

SUPPORTING STATEMENT B

Title: Environmental Justice Thriving Communities Grantmaking Program: Applications for Subawards, Public Outreach Information Collections, and Post-Award Reporting

OMB Control Number: 2035-NEW

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Surveys

Aims

- a) *Feedback:* Grantmakers have developed instruments to assess feedback on various products, events, services, and activities, including their websites; outreach/engagement and training events; application process and materials; post-award experience; and input from specific stakeholders (community partners, grant readers, community leadership board, faculty advisory committee). Questions in these instruments will request information about respondents' attitudes, feelings, expectations, and recommendations regarding the products and activities they interacted with.
- b) *Expressions of Interest:* Grantmakers have developed instruments to collect expressions of interest from members of the public to sign up for grant communications and events; to join panels of reviewers, grant readers, or peer reviewers; and to join specific committees (Faculty Advisory Committee, Community Advisory Board, Grantmaking Committee). Questions in these instruments will request respondents name and contact information. The expressions of interest to join panels and committees will also request information about respondents' reasons for joining as well as a brief description of any relevant experience or expertise they may have.
- c) *Other Surveys:* Grantmakers have developed bespoke surveys for miscellaneous purposes, including an engagement tracker; a pre-application survey for potential applicants; organizational demographics survey for subgrantees; requests for information and input from partners about the Grantmaker's activities; and requests for references about applicants for subawards.

Respondents and Recruitment Strategy

One survey response will be requested per respondent. Completion of a survey will not be mandatory and there will be no adverse consequences for those who decline to take part in this information collection activity.

- a) *Feedback:* When individuals engage with a Grantmaker's product (e.g., website), events, services, or other activities, they will be invited to complete a feedback survey. Thus, every member of the population of interest will be targeted in this recruitment strategy. Grantmaker staff will encourage individuals to complete the feedback survey by highlighting the benefits of providing this information for the individual respondent (i.e., having the opportunity to provide their feedback) and the Grantmaker (i.e., being able to improve its services and resources based

on feedback).

- b) *Expressions of Interest*: All individuals who engage with a Grantmaker in any way—including in person, on the phone, on a video call, via email, or on the website—will be invited to complete the relevant expression of interest surveys. Invitations to complete expressions of interest may also be circulated via email list-servs targeting relevant stakeholder groups and announcements at relevant public meetings. Thus, every member of the population of interest will be targeted in this recruitment strategy.
- c) *Other Surveys*: Requests for references about applicants for subawards will be sent to relevant contacts provided by the applicant. For all other surveys, all individuals who engage with a Grantmaker in any way—including in person, on the phone, on a video call, via email, or on the website—will be invited to provide information. Invitations to participate may also be circulated via email list-servs targeting relevant stakeholder groups and announcements at relevant public meetings. Thus, every member of the population of interest will be targeted in this recruitment strategy.

Plan for Aggregating and Reviewing the Collected Information

- a) *Feedback*: Results from feedback surveys for each product/event/service/activity will be aggregated and reviewed by Grantmaker staff to identify what is working well and what could be improved. These reviews will take place within one month of the event/service/activity. Every quarter, Grantmaker staff will aggregate and review anonymized responses from all the feedback surveys received in the previous three months, in order to identify key priorities and issues that may inform their strategic planning.

Analysis strategies will focus on generating summaries for the entire sample and for subgroups of respondents (e.g., by urban/rural location), as long as the sample sizes for the subgroups are sufficiently large. The data in this sample may not be representative of the area (e.g., city, state, region), and this will be noted as appropriate during the process of generating and interpreting the results. EPA will provide resources and support for this work (e.g., webinars, consultations with experts in statistics).

- b) *Expression of Interest Surveys*: Information will be reviewed by Grantmaker staff as soon as practicable after responses are received, so that the Grantmaker may take action based on the information provided (e.g., signing the individual up for events or inviting them to join the community advisory board).
- c) *Other Surveys*: Information will be reviewed by Grantmaker staff as soon as practicable after responses are received. Analysis strategies will focus on generating summaries for the entire sample and for subgroups of respondents (e.g., by urban/rural location), as long as the sample sizes for the subgroups are sufficiently large. The data in this sample may not be representative of the area (e.g., city, state, region), and this will be noted as appropriate during the process of generating and interpreting the results. EPA will provide resources and support for this work (e.g., webinars, consultations with experts in statistics).

Focus Groups

Aims

The Grantmakers plan to conduct focus groups to better understand the experiences and perspectives of: community members who elected not to apply for subawards; applicants; recipients of subawards; partners; partners; community leadership board; and faculty advisory board. The questions will ask respondents to discuss their beliefs, perceptions, emotions, attitudes, and expected behaviors regarding the topic (e.g., decision to not apply for subaward; experience on the community leadership board). Each individuals will be invited to participate in one focus group.

Respondents and Recruitment Strategy

Participants in the focus groups may include community leaders, community members, community-based organization staff, locally elected officials, and local government staff from underserved communities and communities in remote and rural areas from across the nation, including Indian Country and territories.

Each Grantmaker will maintain a record of (current and potential) participants in their activities who have shared their contact information, as well as representatives from relevant stakeholder groups. For each focus group session (with 12 participants on average), Grantmakers will contact select individuals from their general records and invite them to participate in the focus group.

A non-random selection strategy will be used to identify potential participants, with an emphasis on recruiting respondents who represent a broad range of communities, perspectives, and experiences that are likely to be relevant to the agenda for that particular focus group session.

Participation in the focus group will not be mandatory and there will be no adverse consequences for those who decline to take part in this information collection activity.

Plan for Reviewing the Collected Information

Notes from the focus group discussions will be reviewed by Grantmaker staff to identify key themes and items for further action (e.g., discuss new ideas for services, implement suggested improvements). These reviews will take place within two months of the focus group session.