



## *(Name of Program):* Paperwork Reduction Act (PRA) Submission Part B

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**Evaluation Project Title:**

**Submitting DOL Office:**

**Contractor:**

**Project Summary:** [brief one paragraph]

**Documents Submitted for Review:** To evaluate the adequacy of the stated statistical methodology meeting the aforementioned objectives, the following documents were reviewed:

1. Supporting Statement for Part A Request for OMB Approval Under the Paperwork Reduction Act
2. Supporting Statement for Part B Statistical Methods

### **General Comments and Recommendations of Reviewer**

The responses contained in the OMB supporting statements are generally adequate and sufficient in meeting OMB submission requirements.



## Supporting Statement for Paperwork Reduction Act (PRA) Submission: Part B Review

This document provides a checklist of the documentation required to justify collecting information that employ statistical methods (PRA Supporting Statement, Part B). Sample design components, processes, and disciplines are enumerated within sub-parts to questions (i.e., Question 1.1 corresponds to information under Part B Question 1).

REQUIREMENTS	RESPONSES	REVIEWER COMMENTS
1.1 Project objective(s) are clearly stated.		
<b>B1. Respondent Universe and Samples</b>		
1.2 Description of sampling design or other respondent selection methods to be used is adequately explained.		
1.3 Description of the potential respondent universe is presented.		
1.4 Sampling unit is indicated and described adequately.		
1.5 Population frame is adequately described: provides sufficient information on the number of entities (e.g., establishments, households, persons) in the universe covered by the collection and in the corresponding sample, for the universe as a whole, and for each strata (tabular format).		



REQUIREMENTS	RESPONSES	REVIEWER COMMENTS
1.6 Estimated sample size is presented: provides data on the number of entities (e.g., establishments, households, persons) in the sample as a whole, and for each stratum (tabular format).		
1.7 The expected response rates are indicated for the collection as a whole for each unit of data collection. <sup>1</sup> If the collection had been conducted previously, includes the actual response rates achieved during the last collection.		
1.8 Projected response rates are justified using information from previous, similar surveys.		
<b>B2. Statistical Methods for Sample Selection and Degree of Accuracy Needed</b>		
2.1 Description of the statistical methodology for stratification for each unit of data collection is appropriate given available data and research design.		

<sup>1</sup> See p. 8, OMB standards and guidelines for statistical surveys.



REQUIREMENTS	RESPONSES	REVIEWER COMMENTS
2.2 Description of the sample selection methodology for each unit of data collection is appropriate given available data and research design.		
2.3 The procedure(s) used to estimate variance is identified, including, where appropriate, procedures to adjust for clustering of individuals within groups (e.g. participants within programs).		
2.4 Description of plans for analyses, including key variables and proposed statistical tests, <sup>2</sup> is comprehensive and clearly presented.		
2.5 The minimal substantively significant effect sizes required for the purposed statistical tests are described. <sup>3</sup>		
2.6 Software packages (e.g. Optimal Design) or formulas used for calculations are described.		

<sup>2</sup> See p. 6, OMB standards and guidelines for statistical surveys.

<sup>3</sup> See p. 6, OMB standards and guidelines for statistical surveys



REQUIREMENTS	RESPONSES	REVIEWER COMMENTS
2.7 Unusual problems (for example, use of a census, exclusion of specific populations, multi-stage design) requiring specialized sampling procedures are identified.		
2.8 The use of periodic data collection cycles to reduce burden are identified.		
<b>B3. Maximizing Response Rates and Addressing Nonresponse</b>		
3.1 Methods to maximize response rates and to deal with issues of non-response are described.		
3.1.a. Plans for nonresponse bias analyses are included. These plans are required for the following situations: if the expected unit response rate is below 80% or the expected item response rate is below 70% with an assessment of whether the data appear to be missing at random. <sup>4</sup> Note: Nonresponse bias analysis could be (a) comparing characteristics of respondents and nonrespondents or (b) comparing characteristics of		

<sup>4</sup> See p. 8 and p. 16, OMB standards and guidelines for statistical surveys.



REQUIREMENTS	RESPONSES	REVIEWER COMMENTS
<p>respondents to population universe as a whole (e.g. program sites responding to survey to all program sites).</p>		
<p>3.1.b. Plans for nonresponse weights if nonresponse bias analyses show that data do not appear to be missing at random are included.</p>		
<p>3.1.c. Procedures other than nonresponse weights for addressing missing data including single or multiple imputation or case wise deletion are described.</p>		
<p>3.2 No claims to <i>eliminate</i> nonresponse bias are included. Instead, methods to <i>reduce</i> nonresponse bias (including those identified above) are described.</p>		
<p>3.3 The accuracy and reliability of information collected is appropriate for intended uses.</p>		
<p>3.4 Justification for any data collection that will not be collected systematically for the entire respondent population is provided.</p>		



REQUIREMENTS	RESPONSES	REVIEWER COMMENTS
3.5 If incentives are to be provided to respondents, justification for incentives include references to their effective use in similar surveys previously approved by OMB.		
<b>B4. Test Procedures</b>		
4.1 Test of procedures and methods to be undertaken to minimize burden and improve utility is described.		
4.2 Plans to pre-test data collection instruments or results of pre-tests of these data collection instruments previously conducted are discussed.		
4.3 Approval of pilot tests for data collection instruments that call for answers to identical questions from 10 or more respondents is requested.		
<b>B5. Contact Information &amp; Confidentiality</b>		
5.1 Contact information for individuals (outside of the contractor) that were consulted on statistical aspects of the design is provided.		



REQUIREMENTS	RESPONSES	REVIEWER COMMENTS
5.2 Contact information for the agency unit, contractor(s), grantee(s), or other person(s) who will collect and/or analyze the information is provided.		
5.3 Contact information for parties reviewing document is provided.		
5.4 All discussions of confidentiality are modified to not include the word “confidential” (see Part A, question 10).		
<b>B6. Other Considerations</b>		
6.1 Project costs are itemized in brief summary table and include hours, operational expenses, and other costs related to the information collection activities (see Part A, question 14).		
6.2 Contractor logos are not included on title page or any other page headers or footers.		