

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

TITLE OF INFORMATION COLLECTION: EPA Local Foods, Local Places Summit

PURPOSE: The Environmental Protection Agency’s Office of Sustainable Communities (OSC) seeks approval on the attached conference participant satisfaction survey, which it plans to distribute to participants of EPA's Local Foods, Local Places (LFLP) Summit, co-hosted by partners including USDA, HUD, DOT.

The LFLP Summit survey will measure:

- 1) participant satisfaction and feedback for the overall Summit
- 2) participant satisfaction on each session identified in the summit agenda
- 3) general feedback on what participants liked, would improve, and would like to see continued.

DESCRIPTION OF RESPONDENTS:

1. Conference participants
 - a. LFLP local community participants
 - b. State officials
 - c. Federal Partners

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: John Foster | Foster.John@epa.gov

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, 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
	60	5 minutes	300 minutes
Totals	60	5	5 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$49.77

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

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?

Respondents will be participants of EPA's Local Foods, Local Places (LFLP) Summit.

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

Other, Explain

Conference paper evaluation forms distributed to participants at the LFLP Summit sessions.

Will interviewers or facilitators be used? Yes No