

Surveys: Other

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Comprehensive Engagement Tracker

OMB Control Number = (2035.NEW), Expiration Date = (dd/mm/yyyy)

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. OMB Control Number: 2035-NEW. Responses to this collection of information are voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 30 minutes. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to Director, Information Engagement Division; U.S. Environmental Protection Agency (2821T); 1200 Pennsylvania Ave., NW; Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

The Region [Redacted] Community Engagement Tracker is designed to optimize and monitor our outreach and engagement initiatives across [Redacted]. This tool aims to ensure that all our communication efforts are effective, inclusive, and strategically aligned with the needs and preferences of the diverse communities we serve.

Strategic Focus

Our primary focus is to enhance engagement in underrepresented and hard-to-reach areas, particularly in communities that are often overlooked by conventional media strategies. The tracker supports our commitment to leveraging community media as a pivotal platform for communication, ensuring that our messages are not only received but also resonate deeply with the local populace.

Objectives

1. Maximize Reach: Expand reach to include every corner of Region [Redacted], emphasizing areas typically underserved by traditional media channels.
2. Enhance Engagement: Foster meaningful interactions that encourage community participation and feedback, ensuring our initiatives reflect the voices and needs of the people.
3. Prioritize Local Media: Utilize local and community-based media outlets to deliver our messages in a manner that is culturally and contextually appropriate.
4. Support Community Empowerment: Enable communities to create and share their own narratives through training and resources, promoting sustainability and self-representation in media production.

Implementation

This tracker will catalog and analyze data across various media channels, including traditional platforms, digital communications, and direct community engagement methods like local

meetings and hotlines. Key performance indicators will include reach, engagement rates, and conversion metrics, ensuring that each initiative is measured for impact and effectiveness.

Adaptation and Growth

As we roll out this tracker, continuous feedback from community interactions and digital analytics will guide our adaptation process. This dynamic approach ensures that our strategies remain agile and responsive to the evolving media landscape and community needs.

1. Media Channels Used

- **Traditional Media:**
 - Radio: [Station, reach]
 - Print: [Type of publications, reach]]
 - Community Bulletin Boards: [Locations, reach]
- **Digital Media (Grantmaker + STAT Partners):**
 - **SMS/Mobile Platforms:**
 - Platforms Used: **Twilio, WhatsApp, Signal**
 - Messages Sent: [Number]
 - Engagement Metrics: [Responses, Opt-ins]
 - **Social Media:**
 - Platforms Used: [Facebook, X, Instagram, TikTok, etc.]
 - Posts per Week: [Number]
 - Link Clicks: [Total clicks]
 - **Email:**
 - Emails Sent: [Number]
 - Open Rate: [Percentage]
 - Link Clicks: [Total clicks]
 - **Newsletter:**
 - Frequency: [Quarterly]
 - Subscribers: [Total number]
 - Open Rate: [Percentage]
 - Link Clicks from Newsletter: [Total clicks]
- **Community Networks:**
 - Meetings: [Number of meetings, Attendee count]
 - Word of Mouth:
 - Key influencers engaged
 - Messages relayed
- **Hotline:**
 - Number: TBD
 - Calls Received: [Number of calls per time period]
 - Issues Addressed: [Types of issues resolved or discussed]

3. Performance Indicators

- **Reach Metrics:**
 - Total Reached: [Total number per channel]
 - Unique Contacts: [Unique individuals contacted]
- **Engagement Metrics:**
 - Interactions: [Total interactions per channel]
 - Engagement Rate: [Percentage]
 - Link Clicks: [Total across all digital platforms]
 - Hotline Calls: [Total calls received]
- **Conversion Metrics:**
 - Actions Taken: [Sign-ups, Inquiries, etc.]
 - Conversion Rate: [Percentage]
- **Frequency Metrics:**
 - Contact Frequency: [Number of times contacted per month]

4. Data Collection Tools

- **Surveys & Feedback:**
 - Frequency: Ongoing
 - Insights Gathered:
 - Quarterly Analysis
- **Digital Analytics:**
 - Tools Used: Google Analytics
 - Key Data Points:
 - Page views
 - User sessions
 - Link clicks
 - Unique Visitors:
- **Grant Platform**
 - Tools Used: Good Grants
 - Key Data Points:
 - Number of Profiles
 - Applications Started
 - Applications Submitted
- **Database:**
 - CRM/Custom Database: **Airtable**
 - Update Frequency: Real-time

5. Evaluation Schedule

- **Review Dates:**
 - Quarterly Reviews: Ongoing
 - Annual Summary: End of calendar year.
- **Adaptation Actions:**

- Community Feedback Incorporation: Quarterly.

