

Community Injects Related to Local Environmental Justice and Climate Change Impacts

**Formative Data Collections for Program Support
0970 – 0531**

Supporting Statement

Part A

April 2023

Amended June 2023

Submitted By:
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Administration for Children and Families
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Overview of request: The Formative Data Collections for Administration for Children and Families (ACF) Program Support generic was created to allow ACF program offices to learn more about program-related services, including processes and needs of ACF-funded programs or grantees, those served by ACF programs, or others experienced with or interested in ACF programs. The goal is to improve ACF decision-making, program support, and support for or relationships with those with interest in ACF programs.

On April 24, 2023, the Office of Management and Budget (OMB) approved an individual generic request for formative data collection from individuals and programs that have experiences or expertise related to local issues of environmental justice and impacts of climate change on populations served by federal funding administered by ACF. Information collected through interviews and focus groups is intended to inform the improvement or development of ACF program services. At that time, ACF submitted and OMB approved interviews community leaders in the areas of human and health service delivery and focus group protocols for use during community convenings throughout the U.S.

This current request is to add an additional, related information collection activity. Specifically, ACF would like to conduct a semi-structured focus group during a final capstone summit. This focus group will take place with representatives of national associations, community leaders in the fields of environmental justice and climate change, and some state/local officials. The focus will be on cross sections between human services and public health to collect robust information concerning needs, plans, and existing resources with respect to protecting vulnerable populations across the nation from the health effects of climate change. The information collected will add to the utility of the data collected as part of this project to meet the purposes and uses outlined in this Supporting Statement.

A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval for community-based information collection related to local issues of environmental justice and impacts of climate change on populations served by federal funding administered by ACF.

Background

Human services providers work each day to foster the health and well-being of families, children, individuals, and communities to support vulnerable families living at, near, or below the margins. For this reason, HHS has a specific strategic goal on emergency preparedness and climate adaptation and the Office of Human Services Emergency Preparedness and Response's (OHSEPR) **Strategic Goal 1** is to build national disaster human services capability. Additionally, ACF's strategic plan has 5 goals: equity, preventative approaches, whole family strategies, crisis response and recovery, and innovation.

The Executive Order (EO), *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* (EO 13985)¹ emphasizes consulting with communities that have been historically underserved by Federal policies and programs. The Presidential Memorandum on *Restoring Trust in Government through Scientific Integrity and Evidence-Based Policy Making*², as well as the *ACF Evaluation Policy*³ discuss community engagement and inclusion in research. ACF programs promote the economic and social well-being of families, children, individuals, and communities.

Executive Order 14008, "Tackling the Climate Crisis at Home and Abroad," which calls on agencies to "deliver environmental justice in communities all across America." Both EOs require a "whole of government" approach. This EO set forth a goal that 40 percent of the overall benefits of certain Federal investments flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution. This historic EO has propelled Federal agencies to transform hundreds of programs across the government to ensure that disadvantaged communities receive the benefits of new and existing Federal investments across one or more of the following seven areas: climate change, clean energy and energy efficiency, clean transit, affordable and sustainable housing, training and workforce development, remediation and reduction of legacy pollution, and the development of critical clean water and wastewater infrastructure.

Aligned with EO14008, HHS established an Office of Climate Change and Health Equity (OCCHE) and an Office of Environmental Justice (OEJ). Programs within ACF fall squarely into several of the above categories. Additionally, ACF's program services are provided to economically vulnerable households across the nation. ACF is closely collaborating with these offices as we work together to meet the directives within EO 14008. Although within HHS

¹ <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/>

² <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/27/memorandum-on-restoring-trust-in-government-through-scientific-integrity-and-evidence-based-policy-making/>

³ <https://www.acf.hhs.gov/opre/report/acf-evaluation-policy>

offices focused on health are separate from offices focused on human services, the average U.S. household does not experience siloed impacts. ACF recognizes the essential need to understand how communities are impacted by climate change and how they are experiencing environmental justice through a public health lens, as well as a human service lens to make the most meaningful changes to ACF programing. ACF must understand how those we serve have been impacted by climate change to responsively update program delivery in a meaningful way for those we serve. Additionally, the populations we serve often interact directly with other Departments and Agencies who have direct funding from Congress to engage in this area holistically. ACF is collaborating closely with these other federal departments and agencies through an interdisciplinary approach as this work is necessary to help ACF to identify opportunities for complimentary and supportive activities, as appropriate.

