

**Request for Approval under the “Generic Clearance for the Collection of  
Routine Customer Feedback” (OMB Control Number: 1880-0542)**

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**TITLE OF INFORMATION COLLECTION:**

Virtual Financial Management Institute (VFM) 2012 Participant Evaluation

**PURPOSE:**

The purpose of the survey is to measure participant satisfaction with the content, quality, and presentation of the Office of Vocational and Adult Education (OVAE), Division of Academic and Technical Education’s (DATE) VFMI. The feedback garnered from the survey will be used to enhance future institutes

The survey will be made available online through SurveyGizmo at 1:00 PM EDT on May 10, 2012, as the VFMI live event begins its webcast. The VFMI provides a forum for state financial management personnel to enhance their understanding of Office of Vocational and Adult Education (OVAE) requirements and financial processes. This event continues OVAE's offering of professional development for state financial and audit resolution staff. The introduction of the virtual Institute allows OVAE to offer this training to a broader audience using innovative technology.

**DESCRIPTION OF RESPONDENTS:**

The primary respondents/participants are career and technical education State staff responsible for the implementation of the federally funded formula grant entitled the *Carl D. Perkins Career and Technical Education Act of 2006*, particularly the financial requirements of the statute. DATE anticipates that fewer than 300 individuals will register for and/or attend the VFMI webcasts. No more than 300 participants will be asked to voluntarily complete the survey.

**TYPE OF COLLECTION:** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> 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.

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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, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Applicable, has a System or Records Notice been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
State Career and Technical Education Staff Implementing the Carl. D. Perkins Career and Technical Education Act of 2006	300	7 minutes	36 hours
<b>Totals</b>	300	7 minutes	36 hours

**FEDERAL COST:** The estimated annual cost to the Federal government is: Not applicable

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**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?

Individuals who register for the V-FMI will receive an email invitation inviting them to complete the survey. The link to the survey also will be posted on the VFMI website and anyone may respond to the survey during the data collection period.

**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  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**