

Request for Approval under the “Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery”
(OMB Control Number: 2030-0051; EPA ICR Number: 2434.261)

TITLE OF INFORMATION COLLECTION: Environmental and Climate Justice Community Change Technical Assistance

PURPOSE: The information to be collected will be used to determine ways EPA can improve access to and delivery of technical assistance under the Inflation Reduction Act (IRA) related to the Community Change Grant Program.

DESCRIPTION OF RESPONDENTS: Respondents are individuals who represent community-based organizations.

The Office of Environmental Justice and External Civil Rights (OEJECR) is requesting approval to conduct one Customer Satisfaction Survey. OEJECR would like to collect this information from respondents so that it can be used to determine ways OEJECR and other partners can improve access to and delivery of technical assistance under the Inflation Reduction Act (IRA) related to the Community Change Grant Program. This survey will also be helpful for tracking metrics related to IRA technical assistance. This data is not intended to be disseminated to the public; however, it is possible that a very broad summary of overall collection efforts (number of respondents, number of communities who received assistance, etc.) would be shared publicly as part of the metric reporting requirements. The information gathered will also not be used for the purpose of substantially informing policy decisions, but it might inform program decisions.

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form Customer Satisfaction Survey
 Usability Testing (e.g., Website or Software) Small Discussion Group
 Focus Group Other:

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
Individuals or Households	250	4 min	16.67 hours

Totals	250	4 min	16.67 hours
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FEDERAL COST: The estimated annual cost to the Federal government is: 17 hrs x \$77.36 technical hourly rate = \$1,315.

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?

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
2. Will interviewers or facilitators be used? Yes No

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

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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