

OMB Number: (XXXX) 1840-0840  
Revised: XX/XX/XXXX  
RIN Number: XXXX-XXXX (if applicable)

## SUPPORTING STATEMENT

### FOR PAPERWORK REDUCTION ACT SUBMISSION

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#### **B. Collection of Information Employing Statistical Methods**

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. The following documentation should be provided with the Supporting Statement Part A to the extent that it applies to the methods proposed. For further information, please consult [OMB's Standards and Guidelines for Statistical Surveys](#).

1. Describe the potential respondent universe (including a numerical estimate) 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 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.

*For the DDRA survey, the respondent universe is made up of DDRA fellows who participated in DDRA programs in FY 2008-2015. 157 respondents are estimated for each survey annually. There will be no sampling. The expected response rate is 85%. The response rate for similar surveys in previous years has been 85%.*

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

- Statistical methodology for stratification and sample selection.

*All DDRA fellows who have graduated from 2008-2015 will be surveyed over the course of four years.*

- Estimation procedure. *N/A*
- Degree of accuracy needed for the purpose described in the justification. *N/A*
- Unusual problems requiring specialized sampling procedures, and *N/A*
- Any use of periodic (less frequent than annual) data collection cycles to reduce burden. *N/A*

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3. Describe methods to maximize response 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.

*DDRA fellows are told that the survey is voluntary, but that they will be requested to respond to the survey.*

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.

*A one-tailed t-test will be used to check for statistical significance.*

5. 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 persons who will actually collect and/or analyze the information for the agency.

*It is possible that the Department may employ a contractor who will collect and analyze the data from the survey.*