

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

**TITLE OF INFORMATION COLLECTION:** 2019 National Runaway and Homeless Youth (RHY) Grantees Training Evaluation

**PURPOSE:** This proposed tool would be used to gather feedback from grantees of the Family and Youth Services Bureau’s (FYSB’s) Runaway and Homeless Youth (RHY) program on the extent to which the 2019 National RHY Grantees Training provided information helpful to grantees in doing their work with runaway and homeless youth in local communities. The tool would also provide an opportunity for grantees to provide suggestions on future training and technical assistance needs.

**DESCRIPTION OF RESPONDENTS:** Attendees of the 2019 National RHY Grantees Training are Family and Youth Services Bureau (FYSB) RHY grantees and other stakeholders.

**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.
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: Chris Holloway, Program Manager, Family and Youth Services Bureau

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 Expected Respondents	Hours per response	Total Burden Hours
Training attendees (overall evaluations)	150	5 minutes (.083 hours)	12.5
Session participants (session feedback forms)	1600	3 minutes (.05 hours)	80
<b>Totals</b>	<b>1750</b>	<b>3 to 5 minutes (.05 to .083 hours)</b>	<b>92.5</b>

**FEDERAL COST:** The estimated cost to the Federal government is \$5,000.

Item/Activity	Details	\$ Amount
FYSB oversight of contractor and project	1% of FTE: GS-12 Program Specialist	\$1,000
Deployment of survey instrument; data collection, collating, and synthesis; and analysis of survey results (Contractor)	Labor hours (1.5% of FTE for contractor staff)	\$4,000
<b>Total</b>		<b>\$5,000</b>

**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?

- Attendees of the 2019 National RHY Grantees Training will be asked to complete an evaluation after attending workshops and general sessions, and to provide an overall evaluation at the conclusion of the event using the National Training app.

**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, National Training app

2. Will interviewers or facilitators be used?  Yes  No N/A