

These are sample questions and may be adjusted slightly.

Format for Annual Meeting

Dear Grant Team Member,

We would like to host the [final CCDBG annual meeting/name of meeting] in [March 2023/meeting date]. We would like to know if you would prefer a hybrid meeting (with an in-person component and a virtual component) or a virtual meeting (everyone meeting virtually). Our planning for the meeting will be different depending on the format.

Survey Questions

Interest in Attending In-Person Meeting in D. C. in [March 2023/Month Year]

1. **How would you like to attend the [final CCDBG annual meeting/name of meeting]?**
(Note, this is an indication of preferences, not a binding commitment on whether you will attend in-person or virtually).
 - I would prefer to attend in-person if conditions are right. (Questions regarding conditions follow, below.)
 - I support a hybrid meeting, but because of my own circumstances, I am unlikely to attend in-person in [March 2023/month year]. I would likely participate virtually.
 - I would prefer to participate virtually and would prefer a completely virtual option

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 participants.

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 3 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.

2. To what extent will your in-person participation depend on whether CCDBG members from other teams are attending in-person?

- My in-person attendance is not dependent on the in-person attendance from people.
- I will only plan to attend in-person if at least half of the participants are likely to attend in-person.
- NA, I plan to participate virtually

3. Please mark all conditions that you would like to see present to make you feel comfortable and interested in attending an in-person meeting in Washington, DC.

Note that these requirements would only apply to our meeting attendees, and the requirements of the building we are in may be different.

- Wearing masks is required of all meeting attendees 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 test prior to coming to the meeting.
- There is enough meeting space to allow for social distancing
- COVID community levels in DC must be in the low to moderate range, according to the CDC
- Other [open response]
- NA, I plan to participate virtually

4. Please mark meeting requirements that would cause you NOT to be interested in attending the meeting in person. Leave blank if none apply.

- I have to wear a mask
- I have to demonstrate proof of vaccination
- I have to submit a negative COVID test
- Other [open response]
- NA, I plan to participate virtually

5. Whether we meet in a hybrid meeting or a virtual meeting, we will have limited time to meet and so must prioritize certain activities. How much priority and time would you place on each of the following activities:

	High priority (1 hour or more)	Medium priority (1/2 hour to 1 hour)	Low priority (< ½ hour)
Hearing from experts	☐	☐	☐
Full group discussions	☐	☐	☐
Small group discussions	☐	☐	☐
Meeting with federal staff	☐	☐	☐
Networking with other participants	☐	☐	☐
Sharing and discussing findings from all the projects (mine and others)	☐	☐	☐
Meeting with my own project team members	☐	☐	☐

6. What else would you like to share that will help us make decisions about the [CCDBG annual meeting/name of meeting]? [open response]

Survey End: Thank you for sharing your perspectives. We will keep them in mind as we plan for the [CCDBG final annual meeting/name of meeting] in [March 2023/month, year].