

**Request for Approval under Department of Labor Generic Clearance for the
Collection of Qualitative Feedback on Agency Service Delivery
OMB Control Number: 1225-0088**

TITLE OF INFORMATION COLLECTION: OFCCP Town Halls

PURPOSE:

The Office of Federal Contract Compliance Programs (OFCCP) is an agency within the U.S. Department of Labor. The purpose of OFCCP is to enforce, for the benefit of job seekers and wage earners, the contractual promise of affirmative action and equal employment opportunity required of those who do business with the Federal Government. Covered federal contractors and subcontractors (hereafter collectively referred to as “contractors”) are prohibited from discriminating in employment on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, disability or protected veterans’ status. Additionally, contractors are prohibited from taking discriminatory actions, including termination, against applicants and employees for attempting to learn if they are victims of pay discrimination and, in certain instances, sharing pay information with their co-workers.

OFCCP is committed to improving its outreach and compliance assistance efforts to federal contractors. As a part of its Fiscal Year (FY) 2017 Operating Plan and in response to recommendations in the September 2016 Government Accounting Office (GAO) report to assess existing contractor guidance for clarity, OFCCP is planning to hold a Town Hall in August 2017. The goals of the Town Hall are to (1) engage contractors across industries to gain understanding of the challenges they may face in complying with the agency’s regulatory requirements; and (2) identify the tools contractors need to develop a more efficient and effective framework for compliance assistance.

DESCRIPTION OF RESPONDENTS:

The participants are federal contractors and subcontractors that have undergone a compliance evaluation in the previous four years and contractors who subscribe to OFCCP’s updates through its digital engagement management system.

TYPE OF COLLECTION: (Check one)

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

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
Private Sector (Contractors) 40 participants	40	6.5 hours per event	260 hours
Total	40	6.5 hours	260 hours

FEDERAL COST:

The Federal cost estimate is based on participation of OFCCP’s Acting Director, the Director and Deputy Director¹ of Policy and Program Development, and two policy division staff (one GS-14 and one GS-13)² based in Washington DC. This amount reflects the time to attend the event, collect, review, summarize and report on the information received. This estimated annual cost to the Federal government is \$2,500. Additionally, OFCCP will use contract facilitators to conduct the listening session at a cost of \$3,000. OFCCP will also use a stenographer to document the event at a cost of \$1,500. The total federal cost is estimated at \$7,000.

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

¹ See Executive and Senior Level Pay Tables, Senior Executive Service, available at <https://www.federalpay.org/ses/2017> (last accessed July 3, 2017).

² See “Salary Table 2016-DCB Incorporating The 1% General Schedule Increase And A Locality Payment Of 27.10% For The Locality Pay Area Of Washington-Baltimore-Arlington, DC-MD-VA-WV-PA,” available at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/DCB_h.pdf (last accessed July 3, 2017).

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?

The participants invited to the listening session include federal contractors and subcontractors in OFCCP’s Mid-Atlantic and Northeast Regions who went through a compliance evaluation in the last four years and contractors who subscribe to OFCCP through its digital engagement subscription management system.

The methodology for selection is described below.

- Filter the list of contractors that have completed a compliance evaluation within the last four-year period based on location; specifically, isolating these states: Maryland, Virginia, Pennsylvania, Delaware, New Jersey, New York, and Connecticut.
- Identify the construction contractors by NAICS code (i.e., NAICS 23).
- Identify the supply and service contractors, not including academic institutions.
- Determine the likely response rate and setting the maximum number of invitations to issue.
- Send electronic invitations using EventBrite.

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