

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

**TITLE OF INFORMATION COLLECTION:** Office of Environmental Justice’s EJSCREEN Impact Survey

**PURPOSE:**

In 2021, EPA will focus on EJSCREEN training as a national EJ program strategic commitment. The Office of Environmental Justice (OEJ) asked the various National Program Managers and EPA regional offices to make commitments around EJSCREEN in at least one of the three strategic priorities. Those priorities are:

1. Directly support and engage EJ Communities
2. Support the efforts of external partners (primarily other federal agencies, states, tribes, local governments) on their EJ efforts
3. Support the integration of EJ considerations across all of EPA’s policies, programs and activities

EPA would like to perform a survey to follow up on this training to examine its impact to affect policy changes and programmatic uses, both internally and outside of EPA. Following the completion of this training effort, OEJ would like to follow up with training participants and others using the tool within 6 to 18 months. This will give the participants time to incorporate the use of the tool into programs, activities, and policies prior to the survey. EPA will use the email addresses, acquired during training, to share details of this survey and the SurveyMonkey link where participants can access and complete the survey. Other methods for disseminating information on the EJSCREEN Impact Survey is through the EJSCREEN website, EJ in Action Blog, EJ listserv, and the EPA’s Twitter and Facebook accounts. The purpose of the EJSCREEN Impact Survey is to collect feedback from training participants on their user experiences of EJSCREEN and how they have utilized the tool in action. Participant responses will be used to identify how EJSCREEN is being or has been used and how OEJ can improve the quality of the mapping tool.

**DESCRIPTION OF RESPONDENTS:**

OEJ anticipates primary respondents to be EJ stakeholders who conduct analyses using environmental and demographic information from a variety of different workforce sectors.

**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.

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [X] 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 [X] No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden Hours
Webinar Participants, EJ listserv	5,000	10 minutes	833
<b>Totals</b>	<b>5,000</b>	<b>10 minutes</b>	<b>833</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$500.

**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?  
[X] 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?

Primary participants will be from OEJ’s EJSCREEN 2022 webinar series and the EJ listserv.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - [X] Web-based or other forms of Social Media
  - [ ] Telephone
  - [ ] In-person
  - [ ] Mail

[ ] Other, Explain

2. Will interviewers or facilitators be used? [ ] Yes [X] No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**

\*\*\*Please see the associated survey with the request.

## **Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”**

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**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.

**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.

**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.

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**