

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

TITLE OF INFORMATION COLLECTION: Family and Youth Services Bureau’s Discretionary Grant Programs Panelist and Chair Post Review Feedback Form

PURPOSE: The purpose of this information collection is for panelists and chairs to provide feedback about their experiences with the Administration on Children, Youth and Families’ Family and Youth Services Bureau (FYSB) discretionary grant review processes. Processes include recruitment; the access, navigation and usefulness of training and comprehensive assessments in preparation for the grant review process; Announcement Review Module (ARM) manuals and their usefulness; and overall experience with the grant review process.

The information collections will be used by FYSB to improve the grant review process for future reviewers and chairs.

DESCRIPTION OF RESPONDENTS: Panelists and chairs who participated in the most recent reading, scoring, evaluative comment submission and approval of grant applications. There are two versions of the survey, one for panelists and one for chairs.

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: Christopher Holloway, Program Manager, RHY/FYSB

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

3. If Yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☒ No

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	Annual No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
FYSB Discretionary Grant Review Process Feedback Form	Individuals	480	3*	10 minutes (0.17)	245 hours

**A person may sit on one or all three of the panels as either a chair or participant.*

FEDERAL COST: The estimated annual cost to the Federal government is \$2,500. This is calculated at an average of 20 hours of contractor time for tabulation, summary analysis, developer updates, and administration.

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.

The selection of Chair and Panel Members are from a larger database of potential reviewers. Chairs and Panel Members are selected based on their most recent participation in the discretionary grant review process, availability at the time of each grant review as well as their subject matter expertise related to the Family and Youth Services Bureau's Adolescent Pregnancy Prevention or Runaway and Homeless Youth Programs.

FYSB facilitates panels for each of its three Runaway and Homeless Youth Programs. Feedback forms will be disseminated to each individual who served as a Chair or Panel member for each of the corresponding panels they served on during the most recent discretionary grant review.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
- ☒ Web-based or other forms of Social Media
 - ☐ Telephone
 - ☐ In-person
 - ☐ Mail
 - ☐ Other, Explain

2. Will interviewers or facilitators be used? [] Yes [X] No