

**Supporting Statement for Pilot Study of Participant Outcomes
Survey for the Creative Forces®: NEA Military Healing Arts
Network Community Arts Engagement Grant Program, Part A**

Last updated: July 7, 2022

Table of Contents

A1. Circumstances that make the collection of information necessary.	3
A2. Purpose and use of the information.	11
A3. Use of information technology and burden reduction.	17
A4. Efforts to identify duplication.	17
A5. Impacts on small businesses or other small entities.	18
A6. Consequences of collecting the information less frequently.	18
A7. Special circumstances relating to the Guidelines of 5 CFR 1320.6.	18
A8. Comments in response to the Federal Register Notice and efforts to consult outside Agency.	18
A9. Explain any decisions to provide any payment or gift to respondents.	19
A10. Assurances of confidentiality provided to respondents.	19
A11. Justification for any questions of a sensitive nature.	19
A12. Estimates of the hour burden of the collection of information.	20
A13. Estimates of other total annual cost burden.	21
A14. Provide estimates of annualized costs to the Federal Government.	22
A15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.	22
A16. Plans for tabulation, and publication and project time schedule.	22
A17. Displaying the OMB Approval Expiration Date.	22
A18. Exceptions to the certification statement identified in Item 19.	23

Table of Attachments

Attachment A: Participant Outcomes Survey and Other Instruments

Attachment B: Participant Outcomes Survey Source Scales

Part A. Justification

A1. Circumstances that make the collection of information necessary.

Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

This is a request for clearance for the National Endowment for the Arts (NEA) to conduct a pilot test a Participant Outcomes Survey to assess individual-level outcomes associated with the Creative Forces®: NEA Military Healing Arts Network Community Engagement Grant Program (<http://www.maaa.org/creativeforces/>). This is a new data collection request, and the data to be collected are not available elsewhere unless collected through this information collection. The data collection activities are planned for January through June 2023. The pilot study will enable the National Endowment for the Arts to test and refine the survey's methodology for assessing outcomes and the administration process.

The Creative Forces®: NEA Military Healing Arts Network seeks to improve the health, well-being, and quality of life for military and veteran populations exposed to trauma, and for their families and caregivers through clinical and non-clinical programs (<https://www.arts.gov/initiatives/creative-forces>). Creative Forces is funded through Congressional appropriation. The Congressional Committee on Appropriation “supports the NEA’s continued efforts to expand upon this successful program to embed Creative Arts Therapies at the core of integrative care efforts in clinical settings, advance collaboration among clinical and community arts providers to support wellness and reintegration efforts for affected

families, and advance research to improve our understanding of impacts of these interventions in both clinical and community settings.”¹

According to the National Endowment for the Arts 2018-2022 Strategic Plan (page 20), evidence building for Strategic Objective 2.4, *Support Access to Creative Arts Therapies and Evidence-Based Programs in the Arts and Health*, involves “the development of a community engagement research agenda and framework for defining indicators and developing metrics for measuring the impact and benefits from participation in therapeutic arts interventions and community-based arts engagement programs aligned with, or complementary to, Creative Forces clinical program outcomes.”

Beginning in 2022, Creative Forces will award Community Engagement Grants to support non-clinical arts engagement programming for military-connected populations² through matching grants of \$10,000 to \$50,000 for emerging (“Emerging”) and established (“Advanced”) community-based arts engagement projects to serve military-connected populations. The NEA anticipates awarding approximately 30 awards annually, with the first round of grant-funded projects taking place after July 1, 2022. The program will support a range of models (e.g., ongoing class, drop-in studio, single event) designed to meet local needs. The grant program will be the largest coordinated effort in the U.S. to provide community arts engagement programming

¹ S. Rept. 115-276 - DEPARTMENT OF THE INTERIOR, ENVIRONMENT, AND RELATED AGENCIES APPROPRIATIONS BILL, 2019. *Congress.gov*, Library of Congress, 16 November 2021, <https://www.congress.gov/congressional-report/115th-congress/senate-report/276>.