Consistent with the referenced guidance documents, plans, and activities, and to ensure involvement with a variety of people with diverse experiences and perspectives with ACF programs, ACF must actively collect information to learn more about program services that ACF funds, or similar to those funded. The information collection supports OHSEPR's key role in ACF's preparedness, response, and recovery to support vulnerable families when disasters strike. The proposed activities are intended to support OHSEPR's outlined goals for coordinated efforts around disaster human services. These include:

- Prevent additional destabilization of socially vulnerable individuals and families who relied on human services programs, systems, and networks pre-disaster,
- Support socially vulnerable individuals and families that need assistance navigating human services programs as a result of the disaster,
- Support the continuity and restoration of human services providers and delivery systems in disaster-impacted communities, and
- Enhance the capability of human services providers in host communities to support displaced disaster survivors during their transition to recovery.

This information is necessary for ACF to gain a better understanding of processes, needs, and potential improvements related to ACF programs and associated services to inform ACF decision-making and program support. This work is necessary to inform ACF training and technical assistance (T/TA), resources and guidance materials, and research activities.

Legal or Administrative Requirements that Necessitate the Collection

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Use

ACFs environmental and climate justice efforts seek to address practices that harm communities environmentally and exacerbate community vulnerability to climate change, which have a greater impact on vulnerable populations – i.e. the individuals and families we serve. The purpose of these information collection efforts is to inform HHS's ability to address these

inequitable impacts. Through qualitative interviews and focus groups with a purposive sample of stakeholders, this project seeks to contribute to knowledge about the environmental and climate threats that participants in HHS health and human services programs face, and their perceptions of these threats. We also seek to better understand the need for resources, including data, among a selection of program staff, community stakeholders, and participants in health and human services programs to help mitigate—and adapt to—these threats.

These efforts specifically address the five goals in ACF's strategic plan in the following ways:

1. **Equity:** This project works to advance equity by ensuring ACF program offices are aware of the disproportionate impact environmental and climate impacts have on populations ACF serves.
2. **Preventative approaches:** Working with communities to identify opportunities to prepare for environmental and climate impacts will allow for a proactive approach to child, youth, family, and individual well-being
3. **Whole family strategies:** By working with communities, ACF is focused on the whole family in an effort to increase financial stability and economic mobility in those communities most impacted by environmental and climate impacts.
4. **Crisis response and recovery:** With climate change increasing the frequency of the need for crisis response and recovery, this project will capture strategies for how communities are able to continue to support communities and families to respond to acute needs to facilitate recovery. These strategies can be shared with ACF program offices to inform support efforts.
5. **Innovation:** This project brings together the Health and Human services component of environmental and climate impacts in communities. Applying the whole of government approach to this interdisciplinary effort allows ACF to improve the lives of children, youth, families, and individuals as it relates to climate justice.

This project will not only address the ACF strategic goals but also assists with ACF 2023 priorities to support communities and families as they respond to acute needs and facilitate recovery from a range of crises and emergency situations and build economic stability and mobility opportunities and increase child and family safety and well-being.

Interviews and focus groups are proposed with individuals and national associations involved in or prospectively involved in HHS programs whose engagement could directly inform the improvement of HHS programs through services and support provided and collaboration with other federal agencies working in this area. Expected respondents include funding beneficiaries, contractors, technical assistance providers, current and potential participants in HHS programs or similar comparison groups, experts in the fields of environmental justice or climate change, key national associations or stakeholders involved in HHS projects and programs, individuals engaged in program re-design or demonstration development for evaluation, state or local government officials, or others similarly involved in or prospectively involved in ACF programs.

We will select a geographically diverse set of states and localities. We seek to gain perspectives from key informants that include program administrators and staff at the state, local, Tribal, territorial, and community levels, and staff in community organizations. The main data collection

methods are expected to be semi-structured key informant conversations. Inclusion of relevant national associations and national leaders in the fields of environmental justice and climate change will take place at a summit planned for August 2, 2023, in Washington DC. One focus group at the end of the summit will provide opportunity for national leadership to express concerns, ideas, and possible actions.

These conversations will be used to interview members from pre-identified communities who represent organizations or services that receive funding from HHS. National associations are selected based on representation of organizations or relevant fields that receive funding from or are related to those receiving funding from HHS.

