

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

TITLE OF INFORMATION COLLECTION: Sexual Risk Avoidance Education (SRAE) Grantee Webinar and Cluster Call Feedback Survey

PURPOSE: The Family and Youth Services Bureau’s (FYSB) Sexual Risk Avoidance Education (SRAE) grantees (Title V State, Title V Competitive, and GD-SRAE grantees) regularly participate in webinars and “cluster calls” (opportunities to share strategies among grantees facilitated by a technical assistance provider or topic area expert). The purpose of the proposed survey is to collect grantee input on these SRAE grantee webinars and cluster calls. We anticipate collecting information from participants at eight events. The survey is necessary to capture perspectives and experiences with the webinars and cluster calls across the SRAE funding streams including diverse organizations and geographic regions. The information collected will enable us to improve the quality of our webinars and cluster calls. Information will also inform the development of future training and technical assistance opportunities, as well as products for FYSB’s *The Exchange* website to ensure these efforts meet the needs of grantees.

SRAE Grantee Webinar/Cluster Call Satisfaction Survey (Attachment A)

The survey questions for both webinars and cluster calls are the same, and the term “webinar” or “cluster call” will be added or removed as relevant to the specific event. The webinar/cluster call survey will be web-based (developed in Alchemer, formerly Survey Gizmo) and the link will be shared at the end of the session. A link will also be sent to all participants within 24 hours after the event. The survey includes multiple choice and open-ended questions and is estimated to take no longer than 7 minutes to complete.

The contractor (RTI International) will perform analysis of the responses.

DESCRIPTION OF RESPONDENTS: Respondents are all SRAE grantees (Title V State, Title V Competitive, and GD-SRAE).

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> 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 not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential 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: Corey Palmer, Program Manager, Adolescent Pregnancy Prevention Program

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

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 **Not applicable**
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No **Not applicable**

Gifts or Payments:

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

BURDEN HOURS

Estimated Annual Reporting Burden				
Type of Collection	No. of Expected Respondents	Frequency per Response	Hours per Response	Total Hours
SRAE Grantee Webinar/Cluster Call Survey	171	8	7 min (0.12 hours)	164.2
Total estimated burden hours				164.2

FEDERAL COST: The estimated cost to the Federal government is \$ 5,000

Item/Activity	Details	\$ Amount
FYSB oversight of contractor and project	1% of FTE: GS-13 Program Specialist	\$1,000
Deployment of survey instrument, reminders to grantees for completion, analysis of results (Contractor)	Labor hours (1.5% of FTE for contractor staff)	\$4,000
Total		\$ 5,000

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 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?

There are currently 171 SRAE grantees and all grantees are invited to have their staff and subrecipient staff to attend each webinar or call. Each participant will register for the webinar or cluster call. Although all grantees may not register or attend each event, they may invite one or more subrecipients who would be invited to complete a survey. Based on past participation in previous webinars and cluster calls, the number of potential respondents is unlikely to surpass the number of grantees.

The contractor maintains the registration list. Participants will receive the evaluation at the end of the session and via email within 24 hours after the session reminding them to complete the evaluation.

Administration of the Instrument

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

- Web-based
- Telephone
- In-person
- Mail
- Other, Explain

2. Will interviewers or facilitators be used? Yes No

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

The survey instrument is attached along with this form as Attachment A.