² Creative Forces broadly defines the military-connected population as including active-duty service members, guardsmen, reservists, veterans, military and veteran families, as well as caregivers and healthcare workers providing care for military service members and veterans.

for military and veteran populations exposed to trauma, and for their families and caregivers. The Creative Forces Community Engagement Grant Program is conducted in partnership with Mid-America Arts Alliance (M-AAA).

During development of the Community Engagement Grant program, the NEA commissioned literature reviews and an evaluation of Creative Forces community engagement pilot programs³ and convened a working group with subject matter experts. Collectively, these activities 1) documented the needs of military and veteran populations exposed to trauma, and of their families and caregivers, 2) identified goals for community arts engagement programming and four outcomes for participant, 3) produced logic models and measurement frameworks for the grantee and national program levels, 4) contributed to grant guidelines, and 5) evaluated methodologies and instruments for data collection. Exhibits 1 and 2 show the Creative Forces Community Engagement Grant Program Logic Model for the grantee and national levels, respectively. The grantee logic model shows the outcomes for the military-connected program participants and the grantees, and the resources (inputs), program activities, and products (outputs) that lead to those outcomes. The national logic model provides the same information from the perspective of the national grant program, comprehensively.

³ For information about the initial Creative Forces Projects and evaluation findings, see <https://www.creativeforcesnrc.arts.gov/our-impact/community-engagement-findings>

Exhibit 1. Creative Forces Community Engagement Grant Program Grantee Logic Model

<p>PROGRAM GOAL: Creative Forces®: NEA Military Healing Arts Network is an initiative of the National Endowment for the Arts in partnership with the U.S. Departments of Defense and Veterans Affairs that seeks to improve health, well-being, and quality of life for military and veteran populations exposed to trauma, as well as their families and caregivers.</p>			
<p>GRANTEE PROGRAM GOALS: Creative Forces Community Arts Engagement promotes the health, well-being, and overall quality of life for military and veteran populations exposed to trauma, and their families and caregivers, through support of arts engagement activities designed to cultivate creative expression, increase social connectedness, improve resilience, and support successful adaptation to civilian life.</p>			
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
<p>Emerging and Advanced Tier</p> <ul style="list-style-type: none"> • Funding • Program plan • Existing organizational assets <p>Advanced Tier Only</p> <ul style="list-style-type: none"> • Established arts engagement project for military-connected populations • Military cultural competency 	<p>Emerging Tier Develop and implement new or emerging arts engagement programs</p> <p>Advanced Tier Support or advance established arts engagement programs</p> <p><i>Both Tiers participate in Technical Assistance activities</i></p>	<p>Emerging and/or Advanced Tiers Data, documents, or materials reflecting:</p> <ul style="list-style-type: none"> • Understanding of needs of the local military-connected community • Grantee capacity and partnerships • Understanding of military culture • Arts engagement project • Participant satisfaction • Community and military understanding of the value of arts engagement • Sustainability plan • Evaluation tools 	<p>PARTICIPANT OUTCOMES</p> <ul style="list-style-type: none"> • Enhanced creative expression • Increased social connectedness • Improved resilience • Successful adaptation to civilian life <p>GRANTEE OUTCOMES</p> <ul style="list-style-type: none"> • Networked grantee and partner organizations • Strengthened capacity • Increased understanding of the value of the arts Military and non-arts partners
<p>RATIONALE</p> <ul style="list-style-type: none"> • There is a documented need for programs that improve health and well-being of service members, veterans, families, and caregivers, and community arts engagement programs are well-positioned to address these needs by providing opportunities for creative expression, increased social connections, and building resilience. • Locally-developed programs are best situated for identifying and addressing the specific needs of the local community. • Partnerships among key organizations/individuals, including program participants, arts organizations, and military-connected services/providers, are more likely to deliver high-quality, culturally-sensitive opportunities to engage in art. 			
<p>ASSUMPTIONS AND EXTERNAL FACTORS</p> <ul style="list-style-type: none"> • While community arts engagement programs may be therapeutic, they are not intended to provide clinical therapies. • Participants seek community arts engagement activities for a wide range of reasons – to socialize and build community, for personal expression, to hone a specific artistic skill, etc. • Participants possess assets and strengths which they bring to these programs. • A strengths-based approach benefits all participants, regardless of needs and goals. • Participants benefit more from consistent and continuous participation than from single events. • The need for and implementation of community arts engagement programs for targeted military populations will be affected by external factors such as U.S. military actions or public health crises. 			

