

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number 0690-0030)

TITLE OF INFORMATION COLLECTION: Needs Assessment for Training in Climate and Hazard Adaptation: Discussion Groups

PURPOSE: NMFS will conduct small discussion groups in order to determine the needs of coastal disaster planning and redevelopment professionals and relevant others for training in climate and hazards adaptation planning and implementation.

NOTE: Respondents identified for this request are primarily members of an alliance whose members have direct relevant experience in implementing climate and hazard adaptation actions to establish “disaster-resilient communities.” In contrast, respondents for the semi-structured interviews that are anticipated as an additional information collection approach for this same study (submitted prior to this request) represent a broader group made up of coastal managers and land use planners—a group that has not yet advanced to plan implementation and would benefit from training (or be involved in the delivery or approval of such training) that draws on the experience of those who have developed and implemented disaster redevelopment plans.

DESCRIPTION OF RESPONDENTS: Coastal disaster planning and redevelopment professionals and relevant stakeholders in the southeast region who have experience in addressing coastal climate and hazards adaptation.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input checked="" type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _ |

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 results are not intended to be disseminated to the public.
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.

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To assist review, please provide answers to the following question:

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

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
Federal Government	0	0 hr	0 hrs
State, Local and/or Tribal Government	6	1hr 30 mins	9 hrs
Private Sector (e.g., industry associations)	6	1hr 30 mins	9 hrs
Totals	12*	1hr 30 mins	18 hrs

* Note that in anticipation of convening this small discussion group, a small pre-discussion group was convened with 8 participants (i.e., 3 Federal and 5 non-Federal individuals) to develop questions for the small discussion group that is the subject of this request.

FEDERAL COST: The estimated annual cost to the Federal government is less than \$1,000.

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

Statistical methods are not being used.

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?

NOAA’s CSC (in conjunction with its contractor) will develop a list of approximately 12 people from governmental and private organizations who are involved in—or are stakeholders with an interest in—coastal disaster and redevelopment planning and implementation. The individuals to be engaged for the discussion group are considered regional experts and as a group are not intended to be a statistically representative sample of the complete universe of potential respondents.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone (teleconference)
 - In-person
 - Mail
 - Other, Explain.

2. Will interviewers or facilitators be used? Yes No