

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

TITLE OF INFORMATION COLLECTION: Personal Responsibility Education Program (PREP) Webinar or Share and Learn Feedback Surveys

PURPOSE: The Family and Youth Services Bureau’s (FYSB) Personal Responsibility Education Program (PREP) grantees (State PREP, Competitive PREP, Tribal PREP and PREP Innovative Strategies grantees) regularly participate in webinars and share and learn sessions (opportunities to share strategies among grantees facilitated by a technical assistance provider or topic area expert). The purpose of the proposed survey is to collect grantee input on these PREP grantee webinars and share and learn sessions. We anticipate collecting information from participants at 12 events. The survey is necessary to capture perspectives and experiences with the webinars and share and learn sessions across the PREP funding streams including diverse organizations and geographic regions. The information collected will enable us to improve the quality of our webinars and share and learn session. Information will also inform the development of future training and technical assistance opportunities, including TA resources for FYSB’s *The Exchange* website to ensure these efforts meet the needs of grantees.

SRAE Grantee Webinar/Share and Learn Satisfaction Survey (Attachment A)

The survey questions for both webinars and cluster calls are the same, and the term “webinar” or “share and learn” will be added or removed as relevant to the specific event. The webinar/cluster call survey will be web-based (developed in Zoom) and the link will be shared at the end of the session and will appear after the session ends. The survey includes multiple choice and open-ended questions and is estimated to take no longer than 7 minutes to complete.

The contractor (RTI International) will perform analysis of the responses.

DESCRIPTION OF RESPONDENTS: Respondents are all PREP grantees and/or subrecipients (State PREP, Competitive PREP, Tribal PREP, and PREIS).

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" 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 type="checkbox"/> 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 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: Kati Derrick, Program Manager, Division of Positive Youth 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

BURDEN HOURS

Grantees will take part in 12 events. We anticipate the survey after each event will take approximately 7 minutes.

Category of Respondent	Type of Collection	Expected No. of Respondents	No. of Responses	Hours per Response	Total Hours
Grantees	Zoom survey	92	12	0.12	132.5

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, analysis of results (Contractor)	Labor hours (1.5% of FTE for contractor staff)	\$4,000
Total		\$5,000

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

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?

There are currently 92 PREP grantees and all grantees are invited to have their staff and subrecipient staff to attend each webinar or session. Each participant will register for the webinar or cluster call. Although all grantees may not register or attend each event, they may invite one or more subrecipients who would be invited to complete a survey. Based on past participation in

previous webinars and share and learn surveys, the number of potential respondents is unlikely to surpass the number of grantees.

The contractor maintains the registration list. Participants will receive the evaluation at the end of the session in a Zoom pop-up window.

Administration of the Instrument

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

Web-based

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.

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