Exhibit 2. Creative Forces Community Engagement Grant Program National Logic Model

<p>PROGRAM GOAL: Creative Forces®: NEA Military Healing Arts Network is an initiative of the National Endowment for the Arts in partnership with the U.S. Departments of Defense and Veterans Affairs that seeks to improve health, well-being, and quality of life for military and veteran populations exposed to trauma, as well as their families and caregivers.</p>				
<p>GRANTEE PROGRAM GOALS: Creative Forces Community Arts Engagement promotes the health, well-being, and overall quality of life for military and veteran populations exposed to trauma, and their families and caregivers, through support of arts engagement activities designed to cultivate creative expression, increase social connectedness, improve resilience, and support successful adaptation to civilian life.</p>				
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	IMPACT
<p>Grants administration process</p> <p>Grantee technical assistance</p> <p>Monitoring and evaluation tools and process</p> <p>Learning (existing evaluation, research, NRC)</p>	<p>Provide tiered grants (emerging and advanced) to organizations for community arts engagement programs intended to improve health, well-being, and quality of life of service members, veterans, families, and caregivers</p> <p>Support Grantee Implementation</p> <p>Monitor and Evaluate the Grant Program</p> <p>Contribute to the Field</p>	<p>Grants administration data</p> <p>Grantee technical assistance data</p> <p>Monitoring and evaluation Data</p> <p>Learning data</p>	<p>AGREGGATED GRANTEE OUTCOMES</p> <p>Grantees and partners sustain and evaluate programs for military-connected populations. Partners, practitioners, and communities support participation of military-connected populations in community arts engagement programs and understand the value and impact of the arts for military-connected populations. Military and civilian communities become more connected, and there is communication, understanding, and engagement among military-connected populations, communities, and partners.</p> <p>MONITORING & EVALUATION OUTCOMES</p> <p>National-level program monitoring and evaluation occurs according to evaluation cycle, is ongoing, and guides program improvement and contributes to learning for the agency and field.</p> <p>LEARNING OUTCOMES</p> <p>Rigorous evidence documents the impact of community arts participation for military-connected populations. Knowledge and resources grow through the learning community, advancing the field and supporting community arts engagement outcomes for military-connected populations.</p> <p>Agencies, organizations, practitioners, funders, and policymakers understand the value and impact of community arts engagement for military-connected populations, support programs and policies, become partners, and advocate for community arts engagement.</p>	<p><i>Military-connected participants in Creative Forces community engagement programs have increased creative expression, social connectedness, resilience, and successfully adapt to civilian life.</i></p> <p><i>Grantees become networked organizations, strengthen their capacity to effectively deliver programs, and grantees and partners have an increased understanding of the value and impact of the arts.</i></p>

A grantee- and national-level measurement framework is aligned with the logic models and details the measures, metrics, data points, data sources, entity responsible for data collection, entity data is reported to, and frequency of reporting. The measurement framework guides program monitoring and evaluation at the grantee and national program levels. Data collection items and instruments designed for the Community Engagement Grant program are compiled in separate OMB-approved PRA clearance packages for agency use and summarized in Exhibit 3.

