

**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:**

Joint Perkins Discretionary Grantee Project Directors’ Meeting (JPDGPDM) - 2014 Participant Evaluation Form.

**PURPOSE:**

The purpose of the survey is to measure participant satisfaction with the content, quality, and presentation of the Office of Career, Technical, and Adult Education (OCTAE), Division of Academic and Technical Education’s (DATE) JPDGPDM). The feedback and input, gathered from the evaluation form will be used to enhance future project director meetings.

The evaluation form will be distributed to meeting attendees, at the conclusion of the project directors’ meeting on Tuesday, May 20, 2014. The JPDGPDM provides a forum for grantees of three discretionary programs, including the Native American Career and Technical Education Program (NACTEP), Native Hawaiian Career and Technical Education Program (NHCTEP) and the Tribally Controlled Postsecondary Career and Technical Institutions Program (TCPCTIP) to enhance their understanding of discretionary grants administration, job driven training initiatives, White House Initiatives, external evaluation guidance, and Government Performance Results Act (GPRA) performance measures. Additionally, OCTAE staff will offer technical assistance strategies to meeting attendees.

**DESCRIPTION OF RESPONDENTS:**

The primary respondents/participants are project directors, evaluators, counselors, and other administrative grant personnel responsible for the implementation of three federally funded discretionary grants, including the NACTEP, NHCTEP, and the TCPCTIP, which are authorized under the *Carl D. Perkins Career and Technical Education Act of 2006*. DATE anticipates that fewer than 100 individuals will register for and/or attend the JPDGPDM.

**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.

Name: Gwen C. Washington

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

- 1. Is personally identifiable information (PII) collected? [ ] Yes [x] 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 [ x ] No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Joint Perkins Discretionary Grantee Project Directors' Meeting Attendees to implement the <i>Carl D. Perkins Career and Technical Education Act of 2006</i>	90	5 minutes	7.2 hours
<b>Totals</b>	90	5 minutes	7.2 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 [ x ] 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 JPDGPDM will receive copies of the evaluation sheets, at the conclusion of the project directors' meeting.

**Administration of the Instrument**

- 1. How will you collect the information? (Check all that apply)
  - [ ] Web-based or other forms of Social Media
  - [ ] Telephone
  - [X] In-person
  - [ ] Mail
  - [ ] Other, Explain
- 2. Will interviewers or facilitators be used? [ ] Yes [ x ] No

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