

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

From: David Jones
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Administration for Children and Families (ACF)

Date: September 30, 2025

Subject: Non-Substantive Change Request – Program Management and Fiscal Operations (PMFO) Feedback Surveys (OMB #0970-0401)

This memo requests approval of non-substantive changes to the approved information collection, Program Management and Fiscal Operations (PMFO) Feedback Surveys, approved under the ACF Generic Clearance for the Collection of Routine Customer Feedback (OMB #0970-0401).

Background

These surveys are administered to professional development participants immediately after a training event (post-transaction). The goal of the satisfaction surveys is to provide timely feedback to program managers from the National Center on PMFO to improve future service delivery. This is the sole source of systematically collected satisfaction data for these training events (i.e., sessions, workshops, webinars, e-learning modules, and conferences). The surveys have been updated to remove DEI-related content in order to align with current executive orders (EOs) including the Initial Recission of Harmful Executive Orders and Actions EO and Ending Radical and Wasteful Government DEI Programs and Preferences.

The following surveys were originally approved by OMB in October 2019 and updates have been made via a non-substantive change requests in December 2021 and again in March 2023:

1. PMFO Session Feedback Survey
2. PMFO Workshop Feedback Survey
3. PMFO Webinar Feedback Survey
4. PMFO E-Learning Module Feedback Survey
5. PMFO Conference Feedback Survey

Overview of Requested Changes

To reflect current executive orders, the following 3 DEI survey items across these five instruments have been removed and have updated the Fast Track submission form to reflect these changes.

- (1) The content was free from stereotypes or bias.
- (2) The content was inclusive of diverse cultural experiences and backgrounds.
- (3) The content will help be more culturally responsive in my work.

Additionally, we have updated the surveys to include: (1) the current OMB expiration date and

(2) the name and email address of the new contact for inquiries about the surveys. We have also updated the respondent burden estimates to reflect the period from October 2025 through March 2026.