

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB Control Number: 0970-0401)**

TITLE OF INFORMATION COLLECTION: Discussion Questions for Presentation:
Building on the Strengths of non-English Speakers to Deliver Inclusive Programming

PURPOSE AND USE: The purpose of this collection of information is to guide the Hispanic Equity Research for Opportunities to Empower and Succeed in Healthy Marriage and Responsible Fatherhood Programs (HEROES) project in the conceptualization of equitable services for Hispanic families. The information will be gathered through feedback questions (see Attachment 1) asked during a presentation at the Healthy Marriage and Responsible Fatherhood (HMRP) Biennial Conference. From the feedback provided, the project will gain insights from practitioners on how equitable services are defined and implemented with a diverse group of Hispanic families, specifically with a population that speaks indigenous languages from Latin America. The feedback will guide the project team’s literature review search terms and in the development of a focus group and interview guide.

DESCRIPTION OF RESPONDENTS: Individuals voluntarily choosing to attend the session, *Building on the Strengths of non-English Speakers to Deliver Inclusive Programming*, at the 2024 HMRP Biennial Conference.

TYPE OF COLLECTION:

☐ Customer Comment Card/Complaint Form	☐ Customer Satisfaction Survey
☐ Usability Testing (e.g., Website or Software)	☐ Small Discussion Group
☐ Focus Group	☒ Other: <u>Presentation Feedback Questions</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: Selma Caal, Social Science Research Analyst, Office of Planning
Research and Evaluation

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

Tokens of Appreciation or Honoraria:

Will a token of appreciation or honoraria be 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
Presentation Feedback questions for the session, <i>Building on the Strengths of non-English Speakers to Deliver Inclusive Programming</i>	Individuals	100	1	1 hr.	100

FEDERAL COST: The estimated annual cost to the Federal government is \$540

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?

The potential group of respondents will be the audience attending the presentation. They will self-select by opting to attend the presentation and volunteering to participate in the feedback discussion.

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