To identify communities, HHS used publicly available information across all HHS regions to identify gaps and establish actionable indicators concerning the impacts of climate change and environmental threats on vulnerable communities. The following factors were prioritized:

- Regional diversity
- Unique Population Characteristics
- Environmental Justice/Climate Change Legislation
- HHS Presence
- Climate and Economic and Justice Screening Tool (CEJST) – The tool has an interactive map and uses datasets that are indicators of burdens in eight categories: climate change, energy, health, housing, legacy pollution, transportation, water and wastewater, and workforce development. The tool uses this information to identify communities that are experiencing these burdens. These are the communities that are disadvantaged because they are overburdened and underserved.

Information will help ACF identify community strengths, gaps (in capacity, knowledge, partnerships), and opportunities for improved resource coordination in climate resilience, adaptation, and environmental justice. Overall ACF envisions using this information in a number of potential ways. For example, the information may be used to support program improvements for specific populations (ex. Tribal populations), identify opportunities for exploring additional flexibility in program administration for grantees, inform the consideration of different approaches around outreach and awareness of program resources for funded entities. Information could inform training to ACF staff on climate change and environmental justice issues, support collaboration across ACF offices on environmental justice and climate change community impacts, and support a more responsive approach to grantee deficits after disasters.

Below are a couple program specific examples of how information could potentially be used. Please note that these are only examples, actual actions and resulting activities are dependent on what we learn from the discussions:

- The Office of Head Start may find ways to use current mechanisms and funds to address environmental justice and disaster recovery/response issues and the discussions could provide information to inform those decisions as we learn what others are doing. Additionally, discussions could provide connections between federal programs allowing for the identification of areas with environmental issues, which could be used when developing community assessments. Finally, if an early

education program hopes to relocate, these discussions could provide information about key factors to consider in making decisions about a new location, such as flooding risk or gentrification.

- Based on information learned, the Office of Early Childhood Development could potentially decide to designate a portion of resources directly to communities impacted by climate change, such as providing sunshades to childcare facilities in high heat areas or providing higher quality indoor play facilities in areas impacted by wildfires.

ACF does not plan to publish information gathered. See section A16 for additional information.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Possible modification of T/TA provided by ACF programs with services that fall within the following seven areas: climate change, clean energy and energy efficiency, clean transit, affordable and sustainable housing, training and workforce development, remediation and reduction of legacy pollution, and the development of critical clean water and wastewater infrastructure.
- Possible modification of workflows related to program implementation or the development or refinement of program and funding recipient processes.
- Planning for provision of programmatic or evaluation-related T/TA.
- Obtaining feedback about processes and/or practices to inform ACF program development or support in the areas of climate change impact and environmental justice.
- Development of learning agendas and activity priorities.
- Requesting information about resources, programs, or other ACF services or related activities to provide consolidated public sources of information for those using or interested in ACF funded services, or those interested in systems, programs, or research related to ACF.

We understand that the data we collect from the purposive sample of programs and respondents will be qualitative and not generalizable across HHS or other federal programs or across locations. However, they can provide illustrative information for health and human services programs or community stakeholders considering ways to address the environmental and climate risks that program participants or other historically disadvantaged people in their communities face. It will also solicit suggestions about potentially promising ways that health and human services programs across a range of areas—and in a range of locations—can help to mitigate against and build resilience toward environmental and climate risks.

Processes for Information Collection

This formative information collection will use two well-established methodologies: telephone interviews and focus groups. Using the two complimentary methods will allow ACF to collect the information in an efficient manner for both the agency and the respondents. The individual telephone interviews are meant to provide in-depth information about the environmental justice and climate change related work in the community; issues experienced by the community; and

direct input from the community leader on gaps between the community experience and programmatic understanding. The interviews and focus groups will inform decisions about additional individuals to reach out to for participation in either an interview or focus group. Individual interviews may also be used as a way to follow up on information discussed during a focus group, as appropriate.

Interviews

The two interview instruments are designed to collect information verbally from community leaders in a manner that allows them to express as much depth of their experience and current related work as possible. The interviews were designed to elicit feedback include two overarching target participant groups – one group traditionally focused on human service delivery and the second group traditionally focused on community health service delivery. We anticipate participants to be community leaders, community health workers, human service providers, and community constituents from five to seven pre-selected geographic communities across the U.S.

Both interview protocols focus on the respondents' community's environmental justice and climate change concerns and how they might be better supported with knowledge and resources from programs that fall within HHS health and human services and services provided to similar populations by other federal agencies.

