

**SUPPORTING STATEMENT – B  
REQUEST FOR APPROVAL UNDER  
THE PAPERWORK REDUCTION ACT AND 5 CFR 1320**

**Collection Title: Diversity, Equity, Inclusion, and Accessibility Survey**

**PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

**1. Describe the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities 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 survey will be sent to all Direct Hire and non-Direct Hire staff who have a [usa.gov](mailto:usa.gov) e-mail address of approximately 11,000 people. The expected response rate we anticipate is 30-40 percent.

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

A copy of the DEIA Survey will be created using the Qualtrics Platform. The survey will be set up so that participants remain anonymous. However, the survey will collect data on staff type such that the results from different categories of staff can be analyzed separately. The survey will be distributed via a link in the survey launch communications. Once the survey is closed, the data can be exported via an excel document or csv file for analysis and data visualization.

**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.**

We will conduct a DEIA Survey awareness campaign and send out prenotification communications detailing the survey background, purpose, and intended audience ahead of survey launch. We will then send communications including the Qualtrics survey link once we launch the survey. Lastly, we will send two reminder communications to those who did not respond at the first opportunity during the response collection period at the 7-day mark one and a final reminder at the 13-day mark before the survey is set to be closed.

**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 test may be submitted for approval separately or in combination with the main collection of information.**

A sample population of nine individuals was gathered to complete a user experience test during survey development.

**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.**

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