

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

TITLE OF INFORMATION COLLECTION: Office of Family Violence Prevention and Services (OFVPS) Virtual Listening Session Guides with Culturally Specific Domestic Violence and Sexual Assault (CSDVSA) Grant Recipients for Performance Progress Report Content Consultation

PURPOSE: The Office of Family Violence Prevention and Services (OFVPS) provides fact sheets and other reports to explain how grantees utilize their funds and to illustrate the reach and impact of their supports and services on the community. Most information provided in those reports comes from data submitted by grantees in their annual or bi-annual performance progress report (PPR). OFVPS has a need to translate narrative data collection into a quantitative data collection format to get more granular information and to allow for more efficient data processing. OFVPS has contracted with MITRE (The Health FFRDC Operator) to assess the clarity and value of existing PPR questions and recommend new or refined questions to streamline the PPR and/or capture data not otherwise available.

MITRE will hold up to 2 listening sessions with CSDVSA discretionary grant recipients to obtain based on current reporting and CSDVSA grant recipients needs to inform updates to the PPR. This will include feedbacktypes of information collected that can be reported, data that might be useful to include, and on the training and technical assistance tools that will be needed to assist discretionary grantees with collecting and reporting PPR data. Information collected will be used to inform development of a new PPR for CSDVSA programs.

DESCRIPTION OF RESPONDENTS: Respondents will be CSDVSA grant recipients, whose organizations provide culturally specific sexual assault and domestic violence services as they relate to the ethnic, racial, cultural, and lingistic diversity of survivors from underserved and historically marginalized communities.

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 checked="" 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 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: Shawndell Dawson, OFVPS Director

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

Name and email address may be requested when individuals sign into the Zoom session.

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
Virtual Listening Session	Private Sector	16	1	1 hour	16

FEDERAL COST: The estimated annual cost to the Federal government is \$640.00

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?

To identify potential group respondents, OFVPS has provided MITRE with a comprehensive list of relevant CSDVSA grant recipients to be included in the CSDVSA listening sessions. The sampling plan will consist of selecting and prioritizing a total of 16 respondents for participation in one of the two listening sessions. In order to finalize a list of 16 total CSDVSA grant recipients with prior experience with OFVPS grant programs, participation in one of the two listening sessions will be based on ensuring geographical representation of grant programs and grant recipients, ensuring representation of communities and populations serviced, the needs of OFVPS, and the diversity of provided services by CSDVSA 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.