Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 1660-0130)

TITLE OF INFORMATION COLLECTION: Hazard Mitigation Assistance (HMA) **Outreach Survey**

PURPOSE:

To survey our state/territory emergency management agency customers' awareness. understanding, and experience related to existing HMA products and communication materials. Feedback will be used by FEMA to create a strategy to improve our outreach efforts regarding HMA programs. Information will not be published.

DESCRIPTION OF RESPONDENTS:

Privacy Act of 1974? [] Yes [X] No

Assistance programs in the states/territories. mitigation grant funding and as such are our co	They submit applications to FEMA for
TYPE OF COLLECTION: (Check one)	
[] Customer Comment Card/Complaint Form [] Usability Testing (e.g., Website or Software [] Focus Group	[X] Customer Satisfaction Survey [] Small Discussion Group [] Other:
CERTIFICATION:	
 I certify the following to be true: The collection is voluntary. The collection is low-burden for respondents and The collection is non-controversial and does no agencies. The results are not intended to be disseminated Information gathered will not be used for the purpolicy decisions. The collection is targeted to the solicitation of o experience with the program or may have experience Name: Jennifer East	to the public. urpose of substantially informing influential upinions from respondents who have
Grants Implementation Branch Risk Reduction Division Federal Insurance and Mitigation Administration	ation
To assist review, please provide answers to the follo	owing question:
Personally Identifiable Information: 1. Is personally identifiable information (PII) colle 2. If Yes, will any information that is collected be	

3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [] Yes [X] No

Gifts	or P	aym	ents:						
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Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [X] No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
State, local, or tribal governments	56	10 Minutes	9
Totals			

FEDERAL COST: The estimated annual cost to the Federal government is \$10,000

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

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 targeted respondents to the survey are the State Hazard Mitigation Officers (SHMO) who are responsible for implementing the HMA programs in the states/territories. FEMA maintains a list of the SHMOs on its website: https://www.fema.gov/state-hazard-mitigation-officers.

Since the universe of respondents is only 56 individuals, we plan to survey all potential respondents. Therefore, there is no sampling plan.

Administration of the Instrument

1.	How will you collect the information? (Check all that apply)
	[X] Web-based or other forms of Social Media
	[] Telephone
	[] In-person
	[] Mail
	[] Other, Explain
2.	Will interviewers or facilitators be used? [] Yes [X] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.