

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

TITLE OF INFORMATION COLLECTION: Community Economic Development (CED) Grant Recipient Training and Technical Assistance Feedback Survey

PURPOSE: The purpose of the Training and Technical Assistance Feedback Survey is to gather feedback from current Community Economic Development (CED) grant recipients regarding their training and technical assistance to understand their needs and preferences. The Office of Community Services (OCS) will use the answers provided to help shape the content of the upcoming grant recipient conference and other training and technical assistance opportunities.

DESCRIPTION OF RESPONDENTS: Respondents will be current grant recipients of the CED program. OCS expects one individual from each grant recipient organization to respond.

TYPE OF COLLECTION:

- | | |
|--|---|
| <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 type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>Feedback Survey</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 primary purpose of the results is not for public dissemination.
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 and affiliation: Thom Campbell, Program Manager, Division of Community Discretionary and Demonstration Programs, Office of Community Services, Administration for Children and Families

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

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
 3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No
- [NA]

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
Training and Technical Assistance Feedback Survey	Private Sector (Representatives of grant recipient organizations)	70	1	15 minutes	17.5 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$667.28

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?

OCS has a list of all active CED grant recipients and will send the survey to all active CED grant recipients.

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.