

**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: 2434.273)**

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**TITLE OF INFORMATION COLLECTION:** Climate & Sustainability Event Survey for the GPCOG EJG2G Community Resilience Program

**PURPOSE:** GPCOG is requesting approval to conduct an attendee feedback survey as part of the GPCOG EJG2G Community Resilience program, a cooperative agreement awarded to GPCOG through the EJG2G Grant. The attendee feedback survey is essentially a customer satisfaction survey in that it will ask the attendee to rate the workshop's effectiveness.

Objectives of the Attendee Feedback Survey will be to:

1. Determine how effective the workshops have been in increasing attendees' knowledge of environmental stewardship and climate change.
2. Understand how likely attendees are to share information from the workshops with their networks, participate in future events, workshops, and/or advocacy opportunities as a result of what they learned
3. Improve future workshops.

We expect to hold about 4 workshops each year and thus expect the information collection's frequency to be quarterly.

GPCOG is seeking a multi-year clearance for these surveys as the EJG2G grant program spans a three-year period.

**DESCRIPTION OF RESPONDENTS:**

Respondents to the Attendee Feedback Survey will be municipal staff and elected officials, community residents, and local business owners who attend workshops offered through the GPCOG EJG2G Community Resilience program.

**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 **N/A**
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No **N/A**

**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
Individuals	600	5 minutes	50 hours
<b>Totals</b>	<b>600</b>	5 minutes	<b>50 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is: \$ 0.00. Reviewing the data will not require any staff time that would not otherwise be dedicated to managing the cooperative agreement.

**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 [X] 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?

The survey link will be sent to all attendees at workshops who provide an email address on the sign-in sheet.

**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.**

**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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