

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB Control Number: 2010-0042)**

TITLE OF INFORMATION COLLECTION:

Climate Adaptation Resource Center Website Survey

PURPOSE:

EPA’s **Climate Change Adaptation Resource Center** is a forthcoming interactive website to help local governments effectively deliver services to their communities even as the climate changes. It provides decision makers with an integrated package of information *tailored specifically to their needs*. Information is provided about the risks posed by climate change to the issues of concern to the user; relevant adaptation strategies; case studies illustrating how other communities have successfully adapted to those risks and tools to replicate their successes; and EPA funding opportunities.

DESCRIPTION OF RESPONDENTS:

The target audience of the website is local government, including mayors, county executives, and career local government environmental professionals.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" 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 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.

Name : Ken Munis

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, 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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden Hours
Local Government Representatives	2,000 (~5%)	2 - 5 minutes	67 hours to 167 hours
Totals	2,000	5 minutes	167 Hours

FEDERAL COST: The estimated annual cost to the Federal government is 40 hrs * \$120/hr = \$4,800

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?

We are not looking for a representative sample.

Administration of the Instrument

- How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
- Will interviewers or facilitators be used? Yes No

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

Share Your Feedback to Help Us Develop This Site

We would welcome your feedback to help us improve and enhance this site.

Do you have a case study to share? If so, please let us know through the [Contact Us page](#).

What is your professional role?

- Local or State Government Official
- Tribal Leader
- County Executive
- Career Government Employee
- Non-Government Community Leader
- Other – fill in blank below

Other – What is your professional role?

How often have you visited this site?

- I'm new to the site
- 2-5 times
- 6-10 times
- 11 or more times

Did you find what you were looking for?

- Yes
- No

What additional information would help you plan for and adapt to climate change?

How did you find this site?

- Colleague
- Another Website
- Conference
- Social Media
- Newsletter
- Professional Organization
- Other – fill in blank below

Other – How did you find this site?

Submit

Contact Us About Climate Change Adaptation Resource Center

Submit Contact Form

Please use the form below to send us comments or questions. Be sure to include your e-mail address if you'd like a response.

Mailing Address:

Environmental Protection Agency
Climate Adaptation Staff, MC-1807T
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

Name

Email Address

If you would like a response, please add your email address.

Comments (Required)

Submit