6. Community Engagement

- **Training Sessions:**
 - Type of Sessions:
 - Info Sessions
 - Grant Workshop
 - Participant Numbers: [Per session]
- **Local Media Production:**
 - Projects Initiated: [Details of community media projects]
 - Participation Levels: [Engagement metrics]

7. Support Structures

- **Technology Support:**
 - Resources Provided:
 - Helpdesk
- **Content Accessibility:**
 - Formats Available: [Audio, Video, Text]

Pre-Application Survey for Outreach Phase

OMB Control Number = (2035.NEW), Expiration Date (dd/mm/yyyy)

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This is a list of questions we may use in a poll, survey or questionnaire or as a “check-in” activity on a Zoom call or other activity that occurs during the outreach and promotion phase of our work. This would be administered pre-application and pre-award. Data would be collected and analyzed to understand if there are emerging trends or needs that we have not accounted for or want to alert reviewers, staff, national grantmaker(s) and others about.

1. If you are thinking about a project that includes environmental data gathering, what kinds of data are you thinking of collecting (check all that apply): [Multiple choice]
 - Air quality or tracking air pollution
 - Water quality testing
 - Soil sampling
 - Data my community can use to fight climate change
 - Data my community can use to push for policy change
 - Data my community can use to fight a harmful facility or industry
 - Data my community can use in a lawsuit or litigation
 - Participatory research where impacted residents collect data
 - GIS mapping
 - Investigations with human subjects
 - My project does not involve collecting data
2. What is the most important capacity building service that [Redacted] can provide to set you up for success? [Narrative]
3. What are the tools you need to help strengthen the movement for environmental and climate justice? [Multiple choice]
 - Coalition building

- Finding partners for my project
- Project visioning
- Fundraising strategy
- Growing my organization in a sustainable way
- Financial training

Organizational Demographics Survey for Subgrantees (a)

OMB Control Number = (2035.NEW), Expiration Date = (mm/dd/yyyy)

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The use of this provided template is optional. EPA will not penalize or withhold a benefit from the respondent for providing the requested information in another format.

Demographic information will be used to understand and analyze the environmental justice factors affecting different groups among subgrantees. This is essential for public reporting. Demographic information will not be used to advantage or disadvantage any applications in the review process, as they are collected of organizations that have been awarded funds.

This survey has been adapted from an instrument designed by Grantmakers in the Arts: <https://www.giarts.org/sites/default/files/31-2-ia-graphic.pdf#page=1>

Staff Demographics

1. Do you collect **staff** demographic information?
 - Yes
 - No

2. If yes, how do you collect staff demographic information?

3. Total number of **staff**:

4. If available, please report the total numbers of **staff** who identify as the following **racial and/or ethnic** designations. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Native American, Alaskan
Native, or Indigenous peoples
(provide tribal affiliation)+
Multiracial descent
African descent/Diaspora

Southern African descent
Central African descent
East African descent
West African descent
North African descent

North American descent	Middle Eastern/Southwest
Central American descent	Asian descent
South American descent	Native Hawaiian or Pacific
Latin American descent	Island descent
Caribbean descent	European descent
Asian descent	Arab descent
Central Asian descent	Prefer to self-describe
East Asian descent	as: _____
South Asian descent	Undisclosed
Southeast Asian descent	

If available, please report the total numbers of **staff** who identify as the following **gender** designations. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Fa'afanine	Nadleeh
Genderqueer/gender non-conforming	Two Spirit
Hijra	Transgender
Intersex	Woman
Mahu	Prefer to describe as: _____
Man	Undisclosed:
Muxe	

If available, please report the total numbers of **staff** who identify as the following **sexual** designations. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Asexual	Queer
Bisexual	Same Gender-Loving
Demisexual	Two Spirit
Gay/Lesbian	Prefer to self-describe
Heterosexual/Straight	as: _____
Pansexual	Undisclosed

If available, please report the total numbers of **staff** who identify as the following **age** categories.

Under 18 years	45-54
18-25 years	55-64
25-34 years	65-74
35-44 years	75 or older

If available, please report the total numbers of **staff** who identify as the following **ability** categories. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Disabled person	Prefer to self-describe
Nondisabled person	as: _____
	Undisclosed

If available, please report the total numbers of **staff** who identify as **disadvantaged** according to the following [**Climate and Economic Justice Tool Categories of Burden**](#). Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Climate Change
Energy
Health
Housing
Legacy Pollution
Transportation
Water and Wastewater
Workforce Development
Federally Recognized Tribes, including Alaska Native Villages

Board Demographics

Total number of board members:

Do you collect **board** demographic information? If so, how?

Total number of **board members**:

If available, please report the total numbers of **board members** who identify as the following **racial and/or ethnic** designations. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Native American, Alaskan	West African descent
Native, or Indigenous peoples (provide tribal affiliation)+	Central American descent
Multiracial descent	South American descent
African descent/Diaspora	Latin American descent
Southern African descent	Caribbean descent
Central African descent	Asian descent
East African descent	Central Asian descent
North African descent	East Asian descent
North American descent	South Asian descent
	Southeast Asian descent

Middle Eastern/Southwest
Asian descent
Native Hawaiian or Pacific
Island descent
European descent

Arab descent
Prefer to describe
as: _____
Undisclosed

If available, please report the total numbers of **board members** who identify as the following **gender** designations. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Fa'afanine
Genderqueer/gender non-conforming
Hijra
Intersex
Mahu
Man
Muxe