Instrument 1: Interview Protocol for Human Services Community Stakeholders:

This interview protocol is designed to elicit feedback from the human services perspective as it relates to climate and environmental impacts. For example, these interviews could provide information about if and how recurring extreme weather-related events are disrupting the ability to provide human services.

Instrument 3: Interview Protocol for Public Health Community Stakeholders: This interview protocol is designed to elicit feedback from the public health perspective as it relates to climate and environmental impacts. For example, these interviews could provide information about if and how recurring extreme weather-related events are disrupting the ability to provide health services to vulnerable populations.

The individual interviews will be conducted via the web platform Zoom. Responses will be captured in notes, as well as in a Zoom recording. Responses will not be shared with the public.

Focus Groups

The focus group sessions are designed to engage community leaders, community health workers, human service providers, community constituents, and national associations representing these populations who are disproportionately impacted by the effects of climate change and environmental threats. Focus groups will be held during community convenings, which will be planned in locations throughout the U.S (see above for information about identifying these locations) and at one capstone summit.

Fourteen of the convenings will be held virtually with one, 2-hour focus group session at each convening. Five of the convenings will be held in person over two days unless a virtual format becomes necessary. The in-person meetings will provide plenary information and discussion and will contain two breakout sessions – one each day – where two 90-minute listening sessions (focus groups) will be conducted. During the five in-person meetings, the focus group instruments will serve as a semi-structured protocol to select questions from based on the focus of the conversation and how the discussion progresses. At the national summit the 45-minute focus group will take place in person at the conclusion of the meeting.

- **Instrument 2: Community Focus Groups Focused on Human Services**
 - This instrument will be used to guide semi-structured focus groups with community leaders in an effort to identify community strengths, gaps (in capacity, knowledge, partnerships), and opportunities for improved resource coordination in climate resilience and adaptation as it relates to human services. The information collected will help inform an adaptation plan with the ACF and ensure that federal resources are accessible and responsive to identified community needs as related to environmental justice and the impacts of climate change on local communities.
- **Instrument 4: Community Focus Groups focused on Health Services**
 - This instrument will be used to guide semi-structured focus groups with community leaders to identify community strengths, gaps (in capacity, knowledge, partnerships), and opportunities for improved resource coordination in climate resilience and adaptation as it relates to health services. The main objective of these conversations is to collect information from community groups concerning their needs, plans, previous experiences, and existing resources with respect to protecting their community from the health effects of climate change.
- **Instrument 7: National Associations and National Leaders focused on Human Services, Health Services, Climate Change, Environmental Justice**
 - This instrument will be used to guide one semi-structured focus group, broken into three, 15-minute segments. The focus group will be held with attendees from national associations representing organizations from which the pool of community leaders was drawn, and national leaders in the fields of environmental justice and climate change. The main objective of this focus group is to better understand perspectives concerning needs, plans, and existing resources with respect to protecting vulnerable populations across the nation from the health effects of climate change. The information collected will help inform ~~an adaptation plan with the ACF~~ of possible adaptations that may be appropriate to programs, delivery of programs, and technical assistance resources and ensure that federal resources are accessible and responsive to identified community needs as related to environmental justice and the impacts of climate change on local communities.

A3. Improved Information Technology to Reduce Burden

Outreach to schedule interviews will take place through email with a request to complete a Doodle poll for scheduling. A follow up phone call will be made if necessary. The individual interviews will be conducted virtually via Zoom or Microsoft Teams platforms and recorded with permission of the respondent. There will be a clear effort to minimize unnecessary email communication with the respondents, and the length of the sessions will be determined with their schedules and time constraints in mind.

Focus group sessions during in-person convenings may include use of a recording device. If sessions need to be conducted virtually, Zoom or Microsoft Teams will be utilized to conduct the meeting and to record the breakout sessions.

A4. Efforts to Identify Duplication

To date, ACF has not collected information directly from community members related to environmental justice and climate change issues. Information collected by other Federal agencies is targeted to different audiences and does not repeat what is proposed in this package. ACF is coordinating information collection with HHS Office of the Assistant Secretary for Health (OASH), which reduces public burden and ensures non-duplication of efforts.

A search of reginfo.gov revealed that information as proposed in this package has not been collected over the past 10 years. Search phrases used include climate change, global warming, climate impact, environmental justice, and environmental impacts.

