

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

**TITLE OF INFORMATION COLLECTION:** Adolescent Pregnancy Prevention Training & Technical Assistance 2024 & 2025 Conference Feedback Surveys

**PURPOSE AND USE:** The purpose of the planned activities is to collect grantee feedback on the 2024 and 2025 Adolescent Pregnancy Prevention (APP) annual grantee conferences and to identify additional resources grant recipients need to support their work in the community. All aspects of the conference will be evaluated, including plenary, networking, and concurrent sessions. We will also evaluate the conference overall. The surveys are designed to capture a range of perspectives and experiences across all seven funding streams and diverse organizations and geographic regions. Information will be used for internal planning processes, including planning for future conferences and development of resources and supports for grant recipients. For example, the contractor (RTI International) will perform analysis of the responses to inform the development of new content and products for *The Exchange* website, distribution, and promotion of the technical assistance resources available to grant recipients, and future training opportunities.

We will have three different surveys. The Overall Conference survey (Attachment A) will capture the overall conference evaluation along with feedback on the plenary sessions, networking sessions and posters, the Session Specific Surveys (Attachment B) will capture feedback on each individual concurrent session, and the Presenter Survey (Attachment C) will collect feedback from workshop, poster and forum presenters.

- *Overall Conference Survey (Attachment A):* The Overall Conference Survey will be web-based (developed in Alchemer, formerly Survey Gizmo) and the link will be shared during the closing session of the conference. A link will also be sent to all conference participants within 24 hours after the conclusion of the conference to assess the plenary, networking, poster sessions, and conference overall. The survey will include multiple choice and open-ended questions and is estimated to take no longer than 15 minutes to complete.
- *Session Specific Surveys (Attachment B):* Surveys will be provided to participants of specific concurrent sessions through a web-based link (developed in Alchemer, formerly Survey Gizmo) that will be on the last slide (QR code) in session PowerPoint decks and on quarter sheets of paper that will be dispersed in session rooms. The surveys will include multiple choice and open-ended questions and are estimated to take no longer than 5 minutes to complete.
- *Presenter Satisfaction Survey (Attachment C):* The presenter satisfaction survey will be sent to all presenters of the conference via email on the last day of the conference. The email will contain a link to access the web-based survey (developed in Alchemer, formerly Survey Gizmo). The survey will include multiple choice and open-ended questions and is estimated to take no longer than 5 minutes to complete.

**DESCRIPTION OF RESPONDENTS:** Respondents are participants in the 2024 and 2025 Annual APP Grantee Conference.

**TYPE OF COLLECTION:** (Check one)

- ☐ Customer Comment Card/Complaint Form      ☒ Customer Satisfaction Survey  
☐ Usability Testing (e.g., Website or Software)      ☐ Small Discussion Group  
☐ Focus Group      ☐ 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 and affiliation: Resa Matthew, Director, Division of Evaluation, Data, and Policy, Family and Youth Services Bureau

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**

**Tokens of Appreciation or Honoraria:**

Will a **token of** appreciation or honoraria be 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
2024 Online overall evaluation questionnaire	Private Sector	750	1	15 min (0.25 hours)	187.5
2024 Individual session questionnaire	Private Sector		4	5 min (0.08 hours)	240
2024 Presenter questionnaire	Private Sector	175	1	5 min (0.08 hours)	14
2025 Online overall evaluation questionnaire	Private Sector	750	1	15 min (0.25 hours)	187.5
2025 Individual session questionnaire	Private Sector		4	5 min (0.08 hours)	240
2025 Presenter questionnaire	Private Sector	175	1	5 min (0.08 hours)	14

<b>Totals</b>	<b>1850</b>			<b>883</b>
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**FEDERAL COST:** The estimated cost to the Federal government is \$ 14,175

<b>Item/Activity</b>	<b>Details</b>	<b>\$ Amount</b>
FYSB oversight of contractor and project (review of process and evaluation report)	3% of FTE: GS-13 Program Specialist	\$3
Deployment of survey instrument, reminders to grantees for completion, analysis of results, and drafting the evaluation report (Contractor)	Labor hours 104 hours (5% of FTE for contractor staff)	\$10
<b>Total</b>		<b>\$ 14</b>

### **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?**

Each participant will register for the APP Grantee Conference through the conference platform. The contractor maintains the registration list. Participants will receive individual session evaluations at the end of each concurrent session. Session moderators will be responsible for distributing quarter sheets of paper with a QR code that will direct attendees to the survey. A QR code link will also be shared on the final PowerPoint slide of each session.

The link to the overall conference evaluation will be provided during the closing plenary session, and an email will be sent to the conference participants within 24 hours after the conclusion of the conference, reminding them to complete the overall evaluation. The number of respondents is based on the estimated total of conference attendees.

The contractor maintains the list of conference presenters whose abstracts have been accepted to be a presenter. Presenters will receive an email with a link to complete the presenter survey within 24 hours after the conference concludes.

### **Administration of the Instrument**

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

### **Attachments**

The survey instruments are attached along with this form as Attachment A, B, and C.