

Capacity Building Assistance Assessment for HIV Prevention

0920-NEW

Section B: Supporting Statement

July 18, 2016

Contact Information

Aisha Gilliam
Capacity Building Branch
Division of HIV/AIDS Prevention
National Center for HIV/AIDS, Viral Hepatitis,
STD, and TB Prevention
Centers for Disease Control and Prevention
Phone: (404) 639-4269
Fax: (404)-639-0944
Email: gg0@cdc.gov

Collection of Information Employing Statistical Methods

This information collection request does not employ statistical methods.

1. Respondent Universe and Sampling Methods

Respondents will be staff from 120 community-based organizations (CBOs) and Partnerships that are directly funded by the CDC (Division of HIV/AIDS Prevention, Prevention Program Branch): Comprehensive High-Impact HIV Prevention Projects for Community-Based Organizations. This information collection is a required grantee activity. All grantees will be recruited to participate in this information collection.

2. Procedures for the Collection of Information

Participants will receive guidance about the CBO CBA Assessment process the Branch Chiefs of the Capacity Building Branch and the Prevention Program Branch (see Attachment 6) about this required grantee activity. This letter will be accompanied by specific CBO Guidance providing an overview of the process

Eight Capacity Building Assistance (CBA) Providers funded by the CDC (Division of HIV/AIDS Prevention, Capacity Building Branch) will be assigned to collaborate with the 120 CBOs and Partnerships to develop a Capacity Building Assistance Strategic Plan (hereafter referred to as "CBASP") that are unique to each organization. All CBOs will receive the CBO Assessment Tool which is designed to inform the development of the CBA strategic plans.

After the CBOs complete the CBO CBA Assessment Tool, it will then be submitted through our secure Capacity Building Request Information System, CRIS). The CBA Providers will review the submitted Tool for each of their assigned CBOs and Partnerships. Assigned staff for the CBA Providers will use their password to gain access only to their assigned CBOs and Partnerships. CBA Providers will review each tool and prepare for the Post Assessment Contact with their assigned CBOs and lead of the Partnership. The purpose of this Post Assessment Contact is to review, discuss, verify and clarify responses to the CBO Assessment Tool; and, work with the organizations and partnerships to prioritize capacity building assistance needs, and begin to strategize ways to meet these identified CBA needs.

After the Post Assessment Contact, the CBA providers will develop a CBA Strategic Plan (CBASP) based on the information from the CBO CBA Assessment tool. For those CBOs with dire needs (up to 20%) a face-to-face site visit will be scheduled to further discuss, clarify and

confirm the CBOs' needs in order to develop a more responsive plan. The CBO Assessment tool is provided in **attachment 3**.

3. Methods to Maximize Response Rates and Deal with No Response

The proposed data collection does not employ statistical sampling methods. In an effort to maximize the response rate, the project officers responsible for oversight of the grantees (i.e., CBOs and CBA Providers) will follow up with their grantees to ensure their participation in this required grantee activity. In addition, the CBA Providers will contact their assigned CBOs early in the process to begin to establish rapport. CBOs will also be provided guidance and a letter describing the process along with timeframes and deadlines for completion of the CBO CBA Assessment Tool. The CBO CBA Assessment Tool has to be completed in its entirety in order for it to be successfully submitted. CBOs will automatically be informed about incomplete areas if they try to submit an incomplete tool. In addition, each organization will receive an e-mail reminder (**Attachment 4**) if the tool is not returned by the deadline with a copy to their project officer.

4. Tests of Procedures or Methods to be Undertaken

The proposed data collection instrument to be used for this information collection contains open-ended (qualitative) and closed-ended (quantitative) questions in various domains (i.e., Program Implementation, Monitoring and Evaluation, and Organizational Infrastructure) relevant to capacity needed to successfully implement the Comprehensive HIV prevention program. (CHIP). This CBO CBA Assessment Tool (**Attachment 3**) is designed to assist CBA providers and CDC in identifying areas of capacity building assistance needed by grantees to implement their comprehensive High Impact Prevention (HIP) programs and services.

The CBO CBA Assessment Tool assists in identifying domains and specific subsections within each domain relative to the HIP Program. It includes seven domains: (1) Formalized Collaborations; (2) Program Promotion, Outreach, Recruitment; (3) Targeted HIV Testing; (4) HIV Prevention for HIV Positive Persons; (5) HIV Prevention for High-risk Persons; (6) Condom Distribution; and, (7) HIV and Organizational Planning. It also includes questions on Monitoring, Evaluation, and Organizational Infrastructure (Strategic Planning, Governance, Fiscal Management, Resource Development, Grant Writing, Human Resource Management and Staff Development and Technology). The CBO CBA Assessment Tool has comment boxes under each domain that allow

grantees to add additional information or explanations about their organization's CBA needs.

5. Individuals Consulted on Statistical Aspects and/or Analyzing Data

Dr. Kimberly Hearn and Dr. Stanley of the Prevention Program Branch who worked on previous capacity building assistance assessments of CBOs, were consulted about the process and outcomes to inform this current assessment.