A5. Involvement of Small Organizations

Efforts to minimize burden on small entities and small businesses include utilizing technology to conduct individual interviews; scheduling interviews at times preferred by the respondent; ensuring ease of access to and available parking for in-person convenings; and providing virtual access to in-person meetings where necessary.

A6. Consequences of Less Frequent Data Collection

This is a one-time data collection.

A7. Special Circumstances

There are no special circumstances for the proposed data collection efforts.

A8. Federal Register Notice and Consultation***Federal Register Notice and Comments***

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection request to extend approval of the umbrella generic with minor changes. The notice was published on January 28, 2022, (87 FR 4603), and provided a 60-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a 30-day period for public comment, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

Consultation with Outside Experts

ACF has consulted with MBD Inc. to provide programmatic support to this information collection effort. MDB Inc is providing technical services and knowledge throughout the interview process to engage with local communities effectively.

A9. Tokens of Appreciation for Respondents

No tokens of appreciation for respondents are proposed for this information collection.

A10. Privacy of Respondents

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private to the extent permitted by law.

A11. Sensitive Questions

There are no sensitive questions included in the interviews or the focus groups.

A12. Estimation of Information Collection Burden

Burden Estimates

Potential participants for initial interviews and focus groups will be identified within the pre-selected communities (see A2 for additional information about community identification). Identification of individuals and national associations to reach out to will be based on program office consultation and pre-existing relationships through related to environmental justice and climate change related activities (ex. Workgroups) that we are involved with. We may also identify individuals through publicly available information about human service providers who work in areas of high environmental injustice and/or high impacts faced by climate change.

Instrument 1: Interview Protocol for Human Services Community Stakeholders

Through outreach, we aim to engage 25 participants residing across the five areas of interest and with a focus on human services. Each interview is estimated to take 1.0 hours for a total burden

of 25 hours (25 respondents*1 hour per interview). The response time includes the necessary time for respondent to prepare and participate in the interview.

Instrument 2: Community Focus Groups Focused on Human Services

This semi-structured discussion guide will be used during five community meetings in different geographic locations across the nation. These meetings and discussions will focus on human services. Each community meeting is expected to include up to 30 non-Federal participants, for a total of 150 respondents. Each meeting will include 2, 90-minute focus group sessions involving the 30 non-Federal participants, for a total of 180 minutes (three hours) of focus group time for each of the 30 participants. Total burden hours are 450 (5 meetings*30 participants*3 hours = 450 hours).

Instrument 3: Interview Protocol for Health Services Community Stakeholders

Through outreach, we aim to engage 40 participants residing across the five areas of interest and with a focus on health services. Each interview is expected to last 90 minutes for a total of 30 burden hours (20 individuals*90-minute interviews = 30 hours). The response time includes the necessary time for respondent to prepare and participate in the interview.

Instrument 4: Community Focus Groups focused on Health Services

This semi-structured discussion guide will be used during up to fourteen community conversations (focus groups), with a plan of 15 participants at each for a total of 105 respondents. These meetings and discussions will focus on health services. Each focus group will last approximately two hours for a total of 210 burden hours (7 focus group sessions*2 hours each*15 participants = 210 hours). The total burden hour estimate for this instrument is 240.

Instrument 5: Community Representative Interview Request Email

Email requests will be sent to pre-identified community stakeholders who represent HHS funding recipients. The total number of email requests represents the anticipated number of individual stakeholder interviews (45) plus 10 percent (five) for attrition for a total number of 50 scheduling emails. It is estimated that respondents will need .25 hours to review the information and complete the scheduling request. Total burden hours, with the increased 10 percent, is 12.5 hours (50 respondents*.25 hours -or 15 minutes- /60 minutes = 12.5 hours).

Instrument 6: Focus Group Invitation Email

Email requests will be sent to pre-identified community stakeholders who represent HHS funding recipients or related community leaders. The total number of email requests represents the anticipated number of participants in the focus groups (255) plus 10 percent (26) for attrition for a total number of 281 registration emails. It is estimated that respondents will need .25 hours to review the information and complete the meeting registration. Total burden hours, with the increased 10 percent, is 70.25 hours (281 respondents*.25 hours -or 15 minutes- /60 minutes = 70.25 hours).

