

## PROSPR In-Person Option Meeting Planning Survey

Dear PROSPR Team Member,

We are planning for an in-person option for the [name of meeting] in [month/year]. We want to understand the circumstances, if any, under which you would feel comfortable attending this meeting in person rather than virtually. You should not feel any pressure to attend in person. We will hold the meeting either way, but our planning for the meeting will be different depending on whether the meeting is hybrid or virtual-only.

### Survey Questions

#### About you

**1. What is your grant team?**

- CA - State
- CA - Tribal
- CT
- DC
- GA
- IL
- MA
- MI
- MN
- VT

#### Availability and Comfort to Attend In-Person

*We are considering [#] possible dates for an annual meeting: [DATE], [DATE], [DATE]. Please provide information about your availability for each of these dates.*

**2a, 2b, 2c. What is your availability to participate in an in-person meeting in the District of Columbia (DC) on [DATE]? [Repeat this question for each set of possible dates.]**

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to help ACF understand grantee preferences for future meetings. Public reporting burden for this collection of information is estimated to average 4 minutes per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Teresa Derrick-Mills at tderrick-mills@urban.org.

- I am available to attend in-person if conditions are right. (Questions regarding conditions follow, below.)
- I am available, but I do not feel comfortable attending in-person at this time. I will participate virtually.
- I am available to participate virtually, but I cannot fit travel into my schedule for those dates (but would be willing to attend in-person if conditions are right).
- My availability during those dates is limited. I am not sure that I will be able to participate.

### **Conditions that Would Make You Feel Comfortable and Interested to Attend In-Person**

*We are interested in understanding what conditions would make you feel comfortable and interested in traveling to DC for an in-person meeting option. Please tell us about how your in-person participation is related to the expected in-person participation of other PROSPR participants.*

#### **3. To what extent will your in-person participation depend on whether others from your team are also attending in person?**

- My in-person attendance is not dependent on the in-person attendance from other members of my team.
- I will only plan to attend in-person if at least one other member of my team is planning to attend in person.
- I will only plan to attend in-person if at least half the members of my team are planning to attend in person.
- I will only plan to attend in-person if the majority of members from my team are planning to attend in person.

#### **4. To what extent will your in-person participation depend on whether PROSPR members from other teams are attending in-person?**

- My in-person attendance is not dependent on the in-person attendance from members of other teams.
- I will only plan to attend in-person if some members of at least one other team are planning to attend in person.
- I will only plan to attend in-person if at least half of the teams have some members who are planning to attend in-person.
- I will only plan to attend in-person if the majority of people from the PROSPR teams are planning to attend in-person.

*We are planning to have the in-person meeting occur at [name of building]. The requirements for entering that building include:*

- *[mask requirements]*

- *[vaccination requirements]*
- *[other COVID-related requirements]*
- *[other non-COVID requirements – e.g. metal detector, must be a U.S. citizen, etc.]*

**5. Please mark all meeting location conditions that would need to be present for you to feel comfortable and interested in attending an in-person meeting in Washington, DC.**

- Wearing masks is required of all people at all times
- Wearing masks is required in the meeting space, but may not be required in common spaces
- Everyone attending the meeting must show proof of vaccination
- Everyone attending the meeting must submit a negative PCR test within 2 days of the meeting
- There is enough meeting space to allow for social distancing
- Other [open response]

**6. Please mark meeting location requirements that would cause you NOT to be interested in attending the meeting in person.**

- I have to wear a mask
- I have to demonstrate proof of vaccination
- I have to submit a negative PCR test
- Other [open response]

**7. Please indicate what travel or community conditions must be in place for you to feel comfortable traveling to Washington, DC.**

- NA, I am already in the DC area
- COVID transmission levels where I live must be in the low to moderate range
- COVID transmission levels in DC must be in the low to moderate range

**8. What else would you like to share that will help us make decisions about in-person options for the PROSPR [name of meeting]? [open response]**

**Survey End:** Thank you for sharing your perspectives. We will keep them in mind as we plan for the PROSPR [name of meeting] in [month, year].