

**Request for Approval under the “Fast Track Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0704-0553)**

**TITLE OF INFORMATION COLLECTION:** Fast Track Generic for the Collection of OEA BRAC Program of Assistance Review

**PURPOSE:**

As the only Department of Defense entity tasked solely to develop, maintain, and apply the expertise, experience, and tools necessary to assist affected communities and states in concert with the expertise and resources of other Federal agencies, the Office of Economic Adjustment (OEA) seeks to obtain feedback from its customers on the base redevelopment process and its support to communities to specifically understand how its support assisted or hindered Local Redevelopment Authority (LRA) redevelopment efforts. This will be accomplished by in-person small discussion groups with community leaders, private sector developers, LRA staff and other stakeholders/practitioners who led or participated in a community-based response to a Base Realignment and Closure (BRAC) action(s) where OEA financial and/or technical support was provided. No quantitative data will be solicited through this process.

The small discussion group consultant will prepare an executive summary and a written record of the proceedings for each meeting. Comments will not be attributed to specific individuals, and these reports will not be shared externally. A final report on the overall findings will also be produced and will not be shared externally. This information will improve the DoD and OEA’s current and future service delivery by understanding which tools, resources and technical assistance have been helpful and what needs to be modified or created to assist communities facing future BRAC actions. It will be used to inform OEA program changes and may be cited if asked by DoD or others for recommendations on how the BRAC redevelopment process can be improved.

**DESCRIPTION OF RESPONDENTS:**

- 1) Current and Former Community Local Redevelopment Authority Directors

**TYPE OF COLLECTION:** (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group

- Customer Satisfaction Survey
- Small Discussion Group
- 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.

- 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: \_\_\_\_\_ JAMES P. HOLLAND \_\_\_\_\_

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

**Personally Identifiable Information:**

- Is personally identifiable information (PII) collected?  Yes  No
- If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
- 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

OEA will reimburse Local Redevelopment Authority Directors and other community attendees for their travel expenses.

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
State and Local Governments	50	8 hrs	400 hrs
<b>Totals</b>	<b>50</b>	<b>8 hrs</b>	<b>400 hrs</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$306,116 (see attachment).

**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**

- 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?

Customer list is the specific individuals assigned to the positions responsible for BRAC planning and implementation at the local and state government level. All BRAC 2005 LRA directors and legacy BRAC LRA directors that have had active projects since 2005 will be invited to attend via mail and email. OEA anticipates convening five small discussion groups with ten customers in each over the course of winter and spring 2017. This is a one-time information collection.

**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

The ADN will be included in a read-ahead provided in the invitation as well as the facilitators will read the ADN out loud before beginning the discussion.