Instrument 7: National Associations and National Leaders focused on Human Services, Health Services, Climate Change, Environmental Justice

A capstone summit will include the questions detailed in this instrument in one 45-minute session held with representatives of national associations, community leaders in the fields of environmental justice and climate change, and some state/local officials. This focus group will focus on cross sections between human services and public health. This meeting is expected to include 50 non-Federal participants. Total public burden is calculated at 45 minutes for each of the 50 participants. Total burden hours are 38 (1 focus group *50 participants*.75 -or 45 minutes- = 37.5 hours).

Cost Estimates

Costs were estimated using the average hourly rate for BLS job codes for (1) Social and Community Service Managers (11-9151), with a mean hourly wage of \$36.92; and (2) Medical and Health Services Managers (11-9111) with a mean hourly wage of \$57.61; (3) Community Health Workers (21-1094) with a mean hourly wage of \$22.97.

- Instruments IC1 and IC2 use BLS job code 11-9151 for cost burden estimate.
- Instrument IC3 use an average of BLS job codes 11-9111 and 21-1094 to reflect the range of professionals expected to participate. The average hourly wage of these two codes is \$40.29.
- Instruments IC4 and IC5 use an average of all three job codes to represent outreach to the full universe of participants. The average hourly wage of codes 11-9151, 11-9111, and 21-1094 is \$39.17.
- Instrument IC7 uses an average of BLS job codes 11-9151 and 11-9111 to reflect the range of professionals hired by national associations and expected to participate. The average hourly wage of these two codes is \$47.27.

To account for fringe benefits and overhead, all four rates were multiplied by a factor of two for a total of \$73.84 for job code 11-9151, \$80.58 for the average between job codes 11-9111 and 21-1094, \$78.34 for the average of all three job codes, and \$94.53 for the average between job codes 11-9151 and 11-9111. Source: www.bls.gov/oes/current/oes_stru.htm

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Instrument 1: Interview Protocol for Human Services Community Stakeholders	25	1	1	25	\$73.84	\$1,846
Instrument 2: Community Focus Groups Focused on	150	1	3	450	\$73.84	\$33,228

Human Services						
Instrument 3: Interview Protocol for Health Services Community Stakeholders	40	1	1.5	60	\$80.58	\$4,835
Instrument 4: Community Focus Groups focused on Health Services	210	1	2	420	\$80.58	\$33,844
Instrument 5: Community Representative Interview Request Email	50	1	.25	13	\$78.34	\$1,018
Instrument 6: Focus Group Invitation Email	281	1	.25	70	\$78.34	\$5,503
Instrument 7: National Associations and National Leaders focused on Human Services, Health Services, Climate Change, Environmental Justice	50	1	.75	38	\$94.53	\$3,592
Total Burden and Cost Estimates:				1,076		\$83,866

A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

A14. Estimate of Cost to the Federal Government

Cost to the Federal government includes portions of Federal employee salaries and contracted services. The total cost for the data collection activities under this current request is estimated at \$135,000 in FY 2023 and \$75,000 in FY 2024 for a total of \$200,000.

A15. Change in Burden

This update to an individual information collection under the umbrella formative generic clearance for program support (0970-0531) increases burden due to the addition of one focus group with 50 respondents.

A16. Plan and Time Schedule for Information Collection, Tabulation and Publication

The community and individual information will be collected during focus group sessions with pre-selected communities in April to July in CY 2023. In June to July of 2023, the captured responses will be analyzed for common themes and general findings. Once complete, the

responses will be captured and shared with program staff and Federal partners in a presentation during a Federal Summit in August of 2023. Non-federal partners at the August 2nd, 2023, summit meeting will participate in a 45-minute focus group to provide additional information from a national association and national leader perspective. A summary of these responses will be added to the information shared during a Federal Summit on August 3, 2023. At the end of August 2023, the analysis of the responses will be included in a summary report to be shared internally to ACF offices.

A17. Reasons Not to Display OMB Expiration Date

All instruments will display the expiration date for OMB approval.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.

Attachments

Instrument 1: Interview Protocol for Human Services Community Stakeholders

Instrument 2: Community Focus Groups Focused on Human Services

Instrument 3: Interview Protocol for Health Services Community Stakeholders

Instrument 4: Community Focus Groups focused on Health Services

Instrument 5: Community Representative Interview Request Email

Instrument 6: Focus Group Invitation Email

Instrument 7: National Associations and National Leaders Focused on Human Services, Health Services, Climate Change, Environmental Justice