

**The Supporting Statement for Data Collection Request Package – Part B**

**Renewal of Office of Community Services (OCS) Community Economic  
Development (CED) Standard Reporting Format**

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## **Part B. Statistical Methods**

This submission requests OMB clearance to continue information gathering from all active CED grantees. The intent of this project is to collect program progress report data from all active grantees; thus, no statistical sampling methods are employed. Quantitative and qualitative grantee performance data is collected by online form. Descriptive statistics and content and thematic analysis will be used to conduct quantitative and qualitative analysis of the data. Both statistical and non-statistical information on the respondent and the information collection procedures for projects are described below.

### ***1. Respondent Universe and Sampling Methods***

This data collection effort does not employ statistical methods, as all active CED grantees are required to complete the PPR forms. In this context, an active grantee is defined as one with currently open program dates, which means that their projects are operational. There are approximately 170 active CED grantees every year; therefore there will be no stratification or sample selection.

### ***2. Procedures for the Collection of Information***

Grantees submit data in the PPR format through an online reporting system—The On-line Data Collection System (OLDC). All active CED grantees are required to submit the PPR using this system.

### ***3. Methods to Maximize Response Rates and Deal with Nonresponse***

In order to ensure compliance with the reporting requirements and high response rates, grantees receive correspondence via email semi-annually that provides information, resources, and guidance about reporting requirements and use of the OLDC system. As needed, OCS schedules telephone and email contact to encourage completion of the PPR and provide one-on-one technical assistance. All active grantees are required to submit their semi-annual reports in this format. Lack of compliance could affect the disbursement of funds from OCS. Approximately four weeks following the due date of the semi-annual reports, grantees that have not complied with report submission requirements receive delinquency letters from OCS.

### ***4. Tests of Procedures or Methods to be Undertaken***

Prior to implementation in 2011, the PPR forms were reviewed and approved by Dr. Yolanda Butler, Deputy Director of the Office of Community Services (OCS) and key OCS staff, including Lynda Pérez, Director of the Division of Community and Demonstration Discretionary Programs, and Rafael J. Elizalde, Team Leader of the Division of Community Discretionary and Demonstration Programs. The PPR has been in use by OCS and CED grantees since 2011, and the data collection procedures and instruments have only minimal changes as outlined earlier.

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

This data collection does not employ statistical methods. As needed, the Office of Community Services will enlist the help of its current contractors to collect and/or analyze data using existing contracts.