

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

TITLE OF INFORMATION COLLECTION: Sexual Risk Avoidance Education (SRAE) Grantee Topical Training Feedback Survey

PURPOSE AND USE: The Family and Youth Services Bureau’s (FYSB) Sexual Risk Avoidance Education (SRAE) grantees (Title V State, Title V Competitive, and GD-SRAE) are required to participate in two annual topical training sessions to build their skills and capacity to deliver SRAE programming to youth. The purpose of the proposed survey is to collect grantee/participant satisfaction and input from two (2) SRAE topical trainings in 2025. The survey is necessary to capture participant perspectives and experiences about the training. The information collected will enable us to improve the quality of trainings and will inform the development of future training and technical assistance opportunities, including additional topical trainings.

SRAE Grantee Topical Training Satisfaction Survey

Of the two trainings scheduled to occur in 2025, one will be delivered virtually and the other will be delivered in person. The surveys will be delivered differently depending on the training delivery mechanism. The topical training survey will be administered in-person in a paper-based format when the training occurs in person, and online using the online survey software platform, Alchemer.

During an in-person training session, the participants will receive a paper survey at the end of the training and will have an opportunity to complete it before the training day concludes. For the virtual training session, a link to the survey will be shared in the chat at the end of the training. Virtual attendees will also receive an email following the training to remind them to complete the survey. The survey includes multiple choice and open-ended questions and is estimated to take no longer than 10 minutes to complete.

The contractor (RTI International) will perform analysis of the responses.

DESCRIPTION OF RESPONDENTS: Respondents are all SRAE grantees (Title V State, Title V Competitive, and GD-SRAE).

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: Kathleen Derrick, Program Manager, Adolescent Pregnancy Prevention Program

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [X] 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 [X] No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
SRAE Grantee Topical Training Satisfaction Survey (Paper-based)	Grant Recipients (Private Sector)	150	1	10 minutes (0.17)	25.5
SRAE Grantee Topical Training Satisfaction Survey (Web-based)	Grant Recipients (Private Sector)	300	1	10 minutes (0.17)	51
Totals		450 per year	1	10 minutes	76.5

FEDERAL COST: The estimated cost to the Federal government is \$ 8,000

Item/Activity	Details	\$ Amount
FYSB oversight of contractor and project	2.5% of FTE: GS-13 Program Specialist	\$3
Deployment of survey instrument, reminders to grantees for	Labor hours (1.5% of FTE for contractor staff)	\$5

Item/Activity	Details	\$ Amount
completion, analysis of results (Contractor)		
Total		\$

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.

There are currently 171 SRAE grantees and all grantees are invited to participate in at least one topical training annually. In-person topical trainings accommodate up to 100 grantees and virtual trainings do not have a capacity limit.

Administration of the Instrument

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