

**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: 2434.275)**

TITLE OF INFORMATION COLLECTION: Equitable Resilience Builder Tool Feedback Survey

PURPOSE:

This survey is to collect feedback from potential users of the Equitable Resilience Builder tool that was released by EPA Office of Research and Development in December 2023. The survey will collect information about the experiences of potential users with downloading and operating the tool, locating useful information and features in the tool, and their reasons for using the tool. This feedback will help us identify any technical problems users are experiencing and ways to improve the user experience, which will allow us to prioritize improvements to the tool.

DESCRIPTION OF RESPONDENTS:

The targeted respondents for the survey are individuals who have participated in a webinar or training about the ERB from December 2023 to June 2024. To date we have given 27 webinars, demonstrations, and trainings with a total of over 1,200 participants from the public, EPA internally, federal, state and local agencies, and anticipate that by June we will have 37 webinars and approximately 1,500 respondents.

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 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 and Households	93	15 minutes	23.25 hours
Private Sector	245	15 minutes	61.25 hours

State, local, tribal government	475	15 minutes	118.75 hours
Totals	813		203.25 hours

FEDERAL COST:

The estimated annual cost to the Federal government is: \$9,240.60.

Agency costs arise from staff costs and ORISE participants. EPA staff have expended approximately 30 hours developing the survey instrument to date and are expected to spend an additional 47 hours distributing the survey, analyzing results, following up with participants as applicable, and applying the feedback. finalizing the survey instrument, analyzing data, writing reports, reviewing intermediate products, and managing the project more generally. The total EPA staff costs are shown in the table below. ORISE participant costs are estimated at \$1,755.

Table: EPA Staff Costs

GS Level	Hours	Hourly Rate	Hourly Rate with Benefits	Total
GS12	5	\$44.93	\$71.89	\$359.45
GS13	55	\$58.28	\$93.25	\$5,128.75
GS14	12	\$66.79	\$106.86	\$1,282.32
GS15	5	\$89.34	\$142.94	\$714.70
Total				\$7,485.60

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?

We have a list of webinars and trainings that we have given since December 2023. Based on this list we will use 3 recruitment methods:

- 1) For webinars where we have a list of attendees and their email addresses we will email them directly with a link to the survey.
- 2) For webinars where we do not have a list of attendees we will email the organizer of the webinar and ask them to forward a link to the survey to attendees.
- 3) We have a small number of email contacts from individuals who have reached out to us about the tool and we will email them a link to the survey.

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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