

**Request for Approval under the “Generic Clearance for Formative Data Collections for Evaluation, Research, and Evidence-Building”  
(OMB Control Number: 3245-0425)**

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**TITLE OF INFORMATION COLLECTION:** Shuttered Venues Operators Grant Grantee Interviews

**PURPOSE OF THE COLLECTION:** This data collection is part of the Shuttered Venues Operators Grant (SVOG) evaluation project which seeks to understand how SVOG awards impacted employment, revenue, and business survival. The purpose of the data collection is to implement semi-structured interviews with up to 40 SVOG grantees to understand pandemic recovery needs that the grant may not have addressed. Interviewees will have completed the SVOG Grantee Survey and opted into participating in an interview. SVOG was a pandemic-response program established in December 2020 to aid entertainment venues and related businesses that were disproportionately affected by the pandemic due to suspension of large group gatherings. The findings from both survey and interview data collections will help SBA improve future industry-specific grant processes.

**TYPE OF COLLECTION ACTIVITY:** (Check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Survey/ questionnaire              | <input type="checkbox"/> Cognitive interview     |
| <input type="checkbox"/> Focus group/small group discussion | <input type="checkbox"/> User testing            |
| <input checked="" type="checkbox"/> Interviews              | <input type="checkbox"/> Observation/field study |
| <input type="checkbox"/> Other: _____                       |  |

**CERTIFICATION:**

I certify the following to be true:

1. The collections are voluntary.
2. The collection is low burden for respondents and low-cost for the Federal Government.
3. The collections are non-controversial and do not raise issues of concern to other Federal agencies.
4. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the near future.
5. Personally identifiable information (PII) is collected only to the extent necessary and is not retained.
6. Information gathered is intended to be used for general service improvement and program management purposes.
7. Summaries and aggregate results may be included in public-facing evaluation or similar report.
8. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

**Name:** Kate Aaby *Katherine Aaby*  
**Title:** Associate Administrator for OPPCFO

*All instruments used to collect information must include:  
OMB Control No. 3245-0425  
Expiration Date: 10/31/2025*

## DESCRIPTION OF THIS SPECIFIC COLLECTION

To assist review, please provide answers to the following question:

### 1. Administration of the Instrument

a. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone or other audio technology

Microsoft Teams

In-person

Mail

Other \_\_\_\_\_

b. Will interviewers or facilitators be used?  Yes  No

### 2. Description of respondents/participants

The sample will consist of up to 40 operators whose businesses received an award from the SVOG Program and who opted-in to participation in an interview in the SVOG Grantee Survey. As operators of the businesses that received awards, this respondent population understands their businesses' pandemic-related needs. The contractor will draw a purposive sample from the list of operators responding "yes" to a question in the SVOG Grantee Survey asking if they would participate in a follow-up interview. The contractor will sample grantees for interviews based on the following characteristics:

- Representation from both small and large businesses; the aim is for the proportion of small and large businesses in the sample to be approximately equal to the proportion of small and large businesses that participated in SVOG overall
- Diversity in the sample in terms of venue types
- Representation of underserved businesses; the aim is for approximately 20 to 30 percent of the sample to include businesses that are women-owned, veteran-owned, in rural areas, and/or owned by members of groups that have been subjected to racial or ethnic prejudice or cultural bias within American society.

In the SVOG Grantee Survey, respondents who agree to participate in an interview are asked to provide a phone number that the contractor will use to contact respondents. The contractor will include in the purposive sample up to 40 alternates that can be used in the event a grantee is unable or declines participation in the interview.

### 3. Activity timeframe

The interviews will occur in in April, May, and June of 2023.

### 4. Collection procedures

After developing the purposive sample, a member of the evaluation team will call each of the grantees using the number they provided in their survey response to schedule or conduct an interview. Based on pilot testing of the interview guide with 3 business operators, we anticipate the interviews to be semi-structured and last up to 15-minutes (though 30 minutes will be the scheduled to allow respondents ample time for comments

and feedback). An experienced interviewer will conduct each interview using a video conferencing platform or during a phone call. The contractor will request permission from interviewees to audio record the interviews for transcription and analysis.

**5. Provide the question list (Submit all instruments, instructions, and scripts with this request).**

See Attachments A (Interview Correspondence and Communication) and B (Interview Instrument)

**6. Use and dissemination of the results**

The contractor will identify common themes from the interviews and report results in a report, briefings, and in fact sheets.

**PERSONALLY IDENTIFIABLE INFORMATION**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**GIFTS OR PAYMENTS**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No  
 If Yes, describe:

**BURDEN HOUR COMPUTATION**

Participation time is based on a pilot test of the interview discussion guide with 3 business operators.

Category of Respondent	No. of Respondents	Participation Time	Burden Hours
Individuals: operators of businesses that received an SVOG Grant	40	15 minutes	10
<b>Totals</b>	<b>40</b>	<b>15</b>	<b>10</b>

**BURDEN COST COMPUTATION**

Respondent cost estimates are based on the Bureau of Labor Statistics May 2021 median wage for Entertainment and Recreation Managers (Except Gambling) occupations of \$35.48 per hour.

Category of Respondent	No. of Respondents	Hourly Rate	Response Time	Total Estimated Cost
Individuals: operators of businesses that received an SVOG Grant	40	\$ 35.48	15	\$354.80

<b>Totals</b>	<b>40</b>	<b>\$ 35.48</b>	<b>15</b>	<b>\$354.80</b>
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**FEDERAL COST:**

The estimated annual cost to the Federal government is \$10,000, which includes 40 hours for a GS-14 evaluator, 5 hours for a GS-15 manager, and research support by the contractor, 2M. The estimate is based off of a 2022 federal pay schedule for personnel located in the DC area.

**OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:** February 24, 2023

**ICR REQUEST CONTACT:**

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