



**REQUEST FOR APPROVAL UNDER THE  
 "DOI GENERIC CLEARANCE FOR THE COLLECTION OF  
 QUANTITATIVE FEEDBACK ON AGENCY SERVICE DELIVERY"**

See Page 4 for Instructions on Completing This Form

<b>Title of Information Collection</b>			
National Tribal Broadband Summit Registration			
<b>Purpose</b>			
Collect information about event attendees, including their name, place of work, professional contact information, and their interest in the event. Survey responses will be used to communicate with event attendees about the event (e.g., specific locations, other announcements), to create nametags and other registration materials, and to improve event programming by ensuring topics of high interest are allocated sufficient space for attendees to participate.			
<b>Description of Respondents</b>			
Tribal leaders, representatives of tribal organizations, Alaska Native corporations, non-profit organizations, and private industry representatives whose businesses include or are related to the telecommunications and internet service provider industries.			
<b>Type of Collection (Check One)</b>			
<input type="checkbox"/> Customer Comment Card/Complaint Form	<input type="checkbox"/> Customer Satisfaction Survey	<input type="checkbox"/> Focus Group	
<input type="checkbox"/> Usability Testing (e.g., Website or Software)	<input type="checkbox"/> Small Discussion Group	<input checked="" type="checkbox"/> Other: Registration survey	
<b>Certification</b>			
I certify the following to be true:			
<ol style="list-style-type: none"> <li>1. The collection is voluntary.</li> <li>2. The collection is low-burden for respondents and low-cost for the Federal Government.</li> <li>3. The collection is non-controversial and does not raise issues of concern to other federal agencies.</li> <li>4. The results are not intended to be disseminated to the public.</li> <li>5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.</li> <li>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.</li> </ol>			
<b>Typed Name of Requester</b>		<b>Signature</b>	<b>Date</b>
Stephanie Henning			August 6, 2019
<b>FOR USE BY ICC PROGRAM STAFF ONLY</b>			
<b>Bureau ICCO</b>		<b>Signature</b>	<b>Date</b>
<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommended			
<b>DOI PRA Program Lead</b>	<b>DOI Tracking Number</b>	<b>Signature</b>	<b>Date</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			

**TO ASSIST REVIEW, PLEASE PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS:**

**Personally Identifiable Information** (Please consult with your Bureau/Office Privacy Act Officer)

- Will you collect any personally identifiable information (see OMB Circular No. A-130 for an explanation of this term)?  
 No  Yes If "Yes," please consult with your Bureau/Office Privacy Act Officer.
- If "Yes", is the information to be collected included in records that are subject to the Privacy Act of 1974?  
 No  Yes
- If applicable, has a System or Records Notice (SORN) been published?  
 No  Yes If "Yes," please provide the title and FR citation below:  
Title of SORN: \_\_\_\_\_ FR Citation for SORN \_\_\_\_\_

**Gifts or Payments** (Please refer to OMB guidance "Questions and Answers When Designing Surveys for Information Collections")

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  No  Yes If "Yes", please describe the incentive and provide a justification for the amount:

**Federal Enterprise Architecture (FEA) Business Reference Model** (Check only one "Line of Business" and one "Subfunction." Refer to OMB guidance "FEA Consolidated Reference Model Document Version 2.3")

Line of Business	Subfunction	Line of Business	Subfunction
<input checked="" type="checkbox"/> Community and Social Services	Community and Regional Development	<input type="checkbox"/> Correctional Activities	(Select One)
<input type="checkbox"/> Defense and National Security	(Select One)	<input type="checkbox"/> Disaster Management	(Select One)
<input checked="" type="checkbox"/> Economic Development	Business and Industry Development	<input type="checkbox"/> Education	(Select One)
<input type="checkbox"/> Energy	(Select One)	<input type="checkbox"/> Environmental Management	(Select One)
<input type="checkbox"/> General Science and Innovation	(Select One)	<input type="checkbox"/> Health	(Select One)
<input type="checkbox"/> Homeland Security	(Select One)	<input type="checkbox"/> Income Security	(Select One)
<input type="checkbox"/> Intelligence Operations	(Select One)	<input type="checkbox"/> International Affairs and Commerce	(Select One)
<input type="checkbox"/> Law Enforcement	(Select One)	<input type="checkbox"/> Litigation and Judicial Activities	(Select One)
<input type="checkbox"/> Natural Resources	(Select One)	<input type="checkbox"/> Transportation	(Select One)
<input type="checkbox"/> Workforce Management	(Select One)		

