

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

**TITLE OF INFORMATION COLLECTION:** Adolescent Pregnancy Prevention (APP) Program Grantee Conference Planning Committee Feedback

**PURPOSE:** The Family and Youth Services Bureau (FYSB) hosts an annual Adolescent Pregnancy Prevention (APP) Program Grantee Conference. To ensure the annual conference meets the needs of participants FYSB proposes to collect feedback from APP grantee staff and youth served by APP grantees that will inform planning for the 2023 APP Grantee Conference. In support of FYSB’s equity plan, this year’s grantee planning committee will include the voices, perspectives, and expertise of those with lived experiences to include youth participants of the APP programs. The feedback we receive from grantees will provide essential information that is critical to plan a conference that meets the training needs and expectations of the grantees.

FYSB has historically solicited feedback to inform planning of the Annual APP Program Grantee Conference. This request is similar to the information collection approved for the purpose of planning 2022, with primarily the same questions (information collection approved under this umbrella generic – 0970-0401 – on November 26, 2021; ICR Ref #202105-0970-006).

As in past years, we plan to hold multiple planning sessions during conference-planning meeting calls. Structured questions will be posed at the planning meetings (see Attachment A). This year, we will host the following sessions:

1. One session will focus on the conference theme, structure, and networking.
2. Two sessions will focus on feedback related to visual design.
3. One session will focus on feedback related to engaging youth and grantees as well as general feedback related to the overall conference experience.
4. One session will focus on lessons learned from the conference.

This information will be collected over the course of the year – both before and after the conference – and will be used to plan various aspects of the conference and inform future conferences.

**DESCRIPTION OF RESPONDENTS:** Respondents are 12 grantee staff and 3 youth who represent State Personal Responsibility Education Program (PREP), Competitive PREP, Tribal PREP, PREP Innovative Strategies (PREIS), Sexual Risk Avoidance (SRAE), Title V Competitive SRAE and Title V State SRAE grantees with projects administered by the APP Program.

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

- |  |   |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input type="checkbox"/> Customer Satisfaction Survey                           |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input checked="" type="checkbox"/> Small Discussion Group                      |
| <input type="checkbox"/> Focus Group                                   | <input checked="" type="checkbox"/> Other: <u>MURAL (a whiteboard software)</u> |

**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: LeBretia White, Director, Division of Optimal Adolescent Development

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

Grantee staff will not receive a token of appreciation. Youth participants will receive a token of appreciation for their participation on the planning committee and responding to these questions is part of that effort.

**BURDEN HOURS**

Grantees will take part in five planning sessions. Each session will cover a specific topic, as described above. During each session, participants will only respond to some of the questions. Overall, we estimate that each respondent will spend about 15 minutes per session providing feedback.

Category of Respondent	Type of Collection	Expected No. of Respondents	No. of Responses	Hours per Response	Total Hours
Grantees (Private Sector)	Virtual poll or whiteboard, small group discussion	15	5	.25	19

**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 (0.75% of FTE for contractor staff)	\$4,000
<b>Total</b>		<b>\$5,000</b>

**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?  
[ X] 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?**

Grantee staff can express interest in participating on the Grantee Planning Committee. From those who express interest, a group of 12 grantee staff persons will be selected to include a diverse group of staff representing the 7 different APP funding streams.. Youth who participated in the 2022 APP Grantee Conference as youth plenary speakers will be invited to participate on the Grantee Planning Committee. Three youth who served on the Youth Plenary during past annual conferences will be asked to participate.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)  
[ ] Web-based  
[ ] Telephone  
[ ] In-person  
[ ] Mail  
[ x ] Other, Explain – using MURAL (a whiteboard software) and via a video conference call.
2. Will interviewers or facilitators be used? [ X] Yes [ ] No

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

The questions to be asked during the meeting are included as Attachment A.