

USAID Implementing Partner Survey: Operating in the COVID-19 Environment V2

Supporting Statement

PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

If your collection does not employ statistical methods, state that and delete the following five questions from the format – UNLESS your proposed information collection is a survey. OMB recently clarified that Part B must be completed for all survey requests, whether or not statistical analysis will be applied. In addition to statistical analysis, Part B addresses the description of the target group of respondents, the sampling plan, and plans to maximize response rates and address nonresponse. When item 17 of the OMB 83-I is checked "Yes", the following documentation must be provided to the extent that it applies to the methods proposed.

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods 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 collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

Response rate means -- Of those in your respondent sample, from what percentage do you expect to get the required information (if this is not a mandatory collection). The nonrespondents would include those you could not contact, as well as those you contacted but who refused to give the information.

The survey will be sent to approximately 3,000 organizations. We anticipate that less than half of the organization will respond and expect no more than 2,000 total responses.

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

- Statistical methodology for stratification and sample selection.

There will be no sample selections. However, the data will be broken down by reported U.S. small business, new USAID implementing partners, local organizations, and by region.

- Estimation procedure.

Reporting will only be based on actual respondents. No extrapolation or estimation of responses from other organizations will be made.

- Degree of accuracy needed for the purpose described in the justification.

As the survey is anonymous, data verification by organization will not take place. However, data will be reviewed for outliers and trends.

- Unusual problems requiring specialized sampling procedures,

No sampling procedures will be used.

- Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

At this time the survey is only proposed to take place one time.

If you are selecting a uniform respondent universe, you may be using a simple random numbers table to select a sample.

Stratified sampling is often used when the sampling population can be split into non overlapping strata that individually are more homogeneous than the population as a whole (e.g., gender and age groups). If there are no obvious "dividing lines", grid lines can be used to divide the population. Random samples are taken from each stratum (or class) and the results are combined to estimate a population mean. Stratified sampling is most successful when the variance within each stratum is less than the overall variance of the population.²

3. Describe methods to maximize response rates and to deal with issues of nonresponse. 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.

Any aspect of your plan that makes it easier and more attractive to comply with the request for information would tend to maximize response rate. This would include:

- Such steps as prenotification and various types of followup with those who did not respond at the first opportunity (give details, e.g., intervals for followup, types of followup, how many times you will follow up).
- Making the questions as simple and brief as possible.
- Already having a good working relationship with this group or the group's perception that actions based on the information collected would be helpful to them.

A lower response rate than 75% would definitely require a plan to address nonresponse, according to OMB's standards. This means that a large enough number of respondents didn't give information so that there is a possibility that their answers as a group might have differed significantly from those who did respond. Following up with nonrespondents –

resending surveys or sending a shorter version of the survey, trying a phone interview if possible, etc. – are all effective strategies.

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.

If you are employing testing, please describe it here.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractors, grantees, or other person(s) who will actually collect or analyze the information for the agency.

Self-explanatory.

OIRA has produced a number of documents that may serve as useful reference material for completing Supporting Statement Part B. These can be found at http://www.whitehouse.gov/omb/infoereg_statpolicy/.