**Burden Hour Calculation**

Category of Respondent	Number of Annual Respondents	Number of Responses Each	Total Annual Responses	Participation Time	Total Burden Hours
(Select One)	300	1	300	10	50

**Federal Cost:** (Consult your Bureau/Office Information Collection Clearance Officer for assistance, if necessary)

The estimated annual cost to the Federal government is \$ 1,431.30 , based on: (provide details below)

If we receive 300 submissions and it takes 6 minutes to process and implement each one (total 30 hours of work), then the total burden is \$1,431.30 assuming a GS-11 step 1 (\$47.71/ hour [\$28.82 base rate X 1.6 benefits multiplier]) processes the submissions. Please note, however, that this custom form is a tool meant to accept submissions in a standard format rather than through the freeform submissions that would otherwise come in by personal email. Thus the existence of this form actually saves the government money by standardizing submissions and decreasing the workload of processing each one.

**Sample Response to Federal Cost Question:**

"If we receive 20 submissions and it takes 30 minutes to process and implement each one, then the total burden is \$322.40 assuming a GS-7 step 5 is processing the submissions. Please note, however, that this custom form is a tool meant to accept submissions in a standard format rather than through the freeform submissions that would otherwise come in by personal email. Thus the existence of this form actually saves the government money by standardizing submissions and decreasing the workload of processing each one."

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**Selection of 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?  
 No  Yes *If "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.*

**Sample Response to Question 1 Above:**

"Participants will self-select by choosing to follow the link to submit a resource. This is really no different than any website's "Contact Us" type of link; this submission form is only used by those who want to contribute to the toolkit. The "Submit a resource" link will be located on the bottom of the toolkit homepage."

**Administration of the Instrument:**

2. How will you collect the information? *(Check all that apply)*
- Web-based or other forms of Social Media  Telephone  In-person  
 Mail  Other:

**Use of Interviewers or Facilitators:**

3. Will you use interviewers or facilitators?  
 No  Yes

**PLEASE SUBMIT SURVEY INSTRUMENT, INSTRUCTIONS, AND SCRIPTS WITH YOUR REQUEST.**

**Instructions for completing Request for Approval under the  
"Generic Clearance for the Collection of Routine Customer Feedback"**

**Title of Information Collection:** Provide the name of the collection that is the subject of the request. (e.g., Comment card for soliciting feedback on xxxx)

**Purpose:** Provide a brief description and how you will use this information collection. If this is part of a larger study or effort, please include this in your explanation.

**Description of Respondents:** Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

**Type of Collection:** Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

**Certification:** Please read the certification carefully. If you incorrectly certify, OMB will return the collection as improperly submitted or they will disapprove your request.

**Personally Identifiable Information:** Provide answers to the questions.

**Gifts or Payments:** If you answer yes to the question, please describe the incentive and provide a justification for the amount.

**Burden Hour Calculation:**

- **Category of Respondents:** Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. You may select only one category.
- **No. of Respondents:** Provide an estimate of the Number of respondents.
- **Participation Time:** Provide an estimate of the amount of time required for a respondent to participate (e.g., fill out a survey or participate in a focus group)
- **Burden:** Provide the Annual burden hours: Multiply the Number of responses and the participation time in minutes and divide by 60.

**Federal Cost:** Provide an estimate of the annual cost to the Federal government.

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**Selection of Targeted Respondents:** Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

**Administration of the Instrument:** Identify how you will collect the information. More than one box may be checked. Indicate whether there will be interviewers (e.g., for surveys) or facilitators (e.g., for focus groups) used.

**Submission of the Survey Instrument, Instructions and Scripts:** You must submit a copy of the survey instrument, including all associated instructions and scripts. The survey instrument document must show the OMB Control Number 1090-0011 and Expiration Date 08/31/2018, along with the following Statements:

**Paperwork Reduction Act Statement:** We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to [insert brief justification for collection of information]. Your response is voluntary and we will not share the results publicly. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB Control Number. OMB has reviewed and approved this survey and assigned OMB Control Number 1090-0011, which expires #####.

**Estimated Burden Statement:** We estimate the survey will take you ## minutes to complete, including time to read instructions, gather information, and complete and submit the survey. You may submit comments on any aspect of this information collection to the Information Collection Clearance Officer, [Insert Bureau], [Insert mailing address]."