

## **Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”**

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**TITLE OF INFORMATION COLLECTION:** Feedback Surveys for the National Responsible Fatherhood Clearinghouse 2024 National Fatherhood Summit

**PURPOSE AND USE:** This information collection is intended to determine the extent to which participants were satisfied with the 2024 National Fatherhood Summit. The event titled, From Foundations to the Future, is a 2.5 day in-person and virtual event focused on sharing knowledge, best practices, and innovative strategies for supporting and engaging fathers.

Participants will be given the opportunity to respond to an invitation to voluntarily submit feedback about the summit, including the agenda, logistics, and the event website. Three feedback surveys are proposed:

- **Overall Evaluation Form:** This survey will request feedback about the summit overall. The survey will be sent at the end of the 2.5-day event.
- **Plenary Session Feedback Form:** This survey will request feedback for each of the plenary sessions. The survey will be sent at the conclusion of each plenary.
- **Breakout Session Feedback Form:** This survey will request feedback for each of the breakout sessions. The survey will be sent at the conclusion of each breakout session.

The information that we collect will inform planning for future events.

**DESCRIPTION OF RESPONDENTS:** Intended respondents are members of the public participating in the summit.

**TYPE OF COLLECTION:**

- |   |  |
|---|--|
| <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 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: Jacqueline Proctor, National Initiative Branch Chief, Office of Family Assistance

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

**Personally Identifiable Information:**

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

**BURDEN HOURS**

We estimate that participants will attend about 9 plenary sessions each and about 4 breakout sessions each.

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
2024 National Fatherhood Summit Overall Evaluation Form	Individuals	700	1	6 minutes	70
2024 National Fatherhood Summit Plenary Session Feedback Form	Individuals	700	9	2 minutes	210
2024 National Fatherhood Summit Breakout Session Feedback Form	Individuals	700	4	2 minutes	93.3
<b>Totals</b>		<b>700</b>	<b>14</b>	<b>Avg. 2.286 mins.</b>	<b>373.3</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$697.10. The estimated annual cost is based on a GS-13, step 8 basic rate of \$69.71 as detailed by Office of Personnel Management: [Pay & Leave : Salaries & Wages - OPM.gov](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/)

**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?  
[ X ] 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 potential group of respondents is all summit participants who access the mobile application and attend breakout and/or plenary sessions. Users are provided an opportunity to provide feedback.

**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