

## MEMORANDUM

DATE: June 15, 2009

SUBJECT: Request for OMB Approval of Customer Satisfaction Survey of Training and Technical Assistance Initiative for Tribes and Tribal Consortia, ICR 1711.16, OMB 2090-0019

FROM: Jeanne Conklin (3903R)  
Office of Grants & Debarment

THROUGH: Patricia A. Bonner (1807T), Customer Service Director  
Office of Policy, Economics and Innovation

Spencer Clark (2822T), Collections Strategies Division  
Office of Environmental Information

TO: Heidi King, Desk Officer for EPA, Office of Management & Budget

This is a request for clearance for the U.S. Environmental Protection Agency (EPA) to collect information from members of Tribes and Tribal Consortium participating in trainings offered as part of EPA Grants Management & Disadvantaged Business Rule Training and Technical Assistance Initiative for Tribes and Tribal Consortia, developed and delivered under EPA Contract EP-W-08-042. New information collected and additional burden is solely to refine and improve the training to address the needs of the tribal community. The information collected will relate specifically to the participants' reactions and impressions of the training.

Surveys will be distributed to and collected from participants during and at the end of training events. The survey is strictly voluntary and seeks the opinions of students who have received this training.

The survey includes one non-satisfaction question that will provide information on the role the trainee fills in their organization. The information will be used by EPA to assure the training is reaching its intended audience. This question can be answered from memory and represent a minimal amount of burden to the individual responding to the survey.

EPA needs the information collected under this ICR to assess whether the training program addressed participants needs, evaluate whether the goals of the training are achieved, and identify areas of potential improvement in the training program. EPA will use the information to evaluate and improve the training program.

The expected participants in the training program are members of Tribes and Tribal Consortia. The information requested would be used to evaluate the success of the training and identify areas for improvement. EPA will review and retain the information collected and take other necessary actions.

Information will be collected from participants at each training event. A less frequent collection would not give an accurate enough picture of the needs of the Tribal community. The information requested does not duplicate any other information collected by the Federal

government and is not available from any other source. The information collection is consistent with 5 CFR 1320.5(d)(2). No pledge of confidentiality is given for applicant responses and no sensitive information is to be collected under this ICR.

A copy of the survey is attached. If you have any questions, please contact me at 202-564-5342 or [conklin.jeanne@epa.gov](mailto:conklin.jeanne@epa.gov).

### **Respondents' Burden**

The survey should take an average of about 5 minutes to complete for each of the approximately 300 customers expected to respond, amounting to a total of 25 burden hours.

Participants:

The total annual burden hours for recipients is estimated to be 25 hours per year.  
300 recipients multiplied by 5 minutes divided by 60 minutes = 25 hours per year

Therefore: Applicant Wage Rate:<sup>1</sup> \$40.88 x 25 = \$1022.00.

Total: \$1022.00 (labor costs).

### **Agency Burden**

The total burden hours for Office of Grants and Debarment personnel to review survey results are estimated at 15 total hours.

EPA Staff Time:	15 hours
Cost Per Hour:	\$54.14 <sup>2</sup>
Total Burden:	\$812.16 (labor costs).

Bottom Line Burden Estimate.

Total burden hours for respondents = 25 hours.

Total burden hours for EPA = 15 hours

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<sup>1</sup> \$40.88 represents the average wage rate of several occupations expected to perform work under assistance agreements. This cost information is derived from Bureau of Labor Statistics; Occupational Employment and Wages, May 2007. Costs were then updated to current levels. Cost data available at: [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm) (accessed 9/24/2008). 1.43 represents a 43% rate for benefits. This figure is derived from the Bureau of Labor Statistics' "Table 1. Civilian Workers, by Major Occupation Group; Management, Professional, and Related," *Employer Costs for Employee Compensation* – June 2008."

<sup>2</sup> This rate is based on a 2009 GS-13/01 salary of \$70,615 or \$33.84 per hour with 60% overhead. The hourly rate is therefore \$54.14 for this estimate.