33.33 hours |
| **Totals** | **500** | **10 minutes** | **83.33 hours** |

**FEDERAL COST:** The estimated annual cost to the Federal government is $160

**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? [x] 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?

ANA defines the number of potential respondents as grant application writers or applicant staff submitting the application in grants.gov and participants in the peer panel review process. The survey will be deployed after each Funding Opportunity Announcement closes and at the end of each of two application review panel sessions.

**Administration of the Instrument**

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

[x] Web-based or other forms of Social Media

[ ] Telephone

[ ] In-person

[ ] Mail

[ ] Other, Explain

1. Will interviewers or facilitators be used? [ ] Yes [x] No