This OMB request is for the following three surveys:

- 1. Participant Enrollment Form*
- 2. Participant Outcomes Survey*
- 3. Project Director Interview Protocol*

Exhibit 3. Data Collection Instruments

INSTRUMENT	DESCRIPTION	ADMINISTERED BY	COMPLETED BY	FEDERAL REGISTER DOCUMENT #	OMB CONTROL #
Grantee Forms					
Supplemental Application Form	Collects organization and program data during grant application process	M-AAA	Grant applicant	FR Doc. 2021–03728, 2021-22532	3135-0140
Final Descriptive Report	Collects grantee program implementation, output, and outcomes data at the end of the grant	M-AAA	Grantee	FR Doc. 2021–03728, 2021-22532	3135-0140
Participant Forms					
Program Feedback Survey	Collects program engagement and satisfaction data at the end of the program	Grantee	Program participants	FR Doc. 2021-28515, 2022-04985	3135-0145
Event Feedback Survey	Collects feedback on events (exhibitions, performances)	Grantee	Audience members	FR Doc. 2021-28515, 2022-04985	3135-0145
Participant Enrollment Form	Collects program participant contact and demographic information to support survey administration and analysis	Grantee	Program participants	FR Doc. 2021–16275, 2022–14462	<i>New</i>
Participant Outcomes Survey	Collects pre/post outcomes for program participants	External evaluator	Program participants	FR Doc. 2021–16275, 2022–14462	<i>New</i>
Project Director Interview Protocol	Collects feedback on survey administration during pilot test	External evaluator	Grantee project directors	FR Doc. 2021–16275, 2022–14462	<i>New</i>

Aligned with the Grantee Logic Model, the Community Engagement Participant Outcomes Survey (see Attachment A) assesses the four participant outcome areas:

- *Creative Expression*: Participants have a better understanding of themselves and others by creating or engaging with art.
- *Social Connectedness*: Participants have supportive relationships in their life and a sense of belonging to a community.
- *Resilience*: Participants feel they can rebound from stress, unexpected events, or life's challenges.
- *Independence and Successful Adaptation to Civilian Life*: Participants have both an individual and shared sense of purpose, as well a positive self-worth, that supports adapting and readjusting to civilian life.

Once the outcome areas were established, the NEA worked with a contractor to identify existing, validated scales to capture the four outcome areas through the survey. No existing scales aligned with the Creative Expression outcome, so pilot items were developed for this area. The survey consists of 45 items that use Likert response scales and four demographic items (age, military connection, race/ethnicity, gender). The Likert items include 13 Creative Expression items, newly developed by Creative Forces, and 32 items from existing, validated scales. In addition to the four priority outcome areas, the survey includes two items that target general health and well-being, which are relevant to the overall goals of Creative Forces. The four demographic items will enable disaggregation of the data to determine whether there are differences in the level of benefit by demographic group. Exhibit 4 shows the items and source scales with the associated participant outcomes for the Creative Forces Community Engagement grant program. References for the existing, validated scales can be found in Attachment B.

Exhibit 4. Source Scales for the Participant Outcomes Survey

TARGET OUTCOME	# OF ITEMS	SOURCE SCALE
Creative Expression	10 3	<i>Creative Forces Creative Expression</i> pilot items (CFCE) <i>Creative Forces Flow</i> pilot items (CFF)
Social Connectedness	6	Canada <i>Social Provisions Scale</i> (5-item version) plus one additional item (CSPS)
Resilience	6	<i>Brief Resilience Scale</i> (BRS)
Independence and Successful Adaptation to Civilian Life	18	<i>Enriched Life Scale</i> Sense of Purpose Subscale (ESPS) Engaged Citizenship Subscale (EECS)
General Health and Well-being	2	<i>World Health Organization Quality of Life Instrument, Short Form</i> (WHOQOL-BREF)
Demographics	4	Age (from Veterans Administration population data collection) Military connection (developed by Creative Forces) Race/ethnicity (from U.S. Census, modified) Gender (from previously cleared NEA information collection associated with the Poetry Out Loud evaluation study, 2018)

Following cognitive testing, the survey was revised. The pilot study will further test the survey items and implementation procedures and provide evidence for refining the survey’s methodology and implementation.

A2. Purpose and use of the information.

Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate how the agency has actually used the information received from the current collection.

A.2.1 Purpose of the Participant Outcomes Survey and Pilot Testing

The purpose of the Participant Outcomes Survey is to determine the impact of the Community Engagement Grant Program by measuring the extent of change over time (pre-to-post) in the four participant outcomes and to inform ongoing program improvement.

