

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB Control Number: 3046-0048)**

TITLE OF INFORMATION COLLECTION:

FEPA Training Conference Survey

PURPOSE:

Title VII of the Civil Rights Act of 1964, as amended, allows the EEOC to cooperate with state and local agencies to carry out its investigatory functions, *see* 42 U.S.C. §2000e-8(b), and pursuant to that authority the EEOC has entered into worksharing agreements and contracts with state and local Fair Employment Practices Agencies (FEPAs) for the processing of charges of discrimination. These agreements allow for dual filing of charges with the EEOC and the FEPA when both federal and state laws cover the allegations made in the charges, with some dual-filed charges being investigated by the EEOC and some by the FEPAs. As part of the agreements with these state and local agencies, the EEOC annually sponsors a training conference for its FEPA partners. At the conclusion of each course, the EEOC seeks feedback from participants on the effectiveness of the presentation.

DESCRIPTION OF RESPONDENTS:

Employees of the state and local Fair Employment Practices Agencies who attend the annual EEOC-sponsored FEPA training conference.

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: Michelle Crew, Program Analyst, EEOC Office of Field Programs, Revolving Fund Division/EEOC Training Institute

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, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) 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	Annual Burden
(3) State or local government – FEPA Conference Attendees	550	2 minutes per response	18 hours
Totals	550	2 minutes per response	18 hours

FEDERAL COST: The estimated annual cost to the Federal government is based on the hourly rate of a GS-13 employee who dedicates 1% of labor hours, a GS-14 employee who dedicates less than 1% of labor hours, a SES employee who dedicates less than 1% of labor hours and the cost of materials/and or software.

Federal Cost Formula:

GS-13 employee hours spent on task (10) x employee pay rate (\$50) = \$500

GS-14 employee hours spent on task (6) x employee pay rate (\$70) = \$420

SES employee hours spent on task (2) x employee pay rate (\$105) = \$210

Software and/or materials = \$500

Total Federal Cost \$500+\$420+\$210+\$500 = \$1630

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?

All participants in the training event will be asked to provide feedback on their experience.

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.