

SUPPORTING STATEMENT - PART A

Department of Veterans Affairs Office of Facilities and Construction Management Stakeholder
Feedback Survey – OMB Control Number **2900-0931**

Summary of Changes from Previously Approved Collection

- *Stakeholder Feedback Survey – There is no change in the title.*
- *Revision to survey by way of reduction of business lines being surveyed.*
- *No comments were received during the 60-Day Comment Period.*

1. Need for the Information Collection

The Office of Construction & Facilities Management (CFM) Stakeholder Feedback Survey collects information for CFM's lines of business: major construction and major leases. Respondents are members of project teams, and the information is related to how well the teams are performing.

2. Use of the Information

Respondents include federal employees in the Department of Veteran Affairs throughout CFM, Veterans Health Administration, and National Cemetery Administration, as well as U.S. Army Corps of Engineers construction management teams. The survey also collects information from members of private contractors associated with the projects described above (e.g., architecture/engineering, construction, developers/lessors). Respondents provide feedback on the performance of the technical sub-teams with whom they have worked on a particular project.

The survey uses a set of ten questions to collect the information on team performance, plus two open-ended questions that address what is going well and concerns. The survey is delivered via email with a link to an online collection instrument. Advance notice and reminder emails are used to encourage participation.

The survey is administered by Stakeholder Feedback Survey team. Raw data is seen and handled only by members of this team. Summary results are provided to CFM leadership via dashboard designed to administer the survey.

The purpose of the Stakeholder Feedback Survey Program is to improve project team performance across CFM's lines of business covered by the survey.

3. Use of Information Technology

One hundred percent of the information is collected electronically.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Major construction and major leasing projects are long-term in nature, so surveys are conducted for each individual project twice a year for the duration of the project. The rationale for this schedule is that feedback on project team performance is best provided for recent activities.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Thursday, June 25, 2026. The 60-Day FRN citation is 91 FRN 38478.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on (Day of the Week, Month Day, Year). The 30-Day FRN citation is (volume number) FRN (Page number).

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument:
CFM Stakeholder Feedback Survey
 - a) Number of Respondents: **544**
 - b) Number of Responses Per Respondent: **1**
 - c) Number of Total Annual Responses: **544**
 - d) Response Time: **8 minutes**
 - e) Respondent Burden Hours: **72.35 hours**
- 2) Total Submission Burden (Summation or average based on collection)
 - a) Total Number of Respondents: **544**
 - b) Total Number of Annual Responses: **544**
 - c) Total Respondent Burden Hours: **72.35 hours**

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
CFM Stakeholder Feedback Survey
 - a) Number of Total Annual Responses: **544**
 - b) Response Time: **8 minutes** (0.133 hours)
 - c) Respondent Hourly Wage: **\$49.98 average**

	Project Manager	A&E Manager	Architects , Except Naval	Urban and Regional Planner	Broker	Project Manager	Lead Project Manager	General & Ops Managers
BLS Code	13-1082	11-9041	17-1011	19-3051	41-9021	13-1082	13-1082	11-1021
Hourly Wage	\$47.39	\$79.50	\$44.86	\$39.33	\$30.32	\$47.39	\$62.35	\$48.69

- d) Labor Burden per Response: **\$6.65**
- e) Total Labor Burden: **\$3,616.15**

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: **544**
 - b) Total Labor Burden: **\$3,616.15**

The Respondent hourly wage was determined by using the [Department of Labor Wage Website] ([<http://www.dol.gov/dol/topic/wages/index.htm>])

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument(s)
CFM Stakeholder Feedback Survey
 - a) Number of Total Annual Responses: **544**
 - b) Processing Time per Response: **0.166 hours**
 - c) Hourly Wage of Worker(s) Processing Responses: **\$62.24**
 - d) Cost to Process Each Response: **\$10.33**
 - e) Total Cost to Process Responses: **\$5,619.52**
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: **544**
 - b) Total Labor Burden: **\$5,619.52**

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: **\$9,630**
 - e) Licensing Costs: \$0
 - f) Other: \$0
- 2) Total Operational and Maintenance Cost: **\$9,630**

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: **\$5,619.52**
- 2) Total Operational and Maintenance Costs: **\$9,630.00**

3) Total Cost to the Federal Government: **\$15,249.52**

15. Reasons for Change in Burden

The burden has decreased slightly due to removal of business lines being surveyed.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.