Through this pilot test of the survey, the NEA will evaluate the effectiveness of the survey instrument and the administration process during the first cycle of the grant program.

After completion of the pilot, a regular PRA clearance package will be submitted in FY 2024 for a Creative Forces Community Engagement Grant Program evaluation study that utilizes this survey instrument.

A.2.2 Programs for the pilot testing

The pilot test will be conducted on programs that are a part of the first cohort of grant recipients of the Creative Forces Community Engagement Grant Program, administered by the Mid-America Arts Alliance (M-AAA), acting as a cooperator for the National Endowment for the Arts. M-AAA will award approximately 25-30 matching grants for arts-based community engagement projects that engage targeted military-connected communities.

All participants in the selected programs will be asked to complete the survey at the beginning (pre) and end (post) of the program. The sample for this pilot test will consist of at least 350 participants across up to 10 grant projects. Grant projects will be selected for the pilot test based on the following criteria:

- Organization provides non-clinical arts engagement to one or more of the following military-connected populations exposed to trauma: active-duty service members, guardsmen, reservists, veterans, military and veteran families, caregivers, and health care workers providing care for military service members and veterans.
- Organization implements non-clinical arts engagement activities utilizing one of the following service delivery models:⁴
 - Ongoing Class/Other Ongoing Engagement: a class group, and/or ensemble that meets regularly for a distinct time period

⁴ These service delivery models are supported by the Community Engagement Grant Program.

- Ongoing Drop-in Program: ongoing, drop-in programs, such as an open-studio, where participation may or may not be consistent
- Organization has planned activities during the pilot study implementation period (January through June 2023).
- Organization plans to collect enrollment data from participants in advance of the non-clinical arts engagement activities.

Funded activities may be in person, virtual, or offered through hybrid delivery and take place in a clinical, community, or virtual setting. Projects will be selected to ensure to the extent possible that a range of artistic disciplines and military populations (i.e., Active Duty Service Members, veterans, Guardsmen and/or reservists; military and veteran families; and caregivers and health care workers providing care for military service members and veterans) are represented within the pilot testing.

A.2.2 Pilot survey administration

A contractor with expertise in program evaluation and survey administration will lead the pilot testing and will be responsible for coordinating data collection with pilot sites. Institutional Review Board (IRB) approval was obtained from Solutions Institutional Review Board on December 23, 2021, to pilot test the survey (Protocol #2021/12/2).

The survey, which takes approximately 10 minutes, will be administered as participants enter (pre) and exit (post) the program, and pre/post surveys will be matched for each individual to measure change over time. The survey will be accessed electronically using participants' own mobile devices and/or computers. After the post-survey administration, the contractor will follow up with each program director to obtain feedback on the survey administration process.

To protect participant identity, the contractor will provide each participant a unique personalized link via email to access the survey electronically. The surveys will also be coded by program to permit disaggregation of the data by program variables (e.g., artistic discipline, service delivery model, length of program, targeted military-connected population). Grantee organizations will be provided with a standard enrollment form to collect contact and demographic information on participants; participants will be asked to provide consent to share this information with the contractor. This information will be used by the contractor to contact individuals and to conduct non-response bias analysis (see Supporting Statement Part B).

To administer the survey, the contractor will coordinate with staff members of participating community engagement programs. The contractor will meet with program leaders at the outset to explain implementation plans and to set up procedures for distributing information about the pilot test. The contractor will then administer online consent forms and provide unique links for the pre and post surveys to participants. Once post surveys are closed, the contractor will follow up with program leaders to debrief survey methodology and implementation procedures using an interview protocol.

A.2.3 Use of the pilot test results

The pilot study will test the survey's methodology and implementation procedures. Implementation issues that arise during the pilot will be assessed and strategies developed for addressing those issues for future administration of the survey to projects funded by the Creative Forces Community Engagement Grant Program.

