

**SUPPORTING STATEMENT – B**  
**REQUEST FOR APPROVAL UNDER THE PAPERWORK REDUCTION ACT AND 5 CFR 1320**  
**OMB 0412-XXXX**

**Collection Title:** USAID/BHA Workplace Culture Survey

**PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS OR SURVEYS**

- 1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The survey will be distributed to 400 respondents; BHA estimates a 50-60% response rate (based on similar surveys conducted previously). No other sampling or other respondent selection methods will be used.

- 2. Describe the procedures for the collection of information.**

TRG consultants will execute, house, and disaggregate the data from the culture survey, protecting the information with the utmost integrity in accordance with their corporate private policies. Raw data will not be shared with BHA staff.

- 3. Describe methods to maximize response rates and to deal with issues of nonresponse. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

BHA leadership expects good participation from staff based on similar surveys conducted in the past. To maximize response rates, leadership will announce the survey in advance of its administration and will send reminders to staff while the survey remains open and before it closes.

The survey is expected to take no more than 10-15 minutes to complete, and is made up of predominantly multiple choice questions that are simple and coherent; unambiguous and understandable terminology is used throughout.

- 4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

No tests of procedures or methods will be undertaken; TRG consultants have administered similar surveys to USAID staff and have worked to refine collections of information to minimize burden and improve utility.

- 5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractors, grantees, or other person(s) who will actually collect or analyze the information for the agency.**

TRG consulted on the statistical aspects of the design and will collect and analyze information for the bureau:

- Roberta Talmage; 703-875-8909