

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” OMB Control Number: 0970-0401, Expiration Date: 06/30/2024**

**TITLE OF INFORMATION COLLECTION:** Healthy Marriage and Responsible Fatherhood (HMRF) Training and Technical Assistance (TTA) Grantee Employment and Workforce Development (EWD) Activities and Needs Feedback Survey

**PURPOSE:** The Office of Family Assistance (OFA), an Office of the Administration for Children & Families (ACF) proposes to gather feedback from Healthy Marriage and Responsible Fatherhood (HMRF) grantees about Employment and Workforce Development (EWD) activities and the training and technical assistance (TTA) strategies that would be helpful to support grantees during the contract period. ACF will learn what kinds of EWD activities grantees are conducting and what EWD TTA strategies and information would be most helpful to grantees throughout the contract period. The information collected will help ACF to provide grantees with appropriate employment-focused TTA engagement strategies.

**DESCRIPTION OF RESPONDENTS:** Survey respondents will be the 206 HMRF Project Directors and/or Project Managers for organizations that received federal funding for their HMRF projects.

**TYPE OF COLLECTION:**

- |  |  |
|--|--|
| <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 type="checkbox"/> Focus Group                                   | <input checked="" type="checkbox"/> Other: <u>Customer Information and Needs</u> |

**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 primary purpose of the results is not for public dissemination.
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 and affiliation: Meghan Heffron, Family Assistance Program Specialist, OFA, ACF

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

**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**

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
HMRF Training and Technical Assistance TTA Grantee EWD Activities and Needs Feedback Survey	Private Sector	206	1	18 minutes	61.8 hours
<b>Totals</b>		<b>206</b>	<b>1</b>	<b>18</b>	<b>62</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$ 2,157.<sup>1</sup>

**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**

- 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 HMRF project directors and project directors are eligible to respond to the participant feedback. This amounts to 206 potential contacts who may respond to the feedback instrument delivered via email.

**Administration of the Instrument**

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

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

<sup>1</sup> This number is based upon average weekly salary for those holding a B.A. degree. U.S. Department of Labor, Bureau of Labor Statistics. (2021, April 16). <https://www.bls.gov/news.release/pdf/wkyeng.pdf> The hourly calculation was \$35.65 per hour.