

Supporting Statement for the State Arts Agency CARES Act Funding Survey, Part B

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Attachment A: Communication Materials

Attachment B: Web Survey Instrument

Attachment C: Cognitive Testing Report

B.1 Respondent universe and sampling methods

Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method 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.

The potential respondent universe for the CARES Act Funding Survey are 62 staff members at state arts agencies and regional arts organizations. The survey is one-time census; thus, the “sample” is the same as the respondent universe. The National Assembly of State Arts Agencies (NASAA) receives a 100 percent response rate on most surveys to state arts agencies. It is expected that NASAA will receive a similar response rate, between 90-100 percent, for this one-time survey.

B.2 Procedures for the collection of information

Describe the procedures for the collection of information, including statistical methodology for stratification and sample selection, estimation procedure, degree of accuracy needed for the purpose described in the justification, unusual problems requiring specialized sampling procedures, and any use of periodic (less frequent than annual) data collection cycles to reduce burden.

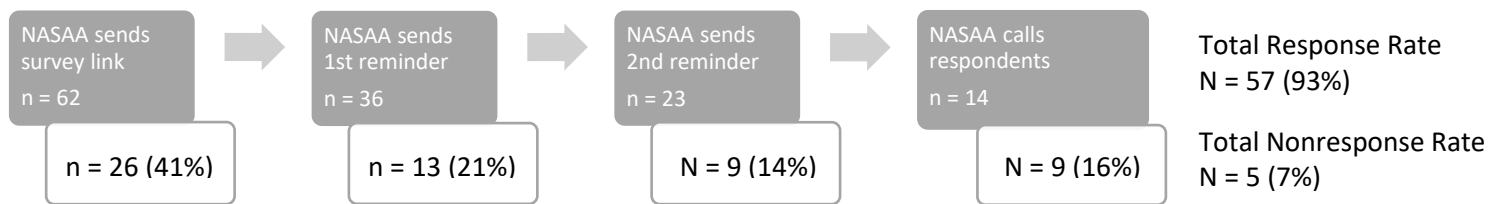
The information collection for CARES Act Funding Survey will consist of one web survey census of all state arts agencies and regional arts organizations. No special sampling, stratification, or estimation procedures are anticipated.

B.3 Methods to maximize the response rates and to deal with nonresponse

Describe methods to maximize response rates and to deal with issues of non-response. 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.

NASAA will administer the web survey to state arts agencies and regional arts agencies in summer 2021. To implement the survey, NASAA will first send a survey invitation by email that contains a link to the survey that will allow respondents to save their answers and return to complete later. NASAA will continue to send email reminders to any respondents with an incomplete survey. One day before the survey closes, NASAA will send a final email reminder reminding respondents with an incomplete survey to complete the survey by the close of data collection. In addition, a few days after the survey deadline has passed, NASAA will call the outstanding survey respondents to inform them of the survey and the missed due date. NASAA expects to implement the web survey over a three-week data collection period. Figure 1 provides an overview of the survey implementation process and expected response rates.

Figure 1: Survey Implementation Flowchart



We provide all planned communication materials in Attachment C.

To maximize response rates, the survey invitation email will come directly from NASAA staff. In addition, all communications with state arts agencies and regional arts organizations will explain the importance of the survey to NASAA and the Arts Endowment. All communications will also note that responses to the survey will be kept confidential and reported to the public in the aggregate. Based on the cognitive testing, NASAA expects respondents to take additional time to gather required information for the survey. To address this issue, email communications will contain a notification that respondents may need additional steps to acquire requested data. Respondents will be able to save and continue in case they need to gather data. This should help

prepare respondents for the survey and minimize underreporting due to lack of readily available information.

NASAA will continue to conduct the data collection using approved methods until an appropriate response rate is reached. Additional methods NASAA may use to increase the response rate include:

1. increasing the data collection period from three up to five weeks,
2. incorporating a second round of phone calls at the end of data collection.

B.4 Test of procedures or methods to be undertaken

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.

NASAA employed a contractor to conduct cognitive tests with 8 state arts agency staff members in March 2021. Eight staff members from state arts agencies completed a 30-minute cognitive interview after testing the survey. NASAA also sent the survey to one regional arts organization for feedback. The objectives were to detect issues of usability, clarity, and readability in the survey instrument, and to estimate the average time necessary to complete the survey. Changes were made to the survey instrument following the completion of cognitive testing and regional arts organization feedback, per the recommendations in the Cognitive Testing Report. The Cognitive Testing Report can be found in Attachment C.

The cognitive testing indicated that participants found the survey platform easy to use, and no technical issues arose when accessing or completing the survey. There was a recommendation to alert future participants to the information that will be requested in advance through an option to preview the survey online or by circulating the items in advance.

Interviewees also recommended being able to stop and restart the survey and to return to previous questions. NASAA has made both of these recommended changes.

Aggregated analyses of the Interviewee Recording Forms, survey data, and interviews identified factors that adversely affected participants’ responses across multiple items and challenges related to the interpretation of individual items. For instance, the CARES Act funding may be confused with other types of CARES Act supplemental funding some state arts agencies are receiving. NASAA addressed this issue by making it clear this survey is assessing the outcomes of CARES Act funding coming directly from the Arts Endowment, not elsewhere. Some states and regions may not be collecting the voluntary subgrantee data and NASAA incorporated response options to allow for states and regions to respond accurately that they do not have the data. States and regions may have the data in formats that would be too onerous to aggregate for the purposes of the survey. NASAA included an option to upload different types of data in case their data does not match with the structure of the questions.

B.5 Individuals consulted on statistical aspects & individuals collecting and/or analyzing data

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

Table 1. Individuals Consulted

Name	Title (Project Role)	Organizational Affiliation and Address	Phone Number
Persons conducting the survey			
Ryan Stubbs	Senior Director of Research	National Assembly of State Arts Agencies 1200 18th Street NW, Suite 1100 Washington, D.C. 20036	202-347-6352 x115
Patricia Mullaney-Loss	Research Manager	National Assembly of State Arts Agencies 1200 18th Street NW, Suite 1100	202-347-6352 x118

		Washington, D.C. 20036	
Arts Endowment personnel consulted			
Patricia Moore Shaffer	Deputy Director Office of Research & Analysis	National Endowment for the Arts 400 7th Street SW, Washington, DC 20506	202-682-5535
Melissa Menzer	Program Analyst Office of Research & Analysis	National Endowment for the Arts 400 7th Street SW, Washington, DC 20506	202-682-5548
Persons conducting the cognitive testing			
Shawn Bachtler	Consultant, founder of ProgramWorks	ProgramWorks LLC Seattle, WA	206-323-9329