SUPPORTING STATEMENT B

Title: Promoting Readiness and Enhancing Proficiency to Advance Reporting and Data (PREPARED) Quarterly Progress Reporting and Public Outreach Information Collections

EPA ICR Number: 2804.01

OMB Control Number: 2090-NEW

Focus Groups

Aims

Each Provider will conduct Focus Groups each year with recipients of their services and other stakeholders. The aim is to better understand the needs of the program participants receiving services from the Provider and identify pathways for how to best address those needs.

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 Provider will maintain a record of current and/or potential participants in Provider activities who have shared their contact information, as well as representatives from relevant stakeholder groups. For each Focus Group session (with around ~15 participants per Focus Group), Providers will contact select individuals from their general records (i.e., not just those who completed the Self-Assessment Survey) 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 Provider staff to identify key themes and items for further action (e.g., discuss new ideas for services, implement suggested change to policy or procedure). These reviews will take place within two weeks of the Focus Group session.

Self-Assessment Survey- Specific Events

Aims

The Self-Assessment Survey- Specific Events documents each individual respondent's priorities and training needs.

Respondents and Recruitment Strategy

Each Provider will offer a series of training events (e.g., workshops) and technical assistance services, either in person or online. All individuals who participate in a training event or use technical assistance services —including in person, on a video call, etc.-- will be invited to complete a Self-Assessment Survey- Specific Events. Thus, every member of the population of interest will be targeted in this recruitment strategy.

Individuals who decline to complete a Self-Assessment Survey- Specific Events will be given the opportunity to discuss their concerns with a Provider staff member, who will explain the benefits of providing this information for the individual (e.g., helping to identify the right services to match their needs) and the Provider (e.g., ensuring that they offer services that match documented needs and priorities). Completion of the Self-Assessment Survey- Specific Events will not be mandatory; individuals who decline to participate will still be given the opportunity to engage with the Provider and its services.

The Self-Assessment Survey- Specific Events will be offered to respondents in the mode that they present themselves to the Provider to minimize extra effort and burden. For instance, those who contact the Provider by audio or video call will be invited to either answer questions verbally (dictated by a representative of the Provider) or be given a link to complete the online survey. Those who meet the Provider in person will be given the opportunity to complete the Self-Assessment Survey- Specific Events via one of two modes: (1) hard copy or (2) online/electronically.

Plan for Aggregating and Reviewing the Collected Information

Every quarter, Provider staff will aggregate and review anonymized responses from all the Self-Assessment Survey- Specific Events received in the previous three months to identify key priorities and issues that may inform their strategic planning. Analysis strategies will focus on generating descriptive statistics for the entire sample of respondents.

Analysis strategies will focus on generating summaries for the entire sample of respondents. EPA staff will provide resources and support for this work (e.g., webinars, consultations with experts in statistics, etc).

Feedback Surveys – Specific Events

Aims

Each Provider will offer a series of training events and technical assistance services, either in person or online. Feedback surveys will be collected after each service and event, so that the Provider can learn more about participants' experiences and views after interacting with the Provider.

Respondents and Recruitment Strategy

After each technical assistance consultation or training event, every participant will be invited to complete a short Feedback Survey that asks about their experiences and attitudes. Thus, every member of the population of interest will be targeted in this recruitment strategy. Provider staff will encourage individuals to complete the Feedback Survey by highlighting the benefits of providing this information for the individual respondent (e.g., having the opportunity to provide their feedback) and the Provider (e.g., being able to improve its services and resources based on feedback).

Completion of the Feedback Surveys 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 Aggregating and Reviewing the Collected Information

Results from Feedback Surveys for each event and service will be aggregated and reviewed by Provider staff to identify what worked well and what could be improved, with respect to the clarity of the aims and learning objectives; the content; the learning outcomes (knowledge and skills); the instructor or team of instructors; and resources. These reviews will take place within two weeks of the technical assistance service or training event.

Every quarter, Provider staff will aggregate and review anonymized responses from all the Feedback Surveys received in the previous three months to identify key priorities and issues that may inform their strategic planning.

Analysis strategies will focus on generating summaries for the entire sample of respondents. EPA staff will provide resources and support for this work (e.g., webinars, consultations with experts in statistics, etc).

Feedback Surveys – General

Aims

Each Provider will seek general feedback about their activities once a year. This is an opportunity to ask individuals to reflect more broadly on what a Provider offers, what works well, and what could be improved.

Respondents and Recruitment Strategy

Providers will invite everyone who participated in a Provider's training event, technical assistance consultation, or Focus Group to share their experiences and attitudes. Thus, every member of the population of interest will be targeted in this recruitment strategy.

Provider staff will encourage individuals to complete the Feedback Survey by highlighting the benefits of providing this information for the individual (e.g., having the opportunity to provide their feedback) and the Provider (e.g., having the opportunity to identify best practices and areas for improvement). Completion of the Feedback Surveys- General will not be mandatory and there will be no adverse consequences for those who decline to take part.

The survey will be offered in an online format, with the link emailed or texted to everyone on the Provider's list of individuals it has interacted with. If a Provider finds that response rates could be

improved with the provision of a hard-copy survey, they will make the Feedback Survey- General available in hard-copy format as well (e.g., available for completion at a Provider's physical location, or mailed to respondents).

Plan for Aggregating and Reviewing the Collected Information

Each year, Provider staff will aggregate and review anonymized responses from all the Feedback Surveys- General to identify key priorities and issues that may inform their strategic planning.

Analysis strategies will focus on generating summaries for the entire sample of respondents. EPA staff will provide resources and support for this work (e.g., webinars, consultations with experts in statistics, etc).