The pilot study will also collect and analyze survey data to evaluate the instrument. The survey pilot data will be subjected to statistical analyses to determine data quality (e.g., item analysis, omission rates). The existing scales for *Social Connectedness*, *Resilience*, and

Independence and Successful Adaptation to Civilian Life have established psychometric properties, must remain intact, and therefore require limited psychometric analyses. Cronbach's alpha will be used to test the internal consistency of the *Creative Expression* pilot items. The data will also be analyzed and reported with subscale and item frequencies, analyses of pre/post change on the four subscales and overall to measure change over time. These analyses will determine whether participants show improvement in the targeted outcome areas relative over the period in which they participated in the programs.

Analyses will be conducted using key program variables, such as program length, to determine their impact on outcomes. The cohort of programs will intentionally include a variety of artistic disciplines and military-connected populations in order to test administration procedures and outcomes across different scenarios. Similarly, the types of participant interactions vary across program. For example, interactions among participants that meet regularly for a class may differ from those engaged in a drop-in program. Other program variables (e.g., artistic discipline) will also be analyzed to determine whether they are related to participant outcomes.

If subgroup sizes are sufficient, outcomes analyses will be conducted for the demographic variables, including military-connected population subgroups and gender, to determine if some groups are differentially impacted by participation in the Community Engagement programs. Creative Forces serves a range of military-connected subgroups, including those with direct military experience (service members, reserves, veterans) and those connected to the military through their relationships as family caregivers. The experiences and needs of these groups differ. For example, veterans, active duty service members, and National

Guard/Reserve members differ in health conditions and health behaviors.⁵ Veterans transitioning into civilian life may no longer have ready access to social support or practical support (e.g., housing), and family members and caregivers also have distinct needs.⁶

Studies have shown gender-related differences in adjustment, mental health status, and civilian reintegration among service members and veterans, although gaps in the research make it difficult to draw general conclusions.⁷ However, analyses of demographic and economic data by the Department of Veterans Affairs have indicated that the issues women veterans face in returning to civilian life and in the services they will need differ from those of male veterans. According to their 2015 report, female veterans tend to be younger, and characteristics related to age (e.g., income, health issues) distinguish the groups. Women veterans tend to have a lower median household income, are less likely to be married, and have a higher percentage of racial and ethnic diversity. Further, a higher percentage of female veterans have a service-connected disability, have no personal income, and are in poverty. However, they are less likely to access the VA health system.⁸ Less research exists on the experiences and needs of service members and veterans who are lesbian, gay, bisexual, transgender, queer, intersex, and/or asexual

⁵ Hoerster, Katherine D et al. "Health and health behavior differences: U.S. Military, veteran, and civilian men." *American journal of preventive medicine* vol. 43,5 (2012): 483-9. doi:10.1016/j.amepre.2012.07.029

⁶ Jennifer M. DeLucia, et al. "Military and Veteran Family Needs Assessment and Literature Review: Considerations for Arts Providers." Unpublished manuscript.

⁷ Eichler, M., & Smith-Evans, K. (2018). Gender in Veteran reintegration and transition: A scoping review. *Journal of Military, Veteran and Family Health*, 4(1), 5–19. DOI: <https://doi.org/10.3138/jmvfh.2017-0004>

⁸ National Center for Veterans Analysis and Statistics. "A Women Veterans Report: The Past, Present, and Future of Women Veterans." U.S Department of Veterans Affairs, https://www.va.gov/vetdata/docs/SpecialReports/Women_Veterans_2015_Final.pdf. Accessed December 16, 2021.

National Center for Veterans Analysis and Statistics. "Profile of Women Veterans: 2015." U.S Department of Veterans Affairs, https://www.va.gov/vetdata/docs/SpecialReports/Women_Veterans_Profile_12_22_2016.pdf Accessed December 16, 2021.

(LGBTQIA). However, there is evidence of higher rates of medical and mental health concerns among LGBTQIA veterans, relative to the overall veteran population.⁹ Other demographic variables (e.g., age group, race/ethnicity) will also be analyzed to determine whether they are related to participant outcomes.

