

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

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**TITLE OF INFORMATION COLLECTION:** Sexual Risk Avoidance Education (SRAE) and Personal Responsibility Education Program (PREP) Training and Technical Assistance Feedback Survey

**PURPOSE:** The purpose of the planned activity is to collect feedback from Sexual Risk Avoidance Education (SRAE) and Personal Responsibility Education Program (PREP) grant recipients to gather feedback related to the training and technical assistance (T&TA) they have received. Specifically, the purpose is to identify ways ACF can best support grant recipients with ongoing needs and challenges grant recipients are encountering.

The feedback we receive from grant recipients will provide information that is critical for improving future trainings, technical assistance, and other resources. This includes informing plans for the types of and topics for upcoming training sessions and the development of materials that we will offer to the grant recipients. The information collected will help ensure that future T&TA is effective and efficient and new content and resources are appropriately tailored to address the grant recipients’ needs and improve overall satisfaction.

This survey provides an expeditious format to capture informative feedback from a range of the diverse organizations that received SRAE and PREP funding, while minimizing burden to the respondents. The survey will be web-based (developed in Alchemer, formerly Survey Gizmo) and sent to the grantee points of contact for each grantee to respond. The survey includes mostly Likert scale questions, with a limited number of open-ended options for additional detail. We anticipate the survey will take 10 minutes or less to complete.

**DESCRIPTION OF RESPONDENTS:** Respondents are General Departmental SRAE, Title V Competitive SRAE, and Title V State SRAE, State PREP, Competitive PREP, Tribal PREP, and PREIS grant recipients and their subrecipients of the Adolescent Pregnancy Prevention Program funding.

**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.

- 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: Resa Matthew, Director, Division of Data, Performance, and Policy, Family and Youth Services Bureau

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

**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 **Not applicable**
- 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**

Category of Respondent	Type of Collection	Number of Grantees	Expected No. of Respondents*	No. of Responses	Hours per Response	Total Hours
SRAE Grantees (Private Sector)	Online survey	171	360	1	10 min (0.17 hours)	60
PREP Grantees (Private Sector)	Online survey	90	190	1	10 min (0.17 hours)	32
		261	550	1	.17 hours	92

\*Expected one response per grant recipient. Grant recipients are encouraged to share the link with sub-recipients, therefore we have estimated approximately two responses per grant recipient.

**FEDERAL COST:** The estimated cost to the Federal government is \$9,400.34

Item/Activity	Details	\$ Amount
FYSB oversight of contractor and project	2% of FTE: GS-13 Program Specialist	\$2,517
Deployment of survey instrument, reminders to grantees for completion, analysis of results (Contractor)		
Class IV – Junior	\$324.79 @ 8 hours	\$2,598.32
Class V – Editorial	\$108.64 @30 hours	\$3,259.20
Class I – Senior	\$170.97 @ 6 hours	\$1,025.82
<b>Total</b>		<b>\$9,400.34</b>

**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?  
[ X ] 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?**

All SRAE and PREP grant recipient points of contact are eligible to respond to the survey. This amounts to approximately 261 grants. Grant recipients are encouraged to share the survey link with staff and subrecipients, so we have conservatively accounted for an additional survey per grantee.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)  
[X] Web-based  
[ ] Telephone  
[ ] In-person  
[ ] Mail  
[ ] Other, Explain
2. Will interviewers or facilitators be used? [ ] Yes [ X ] No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**

The survey instrument is attached along with this form as Appendix A.