

**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: 2434.271)**

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**TITLE OF INFORMATION COLLECTION:** O’ahu Climate Champions Monthly Reflections

**PURPOSE:**

The purpose of this survey is to assess progress and barriers encountered by Climate Champions in implementing their climate adaptation projects on a monthly basis so that the City and County of Honolulu can provide support when needed or make necessary program improvements. The Climate Champions, who are part-time summer interns hosted by community-based organizations around the island, for 4 months. The project will run for three years, so there will be 3 cohorts of champions over the course of the program. The survey also requests feedback on a professional development workshop that will be organized once per month by the City and County of Honolulu for the Climate Champions. Champions will provide feedback on the quality, relevance, and satisfaction with the workshops will help improve future workshops. This survey will be given on a monthly basis over their 4 month term.

**DESCRIPTION OF RESPONDENTS:**

Respondents of the O’ahu Climate Champions Monthly Reflections will be the Climate Champions during 4-month, part-time summer internships.

**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	21	15 minutes	5.25 hours
<b>Totals</b>	<b>84</b>	15 minutes	<b>21 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is: \$0.00.

**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 in our Climate Champions program. The total universe is extremely small () so no sampling is necessary.

**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.

Name: Dominique Smith