To:	Kelsi Feltz
	Office of Information and Regulatory Affairs (OIRA)
	Office of Management and Budget (OMB)

From: Anayma De Frias
Office of Planning, Research and Evaluation (OPRE)
Administration for Children and Families (ACF)

Date: July 2, 2025

Subject: Change Request – Participant Feedback for the Evaluation and Monitoring 101 Training (OMB #0970-0401)

This memo requests approval of nonsubstantive changes to the approved generic information collection (GenIC), Participant Feedback for the Evaluation and Monitoring 101 Training (OMB #0970-0401).

Background

The "Participant Feedback for the Evaluation and Monitoring 101 Training" was approved on January 15, 2025, under the ACF umbrella generic for Formative Data Collections for Program Support (OMB #0970-0401). The event was originally planned to be fully virtual, but given ACF's staff returning to offices, the event will now be hosted in a hybrid format. In order to plan for seating and space needs for in-person attendees, we have added three additional questions and revised another question to capture if staff attended each day virtually or in-person, and whether that affected their perceptions of the training. Registration information has not been collected yet. Additionally, the event has been moved from May 5-6, 2025 to September 8-9, 2025.

Overview of Requested Changes

Three questions have been added to the training feedback survey:
- How did you participate in the first day of training (Monday, September 8th)? (Response options are "Virtually" or "In-Person")
- How did you participate in the second day of training (Tuesday, September 9th)? (Response options are "Virtually" or "In-Person")
- Why did you choose to attend (virtually/in-person/both virtually and in-person)? (Response is free text and the question text will use branching logic based on their responses to the above questions)

One question has been edited based on the hybrid format:
- Did you have any issues participating (virtually/in-person)? If so, please describe. (Response is free text and the question text will use branching logic based on their responses to the above questions)

The submission form's description has been updated to reflect the switch from virtual to hybrid. Additionally, the burden table has been updated from 3 minutes to 4 minutes to allow more time for the extra questions added to the training feedback survey.