

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1910-5160)

TITLE OF INFORMATION COLLECTION: Menti/Slido/Mural Online Tool for Soliciting Voluntary Feedback During the West Coast Offshore Wind Transmission Convening Series – August 22 Regional Coordination Workshop

Hosted by DOE Grid Deployment Office (GDO) and DOI Bureau of Ocean Energy Management (BOEM)

PURPOSE:

GDO and BOEM are hosting a series of workshops throughout 2024 to gather individual input about offshore wind transmission for the U.S. West Coast. GDO and BOEM conducted a similar series of workshops for the Atlantic Coast in 2022-2023. The West Coast workshop series is divided into four tracks: Public Track, Tribal Nation Track, Technical Track, and Regional Coordination Track.

This Request for Approval focuses on the Regional Coordination Track, which consists of three invitation-only, closed-door virtual meetings for state government staff, transmission planning entities, and federal agency partners. Two of the three sessions are complete—this request is specifically for the final session on August 22, 2024. We are requesting approval to use Menti, Slido, Mural, or similar interactive tools to gather individual and voluntary input during the virtual meeting. The primary method of conversation during the virtual meetings is verbal communication (i.e., people raise their hands, unmute, and share their input); however, virtual meetings can create participation barriers for those who cannot or choose not to participate verbally for whatever reason. We also face time limitations and may not be able to hear from those who want to contribute virtually. Therefore, options like Menti or Mural enable a more inclusive and accessible meeting format and serve as an additional method of communicating with us.

The individual input gathered during the workshops will help inform future GDO and BOEM work in this space and could support agency-developed recommendations for an eventual action plan similar to the recently published [Atlantic Action Plan](#).

DESCRIPTION OF RESPONDENTS:

We are inviting ~160 individuals to the August 22 workshop. We do not expect all of the individuals invited to attend the workshops. We would expect about 50% of invitees to attend based on past events. The invited individuals represent:

- Approximately 50% state and local governments (estimate: 40 attendees)
- Approximately 25% transmission planning entities/utilities (estimate: 20 attendees)
- Approximately 25% federal agencies (estimate: 20 attendees)

These numbers may shift slightly if we receive recommendations for other invitees, but the description above is a representation of those we plan to engage through this Track.

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.
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: Katherine Segal

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes **No** **NOTE: Menti/Slido/Mural will not collect PII. However, the individual may choose to add their name or email address to their response.**
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. 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**

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
State and local governments	40	5 minutes	200 minutes = 3.33 hours
Transmission planning entities and utilities	20	5 minutes	100 minutes = 1.66 hours
Totals	60	5 minutes	300 minutes = 5 hours

FEDERAL COST: The estimated annual cost to the Federal government is estimated 4 hours of FTE staff time, not to exceed \$500.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions: NOT APPLICABLE

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

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?

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
 - [x] **Other, Explain - Menti/Slido/Mural or similar tools allow participants to add written thoughts via their phone or laptop. These are voluntary responses, not a formal survey.**
2. Will interviewers or facilitators be used? [x] Yes [] No
 - a. The meeting will be facilitated by the National Association of State Energy Officials
 - b. NOTE: Facilitators will not be guiding participants through the questions (as would be done in a survey format). Questions will be posted on the screen to help participants brainstorm, and they can choose to submit responses or not throughout the meeting.

Please make sure that all instruments, instructions, and scripts are submitted with the 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 of the purpose of this collection and how it will be used. 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, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

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

BURDEN HOURS:

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. Only one type of respondent can be selected per row.

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 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:

The selection of your 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 the information will be collected. 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.