

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

TITLE OF INFORMATION COLLECTION: Exploring and Applying Surface Water Modeling Tools to Achieve Program Goals Training Workshop Evaluation

PURPOSE: Collect information on what attendees to the first annual Water Modeling Training Workshop thought of the quality of the training, what went well, and what could be improved. Additionally, since this is the same audience we target with our webinar training series, we would like to ask about what topics they would find helpful to hold webinars on.

DESCRIPTION OF RESPONDENTS: EPA Employees, ORISE Research Participants supported by EPA, employees of other federal agencies, and state, tribal, and territorial government employees, and a representative from the Association of Clean Water Administrators

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 :  9/19/19
Dominique Rey, Acting Director, U.S. EPA Office of Water Project Management Office

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
Federal government	100	5 min	8 hours, 20 min
State, tribal, and territorial government	100	5 min	8 hours, 20 min
Private sector	1	5 min	5 min
Totals	201		16 hours, 45 min

FEDERAL COST: The estimated annual cost to the Federal government is \$50

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?

The universe is defined by attendees of the training workshop, who will register. Our sampling plan is to sample the entire universe.

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.

Training Workshop Evaluation

We hoped you enjoyed this event! Please give us feedback on how the training workshop went so we can improve it in future years. Keep in mind, all questions have the option “prefer not answer” or optional. Thank you!

*How did you attend? Please select one.

Online In-Person

* Which breakout session did you attend?

- Hands-on Modeling Training Track - HSPF
- Hands-on Modeling Training Track - WASP
- Model Overview Track
- Model Managers Track
- None

1. Overall, how satisfied were you with this workshop? Please select one. (5 = Extremely satisfied, 4= Somewhat satisfied, 3= Neither satisfied or dissatisfied, 2= Somewhat dissatisfied, 1= Extremely dissatisfied, NA = Prefer not to answer)

- a. 5
- b. 4
- c. 3
- d. 2
- e. 1
- f. NA

Feedback (optional):

2. Overall, how informative was this workshop? Please select one. (5 = Extremely informative, 4 = Somewhat informative, 3 = OK, 2 = Not informative, 1 = Irrelevant, NA = Prefer not to answer)

- a. 5
- b. 4
- c. 3
- d. 2
- e. 1
- f. NA

Feedback (optional):

3. What did you learn from this workshop? (Optional)

4. Did this workshop meet your expectations? Why or why not? (Optional)

5. What topic(s) would you like to have covered next year? (Optional)

6. Do you have any topics that you'd like to see featured in our **webinar series**?

7. Do you have anything else to add? Please be 100% honest; we love feedback!