

**Request for Approval under the “DOI Generic Clearance for the Collection of
Qualitative Feedback on Agency Service Delivery”
OMB Control Number: 1090-0011**

TITLE OF INFORMATION COLLECTION:

ACRCC Partner Assessment of asiancarp.us

PURPOSE:

The Asian Carp Regional Coordinating Committee (ACRCC) is beginning the process of updating its website (asiancarp.us) to provide better experiences for site visitors. FWS is a partner of the ACRCC and FWS Midwest Regional Office is responsible for the upkeep of the website. The information collected from this survey will be used to dictate changes to the design and content of the site. It will provide insight into desired audiences, messaging, and navigation priorities ACRCC partners have for the updated website.

DESCRIPTION OF RESPONDENTS:

Respondents will be individuals from the partner organizations that make up the ACRCC.

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 type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>Survey</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.

Name: Monica Blaser, Public Affairs Specialist - Midwest Regional Office

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice 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 (If yes, please explain.)

BURDEN HOURS

Category of Respondents	No. of Respondents	Participation Time	Burden
Individuals (ACRCC partners)	124	15 minutes	31 hours
Totals	124	15 minutes	31 hours

FEDERAL COST: The estimated annual cost to the Federal government to administer this information collection is \$248.00. 124 surveys x \$2.00 (the weighted average from below)

Position	Hourly pay	Hourly pay including benefits	Time spent on collection	Weighted average*	Number of positions	Total Cost per survey
Public Affairs Specialist GS-09/01	\$25.43	\$39.93	10 hours (5%)	\$2.00	1	\$2.00

*Rounded

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

The universe of respondents will come directly from the roster of the ACRCC Communications Work Group which is made up communication representatives from ACRCC partner agencies and organizations. The sample of respondents will consist of the entire universe of potential respondents as every individual from the roster will be invited to complete the survey.

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: Survey distribution via email/Collection platform SurveyMonkey
2. Will interviewers or facilitators be used? Yes No