

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes 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?
 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)
 Web-based or other forms of Social Media
 Telephone
 In-person
 Mail
 Other, Explain
2. Will interviewers or facilitators be used? Yes No

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