DFC-008 SSB

Supporting Statement Part B

B.1. Potential Respondent Universe

The universe of respondents for the DFC-008 are all eligible projects as per DFC guidelines. The average annual expected total respondents is 650 corresponding to the eligibility guidelines for projects. Due to contract start dates varying throughout the year and tenors of different lengths, the number of eligible projects responding to the DFC-008 varies by year.

All active projects are required to fill out the DFC-008 on a yearly basis throughout their project lifecycle. All projects on June 30th, one year after their first disbursement are required to fill out a DFC-008.

The same initial questions are asked of all clients, with form conditionals guiding respondents to variations, which are determined by project financing type and sector, resulting in a streamlined form of questioning. Data is collected year over year via the DFC-008 measuring against development impact projections established at project start.

B.2. Procedures for the Collection of Information

B.2.1 Overview of DFC-008

The DFC-008 is administered annually and is the primary tool for DFC to monitor development impacts of DFC support. The DFC-008 is intended to be completed only by those projects who have received financing from the DFC. Each eligible client/project must submit a DFC-008 one year after first disbursement and every year thereafter unless otherwise stated by DFC. The survey consists of majority radio buttons, yes/no logic, and value restricted open-ended questions. The DFC-008 is administered annually to eligible projects in the DFC portfolio using the DFC forms portal that is used for servicing other administrative needs the agency has between itself and the client. The DFC forms portal provides a secure means for external users to enter data through built-in forms. It is integrated with the agency's Salesforce platform.

B.2.2 Survey Administration Procedures

DFC administers the DFC-008 annually to all eligible projects in the portfolio. In most years, the data is collected in the third quarter of the fiscal year for the previous reporting period. The target population is the entire eligible project portfolio of the DFC. The data is used to monitor the development impacts of DFC-supported projects and is aggregated and analyzed for reporting. The data is used for lessons learned, monitoring, evaluations, meeting reporting requirements, and inter-agency collaboration within the USG.

Approximately one month before the launch of the survey, DFC will begin outreach to clients alerting them of the upcoming online survey. When the survey is launched, projects/clients will have approximately a 60-day response window.

B.3 Methods to Maximize Response Rate and Minimize Non-Response Rate

DFC implements several strategies to maximize survey response rates. The survey is open for 60 days. After the initial invitation, DFC monitors a form specific email box that handles questions regarding the forms during the window provided. This allows client questions to be handled quickly and efficiently and ensure the best data is collected through our forms. The DFC-008 is also contractually required for clients to be in compliance with DFC services.

Projects who have not completed the DFC-008 in a timely manner will be contacted and encouraged to do so, those who do not complete it at all for their yearly requirement will be considered out of compliance and measures to correct the situation will be implemented on a case-by-case method.

B.4. Test of Procedures or Methods to Be Undertaken

The data collected after each collection will be validated against previous year DFC-008 submissions and any other data collected from the client to ensure no erroneous values were entered and then analysis on the data will commence. The focus on the data analysis will be year over year changes in the project's development impact performance, as well as progress against key project development impact performance projections.

B.5. Names and Telephone Numbers of Consultants

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