

**SUPPORTING STATEMENT PART B FOR THE INFORMATION COLLECTION
REQUIREMENTS OF SOLICITING AND ASSESSING FEEDBACK
FROM IAF GRANTEES**

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS.

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.

Response rate means -- Of those in your respondent sample, from what percentage do you expect to get the required information (if this is not a mandatory collection). The nonrespondents would include those you could not contact, as well as those you contacted but who refused to give the information.

The respondent universe consists of all active IAF grantees at the time of the survey. Because the IAF supports a diverse spectrum of grantees, from incipient grassroots organizations to larger NGOs, it is important that all active IAF grantees be included in the respondent selection process. The last time the IAF performed a grantee perception survey in 2020, the response rate was 85%. We expect to see a similar response rate in this collection.

2. Describe the procedures for the collection of information, including:
 - a. Statistical methodology for stratification and sample selection.
 - i. *It is our methodology to survey the entire active grantee population, so sampling procedures do not apply.*
 - b. Estimation procedure.
 - i. *The IAF does not use an estimation procedure in our data collection efforts, as it is our methodology to survey the entire active grantee population.*
 - c. Degree of accuracy needed for the purpose described in the justification.
 - i. *The purpose of the information collections is to effectively gauge grantee perception. By grantees themselves responding, this is our best way to accurately achieve that.*

- d. Unusual problems requiring specialized sampling procedures,
 - i. *It is our methodology to survey the entire active grantee population, so sampling procedures do not apply.*
- e. Any use of periodic (less frequent than annual) data collection cycles to reduce burden.
 - i. *The IAF only conducts the survey every three years, thereby reducing burden.*

If you are selecting a uniform respondent universe, you may be using a simple random numbers table to select a sample. Stratified sampling is often used when the sampling population can be split into nonoverlapping strata that individually are more homogeneous than the population as a whole (e.g., gender and age groups). If there are no obvious "dividing lines", grid lines can be used to divide the population. Random samples are taken from each stratum (or class) and the results are combined to estimate a population mean. Stratified sampling is most successful when the variance within each stratum is less than the overall variance of the population.

It is our methodology to survey the entire active grantee population, so sampling procedures do not apply.

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.

Any aspect of your plan that makes it easier and more attractive to comply with the request for information would tend to maximize response rate. This would include:

- Such steps as prenotification and various types of followup with those who did not respond at the first opportunity (give details, e.g., intervals for followup, types of followup, how many times you will follow up).
- Making the questions as simple and brief as possible.
- Already having a good working relationship with this group or the group's perception that actions based on the information collected would be helpful to them.

A lower response rate than 75% would definitely require a plan to address nonresponse, according to OMB's standards. This means that a large enough number of respondents didn't give information so that there is a possibility that their answers as a group might have differed significantly from those who did respond. Following up with nonrespondents – resending surveys or sending a shorter version of the survey, trying a phone interview if possible, etc. – are all effective strategies.

The IAF feels confident about achieving a high response rate, given the response rates in previous surveys with our grantees (85% in our most recent survey, in 2020). Questions will be provided in native language and worded succinctly and clearly so that grantees fully understand them and are able to provide accurate responses.

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 test may be submitted for approval separately or in combination with the main collection of information.

If you are employing testing, please describe it here.

The IAF aims to make the experience of taking a grantee perception survey as easy and low-burden as possible for its grantees. The online survey will be available in multiple languages, the survey period will span five weeks, and the contractor will make available a PDF of all survey questions so that respondents can aggregate responses before entering them online. Respondents will be able to save their responses and return to their survey later, and the contractor will have two staff members available to help respondents with any questions that arise during the survey period. In addition, the contractor will collect optional feedback from survey respondents so that the IAF can make improvements to future grantee perception surveys.

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.

Self-explanatory. OIRA has produced a number of documents that may serve as useful reference material for completing Supporting Statement Part B. These can be found at http://www.whitehouse.gov/omb/inforeg_statpolicy/.

The IAF is currently in the process of hiring a contractor to carry out the information collection, gather and synthesize data, and disseminate findings to the IAF.