

## **Request for Approval under Department of Labor Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery**

**OMB Control Number 1225-0088**

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### **TITLE OF INFORMATION COLLECTION**

OFCCP Excellence in Disability Inclusion (EDI) Award Applicant Survey

### **PURPOSE**

The U.S. Department of Labor’s (DOL) Office of Federal Contract Compliance Programs (OFCCP) administers and enforces three equal employment opportunity laws: Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended (Section 503); and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended. These laws prohibit covered federal contractors and subcontractors (hereafter collectively referred to as “contractors”) from discriminating based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. Additionally, contractors are prohibited from taking adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or the pay of their co-workers, subject to certain limitations.

On June 20, 2019, OFCCP received approval from Office of Management and Budget (OMB) to implement the biennial Excellence in Disability Inclusion (EDI) Award, which will recognize contractor establishments that ensure equal employment opportunity, foster employment opportunities for individuals with disabilities, and have achieved a level of excellence in their compliance with Section 503. The EDI Award will seek to highlight successful practices and strategies that have expanded and improved the recruitment, hiring, retention, and promotion opportunities of individuals with disabilities. Contractor establishments who wish to apply for the award must submit an application package consisting of six parts. In order to assess the application process for the EDI Award, OFCCP will collect feedback from the contractor establishments who apply by offering them the option to participate in a voluntary, 10-minute survey. The survey will ask applicants to answer nine questions regarding their experience with the application process. The results of the survey will enable the agency to evaluate the quality of the application experience and improve the process in the future.

OFCCP is not requesting public input on this information collection and approval is sought under OMB Control No. 1225-0088.

### **DESCRIPTION OF RESPONDENTS**

The target audience for the OFCCP EDI Applicant Survey are the contractor establishments that will apply for the EDI Award.

### **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 contractor establishments who have applied for the EDI Award.

Name:

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## **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 Respondents:**

- Individuals or Households  
 Private Sector  
 State, local, or tribal governments  
 Federal Government

### **Number of Respondents:**

67 applicants

### **Participation Time:**

10 minutes (.17 hours)

**Burden:**

The survey is offered to every contractor establishment who submits an EDI Award nomination package. The burden is estimated at 11 hours for the EDI Award applicants<sup>1</sup> (67 applicants x (10/60 hours)).<sup>2</sup>

**FEDERAL COST**

The estimated biennial cost to the federal government to administer this survey to applicants is \$407 (2/3 x \$76.31 x 8 hours). The cost reflects the time of federal staff who are on the GS-13, Step 4, federal salary schedule in Washington, D.C.<sup>3</sup> OFCCP estimates that agency staff spend approximately 8 hours each year reviewing and analyzing the results and drafting reports that summarize the responses to the survey.

**The Selection of targeted respondents:**

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

**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 [X] No

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<sup>1</sup> The EDI Award is a biennial program. While OFCCP anticipates receiving approximately 100 applications per award cycle, the burden accounts for 67 applications (2/3 of the burden) to subtract the one year that will be skipped during the course of the three year authorization of this clearance.

<sup>2</sup> This constitutes an overestimation as not all applicants for the EDI Award may choose to participate in the survey because it is voluntary.

<sup>3</sup> See, “Salary Table 2019-DCB Incorporating The 1.4% General Schedule Increase And A Locality Payment Of 29.32% 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/2019/DCB\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/DCB_h.pdf) (last accessed June 2019). OFCCP includes an additional 46% to account for overhead and fringe benefits.