Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: Personal Responsibility Education Program (PREP) Local Evaluation Support: Post-Webinar Feedback Questions

PURPOSE: The Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) is funding Abt Associates to provide local evaluation support to Personal Responsibility Education Program (PREP) grantees in an effort to enhance evaluation rigor and set the stage for the next generation of evidence building specifically for this grant program.

As part of their technical assistance efforts, Abt hosts a series of webinars and community of learning sessions in order to provide training to grantees and local evaluators, and facilitate cross-grantee discussions. This request is to collect feedback following webinars/community of learning sessions. The purpose of the post-webinar/community of learning session's feedback questions is to understand the experiences of grantees and local evaluators at each webinar/community of learning session. The feedback will allow us to continuously improve the technical assistance we provide and ensure it meets the needs of grantees. We would like to ask attendees about their opinions on the usefulness of our webinars/community of learning sessions, feedback on content and delivery, and ideas for future trainings or helpful resources.

DESCRIPTION OF RESPONDENTS: Both PREP grantees and their local evaluators can choose to attend the webinars and community of learning sessions that we provide as part of our local evaluation support. Together, this is the group of respondents that we seek to collect feedback from after each webinar.

TYPE OF COLLECTION:

[ ] Customer Comment Card/Complaint Form   [X] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [ ] Other:_____

CERTIFICATION:

I certify the following to be true:
1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.
4. The primary purpose of the results is <u>not</u> for public dissemination.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.
6. 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 future.

Name and affiliation: <u>Selma Caal, OPRE, Social Science Research Analyst (COR) </u>

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

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] Yes [X] 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 [X] No

BURDEN HOURS
We anticipate about 10 webinars/year and about 65 participants at each webinar. We expect participants will attend multiple, but not all webinars.

Information Collection	Category of Respondent	Annual No. of Responses	Estimated Time per Response	Annual Burden Hours	Total Burden Hours
Post-Webinar Feedback Questions	Private Sector	650	0.08 hrs	52 hrs	156 hrs

FEDERAL COST: The estimated annual cost to the Federal government is $522.18

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents
1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
                                                      [ ] Yes [X] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)?
If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

We do not have a sampling plan for this data collection as it is based on who chooses to attend each webinar or community of learning session. We do have a list of all grantee and local evaluator contacts who we are aware of, and we will use this list to invite groups to webinars. We will invite those who attend each webinar or community of learning session, to complete the post-webinar/community of learning session feedback questions, if they are willing to do so.

Administration of the Instrument
1. How will you collect the information? (Check all that apply)
        [X] Web-based or other forms of Social Media
        [ ] Telephone
        [ ] In-person
        [ ] Mail

[ ] Other, Explain

2. Will interviewers or facilitators be used? [ ] Yes [X] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

See attached for Post-Webinar/Community of Learning Session's Feedback Questions.