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

TITLE OF INFORMATION COLLECTION: Pre-meeting Feedback Survey to Prepare for Fourth Next Steps for Rigorous Research on Two-Generation Programs Learning Community Call

PURPOSE: The purpose of the Next Steps for Rigorous Research on Two-Generation Programs (NS2G) project is to build the capacity of the two-generation field for future ACF research. Through one component of the project, NS2G is providing technical assistance (TA) to support formative evaluations designed to strengthen existing two-generation programs and inform the broader two-generation program field about approaches programs can take to improve their program models and readiness for evaluation. (The information collection for the formative evaluations was approved 6/30/2020 under Formative Data Collections for ACF Research #0970 – 0356.) Through a second component of the project, NS2G is conducting learning community calls with the four TA-supported sites and six additional enrichment sites interested in learning from their collective experiences. The enrichment sites may also choose to conduct program development work on their own.

We have hosted three learning community calls, each focusing on one or two activities to strengthen two-generation programs. To prepare for a productive fourth learning community call, the purpose of this information collection is to (1) understand which of the activities each learning community site has engaged in; and (2) learn which topics each site would like to discuss during breakout sessions.

We will administer the survey using a Word document that we email to participants before the meeting. We will ask one respondent from each site to complete the survey in consultation with colleagues. We will ask that respondent to indicate which site or program they are from so we can create breakout groups of site teams interested in discussing the same parts of the program development work and so we can assess their experiences engaging with the program development tasks to inform Office of Planning, Research, and Evaluation (OPRE) about the outcomes of learning community support.

DESCRIPTION OF RESPONDENTS:
Respondents will be NS2G learning community participants (specifically, two-generation program administrators) from four TA-supported sites and six additional enrichment sites.

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>Kathleen Dwyer, Senior Social Science Research Analyst, OPRE</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

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
Feedback survey	Program administrator	10	1	0.17 hours	1.7 hours

FEDERAL COST: The estimated annual cost to the Federal government is $ <u>1,868</u>

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

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?

> The universe of potential respondents is the list of learning community participants. We will ask one participant from each of the 10 sites (4 TA sites, 6 enrichment sites) to respond, for a maximum of 10 respondents.

Administration of the Instrument

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

    [ ] Web-based or other forms of Social Media

    [ ] Telephone

    [ ] In-person

    [ ] Mail

    [X] Other, Explain: Fillable Word document sent and returned by email

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

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

Attachments

Attachment 1: Survey

Attachment 2: Email invitation to complete survey