

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

PURPOSE: NOAA’s National Ocean Service Coastal /Services Center will conduct interviews in order to determine the needs of coastal resource managers, coastal land use planners, and relevant others for training in climate and hazards adaptation planning and implementation.

DESCRIPTION OF RESPONDENTS: Coastal resource managers, coastal land use planners, and relevant stakeholders across the nation who are responsible or involved in addressing coastal climate and hazards adaptation.

TYPE OF COLLECTION: (Check one)

- | | |
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| <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 type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>Semi-structured interviews</u> |

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	6	30 min	3 hrs
State Local Tribal Government	6	30 min	3 hrs
Private Sector (e.g., industry associations)	6	30 min	3 hrs
Totals	18	30 min	9 hrs

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 [X] No

NOAA's CSC (in conjunction with its contractor) will develop a list of approximately 18 people from governmental and private organizations who are involved in—or are stakeholders with an interest in—coastal resource management, planning, and implementation. While we will strive to include interviewees from all relevant regions of the country, the group of individuals targeted for an interview is 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

[X] Telephone

[] In-person

[] Mail

[] Other, Explain.

2. Will interviewers or facilitators be used? [X] Yes [] No

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

Please see TNA Guidance document.

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