Additional details about analyses are provided in Supporting Statement B.

A3. Use of information technology and burden reduction.

Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

The NEA takes its responsibility to minimize burden on respondents very seriously and has designed this project with that goal in mind. Using an electronic survey reduces labor hours required to administer, collect, code, and analyze a paper-based survey. Further, the use of confidential, unique access links creates a de-identified database that is equipped for analyzing participant-level pre/post change. These electronic methodologies are the most efficient mechanisms for gathering these data.

A4. Efforts to identify duplication.

Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in item 2 above.

No similar data collection effort duplicates the proposed data collection. The Participant Outcomes Survey in this pilot is the only measure of participant outcomes for this grant program.

⁹ Jennifer M. DeLucia, et al. "Military and Veteran Family Needs Assessment and Literature Review: Considerations for Arts Providers." Unpublished manuscript.

The use of a validated outcomes measure across the Community Engagement Grant Program is necessary for the NEA's performance monitoring.

A5. Impacts on small businesses or other small entities.

The pilot study will be conducted with grant recipients of the Creative Forces Community Engagement Grant Program. These grantees may include smaller organizations. To minimize the burden on these organizations, the pilot study will be coordinated and administered by a contractor.

A6. Consequences of collecting the information less frequently.

Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing the burden.

This clearance request is for a one-time data collection to pilot a pre-post survey. This is necessary to ensure the survey methodology and the instrument itself provide sound data for evaluation of the Community Engagement Grant Program. Without pilot testing, the viability of the survey for detecting program impact will be unknown.

A7. Special circumstances relating to the Guidelines of 5 CFR 1320.6.

The information will be collected in a manner consistent with the guidelines in 5 CFR 1320.6 (Controlling Paperwork Burden on the Public-General Information Collection Guidelines). There are no special circumstances contrary to these guidelines.

A8. Comments in response to the Federal Register Notice and efforts to consult outside Agency.

On Friday, July 30, 2021, a 60-day Federal Register Notice was published in 86 FR 41102 Volume 86, No. 144. No comments were received.

Cognitive testing of the Participant Outcomes Survey was conducted in October 2021, with 9 respondents. On July 7, 2022, a 30-day Federal Register Notice was published in 87 FR 40555 Volume 87, No. 129.

A9. Explain any decisions to provide any payment or gift to respondents.

Respondents will not receive payments or gifts.

A10. Assurances of confidentiality provided to respondents.

To measure change on the four outcome areas over time, the Participant Outcomes Survey will be administered as participants enter (pre) and exit (post) the program, and pre/post surveys will be matched for each individual. The contractor will provide each participant a unique link via email to access the survey electronically.

Respondents' answers to the survey will be fully confidential. Each survey access code is unique to the survey and the respondent. The list connecting a respondent's name to the access code will be kept in a password-protected file that only the contractor can access. No one associated with the respondent's community engagement program or Creative Forces will have access to the survey responses. In keeping with Human Subjects protection, the survey introduction and email communications will include a statement to respondents that all data for the survey will be kept confidential and that data will only be analyzed and reported in the aggregate. Additional Human Subjects protection stipulations will also be addressed, such as providing information about the importance of the survey, the use of the data, and notification that participation in the survey is voluntary.

A11. Justification for any questions of a sensitive nature.

Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

Creative Forces intends the Community Engagement Grants to improve participants' *Creative Expression, Social Connectedness, Resilience, and Independence and Successful Adaptation to Civilian Life*. As evident in the definitions of these outcomes (see section A2), these outcomes touch on participants' perceptions of themselves, their relationships, and their feelings. To that end, items on the Participant Outcomes Survey ask about the respondent's self-perceptions, feelings, and adjustment, which may be considered private. The survey specifically avoids items that address clinical pathology or lifestyle. Demographic data (age group, military-connected status, race/ethnicity, and gender) will be collected to assess whether outcomes are affected by participants' demographic characteristics. Race/ethnicity survey questions comply with OMB standards. In the survey introduction, respondents will be informed they may skip any item or discontinue the survey at any time.

