

Appendix 3 – Follow-up Interview Protocol for Phase 3 of the STEW-MAP Information Collection

Target Respondents: leaders at key environmental hub organizations as identified in the social network section of the STEW-MAP survey. Specific organizations will be selected based on being named the most frequently by other groups in responses to the social network questions.

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0240. The time required to complete this information collection is estimated to average 1 hour per response, which includes participating in a one-on-one interview about your organization's history of environmental stewardship work.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Script:

We are asking 10 people from this region to participate in interviews about local environmental stewardship work. You were chosen because other environmental stewards consider your organization to be a leader in the local environmental stewardship community. By participating in this interview, you will be involved in a research study about the ways that your organization is working to conserve, manage,

monitor, advocate for and educate the public about the local environment. During the interview, we will ask you about your organization and how it has historically worked to steward the environment. Your participation is voluntary. If you feel uncomfortable at any time, feel free to stop the interview.

[At this point, we will convey the gist of the PRA Statement and USDA Discrimination Statement above. We will offer a written version of both if requested.]

Although the interview will ask for your name and contact information, all personal identifying information will be substituted with randomly generated identification codes once the study is completed. The code sheet that will link your name and contact information to your interview will be kept in a locked file cabinet. If you have comments regarding the conduct of this research or questions about your rights as a research participant, you should contact _____ [fill in specific information for each STEW-MAP project].

If at any time you have questions or comments regarding the interview or the overall project, please feel free to contact the project researchers, _____ [fill in specific information for each STEW-MAP project].

For all of the following questions, please consider the programs of your organization that deal directly with environmental stewardship.

Please state your name, your position and how long you have been working/volunteering with [use organization name].

1. What year was your organization founded? Can you tell me the story of its founding? (Who, where, how?) Have there been any major milestones in your organization's history? Has the work of your organization changed since the time of its founding? If so, in what way?
2. Can you describe the area where your group physically worked when your organization was founded? If it has changed at all, can you describe the ways it has changed (and why)?
3. Does your organization have individual members? If so, please explain what members do (if there are many types of "membership" please explain how members are distributed across these different types). Has membership in your organization changed since the organization was founded? If so, how?
4. Are there particular government policies or programs that have historically shaped your organization's work to a large extent (e.g. dedicated funding, administrative practices or partnerships; laws that affect your work)? Can you provide examples?

5. Do you work with specific civic organizations, community organizations and non-profits around the city? Who and how? (*Follow-up regarding resources and formal agreements.*) Have your connections to these groups changed over time? If so, how?
6. Do you work with specific government agencies in the city? Who and how? (*Follow-up regarding resources and formal agreements.*) Have your connections to these groups changed over time? If so, how?
7. Do you work with specific business groups and/or businesses around the city? Who and how? (*Follow-up regarding resources and formal agreements.*) Have your connections to these groups changed over time? If so, how?
8. Have you had any challenges –or experienced constraints to your stewardship efforts – in working with particular organizations, individuals, or entities over the years? If so, please tell me more about this. Has your relationship to these groups or individuals changed over time? If so, how?
9. Is there anyone else that you think I should speak with about environmental efforts in this region over the last 25 years?
10. Would you be willing to be contacted again for follow-up questions? If so, please confirm your email address.