

Supporting Statement for the Regional and State Arts Agency ARP 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 Regional and State Arts Agency American Rescue Plan (ARP) Funding Survey is 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% response rate on most surveys to state arts agencies. It is expected that NASAA will receive a similar response rate, between 90 and 100%, 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 the Regional and State Arts Agency American Rescue Plan (ARP) Funding Survey will consist of one online 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 online survey to state arts agencies and regional arts agencies in winter 2023. 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 complete it at their convenience. NASAA will send up to three email reminders to any respondents with an incomplete survey. 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 online survey over a six-week data collection period. Figure 1 provides an overview of the survey implementation process and expected response rates. All planned communication materials are provided in Attachment A.

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 NEA. 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. NASAA may also email or call agencies and organizations to help increase the response rate.

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 for the CARES Act Funding Survey, which the Regional and State ARP Funding Survey is based on. The two surveys are identical with the exception that programmatic information, like grant program name and description, is updated in the Regional and State ARP Funding Survey. Eight staff members from state arts agencies completed a 30-minute cognitive interview after testing the CARES Act 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. Following the completion of cognitive testing and regional arts organization feedback, changes were made to the survey instrument for CARES, and then later adopted for the ARP survey. The Cognitive Testing Report for the CARES Act survey 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 ARP funding may be confused with other types of ARP supplemental funding some state arts agencies are receiving. NASAA addressed this issue by making it clear this survey is assessing the outcomes of ARP funding coming directly from the NEA, 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	202-552-0843
Mohja Rhoads	Research Manager	National Assembly of State Arts Agencies 1200 18th Street NW, Suite 1100 Washington, D.C. 20036	202-552-0846
NEA 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
Liz Deichmann	ARP Grants Management Analyst	National Endowment for the Arts 400 7th Street SW, Washington, DC 20506	202-682-5743
Persons conducting the original cognitive testing for the CARES Act survey			
Shawn Bachtler	Consultant, founder of ProgramWorks	ProgramWorks, LLC Seattle, WA	206-323-9329