A12. Estimates of the hour burden of the collection of information.

Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

Exhibit 5 shows the total estimated burden for piloting the Participant Outcomes Survey and the affiliated Enrollment Form, and the Project Director Interview Protocol. For participants, the enrollment form is estimated to take about 6 minutes per respondent, based on calculations from survey development tools. The total estimated burden for participants is calculated by multiplying the estimated time (0.1 hours) by the total number of anticipated responses (350, the total estimated response universe for participants).

The pre-post survey is estimated to take 10 minutes per respondent per timepoint, based on calculations from survey development tools. Pilot testing will refine this estimate. The total estimated burden for participants is calculated by multiplying the estimated time (0.16 hours) by

the total estimated response universe for participants (350). Actual burden will be affected by response rate and likely lower than estimates provided here.

Program directors will provide 4.23 hours of support for survey implementation to coordinate administration with the contractor and to gather and submit participant contact information. They will also participate in a one-hour debrief interview. Estimated burden hours for directors is calculated by multiplying the number of hours for each activity by the anticipated number of directors.

Exhibit 5. Burden Estimates for Participant Outcomes Survey

Participant Description	Instrument/ Activity	Average Hours per Response	Number of Responses per Person	Number of Persons	Total Number of Responses	Estimated Burden (Hours)
Program Participants	Program Enrollment Form	0.1	1	350	350	35
Program Participants	Participant Outcomes Survey (Pre)	0.16	1	350	350	56
Program Participants	Participant Outcomes Survey (Post)	0.16	1	350	350	56
Project Directors	Support survey administration	4.23	1	10	10	42.3
	Debrief interview	1	1	10	10	10
Total						199.3

A13. Estimates of other total annual cost burden.

Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

The estimated cost burden is \$6,367.64. This is based on the above figure of 199.3 hours of respondent burden multiplied by \$31.95, which is the average hourly earnings of employees on private payrolls.¹⁰

A14. Provide estimates of annualized costs to the Federal Government.

The total one-time contracted cost to the Federal Government for survey development, cognitive testing, and pilot testing is \$75,000.

A15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

There are no program changes or adjustments reported in the burden worksheet.

A16. Plans for tabulation, and publication and project time schedule.

For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

There are no plans to publish data from this pilot test. The purpose of this clearance package is to obtain conditional clearance for the pilot test, which will begin after OMB approval and continue based on an estimated timeline presented below. The pilot testing will collect data so that the NEA contractor can test the feasibility of the survey and identify any issues with survey implementation. After the pilot testing, the NEA will provide to OMB the results of the pilot test, a revised survey instrument (if appropriate), and an updated clearance package to OMB for full approval, as appropriate. After obtaining final clearance, the NEA will administer the

¹⁰ U.S. Bureau of Labor Statistics (2022), Table B-3. Average hourly and weekly earnings of all employees on private nonfarm payrolls by industry sector, seasonally adjusted. <https://www.bls.gov/news.release/empsit.t19.htm>.

survey as part of an evaluation study. The NEA will report statistical results from future survey administrations in reports published on the Creative Forces National Resource Center. The schedule is provided in Exhibit 6.

Exhibit 6. Estimated Project Time Schedule

ACTIVITY	SCHEDULE
Conditional clearance by OMB to conduct the pilot study	November 30, 2022
Contractor performs pilot test	January 1-June 30, 2023
Contractor provides report describing the findings of the pilot test	October 31, 2023
NEA submits results of pilot study to OMB and an updated clearance package for evaluation study	December 30, 2025
NEA conducts evaluation study	December 31, 2026

A17. Displaying the OMB Approval Expiration Date.

If you are seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The NEA will display the expiration date of OMB approval and the OMB approval number on all instruments associated with this information collection.

A18. Exceptions to the certification statement identified in Item 19.

Explain each exception to the topics of the certification statement identified in Certification for Paperwork Reduction Act Submissions.

No exceptions are necessary for this information collection. The agency is able to certify compliance with all provisions under Item 19 of OMB Form 83-I.