

**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 Title V
Alignment Workshop

PURPOSE: The proposed information collection activity is to request feedback during a workshop at the 2023 Adolescent Pregnancy Prevention (APP) annual grantee conference. The contractor, Mathematica, will conduct a workshop focused on how to use the sexual risk avoidance education (SRAE) program model as a framework for implementing SRAE programming in a manner consistent with the Title V legislation. Administration for Children, Youth, and Families (ACYF) Family and Youth Services Bureau (FYSB) grantees and subgrantees will participate in the workshop. During this workshop, ACF would like to have discussions through which we will request feedback on a tool designed to assist programs in assessing their program’s current alignment with Title V requirements. The feedback is intended to inform development of the tool as well as future support and services provided to SRAE grantees.

Appendix A includes the workshop agenda, including the types of questions facilitators will ask of participants during two small group discussion activities. (Appendix A, Section B includes discussion questions relevant for the first activity, and Appendix A, Section C includes discussion questions relevant for the second activity). In addition, Appendix B includes the handout facilitators will use during the second activity.

Feedback received will not be used for evaluation purposes. Discussions around the alignment tool will empower workshop participants to innovate together and provide feedback to ACF. Mathematica will review feedback received and summarize the information for ACF in an internal memo, contributing towards a future practice guide to support and promote SRAE grantee and service provider programming. Overall, the goal is to better serve ACF customers and meet their information needs.

DESCRIPTION OF RESPONDENTS: Respondents will be FYSB SRAE grantees attending the APP conference, scheduled for May 23-25, 2023. We hope to engage grantees and some curriculum developers in this workshop.

TYPE OF COLLECTION:

☐ Customer Comment Card/Complaint Form	☐ 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 not raise issues of concern to other federal agencies.
4. The primary purpose of the results is not for public dissemination.

- Information gathered will not be used for the purpose of substantially informing influential policy decisions.
- 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: Calonie Gray, HHS/ACF/ Office of Planning, Research, and Evaluation

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

Personally Identifiable Information:

- Is personally identifiable information (PII) collected? ☐ Yes ☒ No
- If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No
- 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 ☒ No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
Feedback Discussions	FYSB Grantees	50	1	75 min (1.25 hours)	62.5
	Curriculum Developers	10	1	75 min (1.25 hours)	12.5
Totals		60	1	1.25	75

FEDERAL COST: The estimated annual cost to the Federal government is **\$20,000**.

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

- 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?

Participants will be attendees at the conference. They will join the session voluntarily; we will not select 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

☐ 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.