Nadleeh
Two Spirit
Transgender
Woman
Prefer to describe as: _____
Undisclosed:

If available, please report the total numbers of **board members** who identify as the following **sexual** designations. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Asexual
Bisexual
Demisexual
Gay/Lesbian
Heterosexual/Straight
Pansexual

Queer
Same Gender-Loving
Two Spirit
Prefer to describe
as: _____
Undisclosed

If available, please report the total numbers of **board members** who identify as the following **age** categories. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Under 18 years	45-54
18-25 years	55-64
25-34 years	65-74
35-44 years	75 or older

If available, please report the total numbers of **board members** who identify as the following **ability** categories. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Disabled person	Prefer to describe
Nondisabled person	as: _____
	Undisclosed

If available, please report the total numbers of **board members** who identify as **disadvantaged** according to the following [**Climate and Economic Justice Tool Categories of Burden**](#). Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Climate Change
 Energy
 Health
 Housing
 Legacy Pollution
 Transportation
 Water and Wastewater
 Workforce Development
 Federally Recognized Tribes, including Alaska Native Villages

Senior Leadership Demographics

Total number of **senior leaders**:

What positions constitute **senior leadership**?

Do you collect **senior leadership** demographic information? If so, how?

If available, please report the total numbers of **senior leaders** who identify as the following **racial and/or ethnic** designations. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Native American, Alaskan	South American descent
Native, or Indigenous peoples (provide tribal affiliation)+	Latin American descent
Multiracial descent	Caribbean descent
African descent/Diaspora	Asian descent
Southern African descent	Central Asian descent
Central African descent	East Asian descent
East African descent	South Asian descent
North African descent	Southeast Asian descent
West African descent	Middle Eastern/Southwest
North American descent	Asian descent
Central American descent	Native Hawaiian or Pacific
	Island descent

European descent	as: _____
Arab descent	Undisclosed
Prefer to describe	

If available, please report the total numbers of **senior leaders** who identify as the following **gender** designations. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Fa'afanine	Nadleeh
Genderqueer/gender non-conforming	Two Spirit
Hijra	Transgender
Intersex	Woman
Mahu	Prefer to describe as: _____
Man	Undisclosed:
Muxe	

If available, please report the total numbers of **senior leaders** who identify as the following **sexual** designations. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Asexual	Queer
Bisexual	Same Gender-Loving
Demisexual	Two Spirit
Gay/Lesbian	Prefer to describe
Heterosexual/Straight	as: _____
Pansexual	Undisclosed

If available, please report the total numbers of **senior leaders** who identify as the following **age** categories. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Under 18 years	45-54
18-25 years	55-64
25-34 years	65-74
35-44 years	75 or older

If available, please report the total numbers of **senior leaders** who identify with the following **ability** categories. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Disabled person	
Nondisabled person	Prefer to describe

as: _____

Undisclosed

If available, please report the total numbers of **senior leaders** who identify as **disadvantaged** according to the following [**Climate and Economic Justice Tool Categories of Burden**](#). Total numbers may exceed 100% of the senior leader total, as individuals may identify with more than one category.

Climate Change
Energy
Health
Housing
Legacy Pollution
Transportation
Water and Wastewater
Workforce Development
Federally Recognized Tribes, including Alaska Native Villages

Community Served

How do you define the community you serve? Do you collect **community** demographic information? If so, how?

Total number of **community members** your organization serves:

If available, please report the total numbers of **community members** who identify as the following **racial and/or ethnic** designations. Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category. If these numbers originate with publicly available data sources, please list the source:

Native American, Alaskan	Asian descent
Native, or Indigenous peoples (provide tribal affiliation)+	Central Asian descent
Multiracial descent	East Asian descent
African descent/Diaspora	South Asian descent
Southern African descent	Southeast Asian descent
Central African descent	Middle Eastern/Southwest
East African descent	Asian descent
North African descent	Native Hawaiian or Pacific
North American descent	Island descent
Central American descent	European descent
South American descent	Arab descent
Latin American descent	Prefer to describe
Caribbean descent	as: _____
	Undisclosed

If available, please report the total numbers of **community members** who identify as the following **gender** designations. Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category.

If these numbers originate with publicly available data sources, please list the source:

Fa'afanine	Nadleeh
Genderqueer/gender non-conforming	Two Spirit
Hijra	Transgender
Intersex	Woman
Mahu	Prefer to describe as: _____
Man	Undisclosed:
Muxe	

If available, please report the total numbers of **community members** who identify as the following **sexual** designations. Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category.

If these numbers originate with publicly available data sources, please list the source:

Asexual	Queer
Bisexual	Same Gender-Loving
Demisexual	Two Spirit
Gay/Lesbian	Prefer to describe
Heterosexual/Straight	as: _____
Pansexual	Undisclosed

If available, please report the total numbers of **community members** who identify as the following **age** categories. Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category.

If these numbers originate with publicly available data sources, please list the source:

Under 18 years	45-54
18-25 years	55-64
25-34 years	65-74
35-44 years	75 or older

If available, please report the total numbers of **community members** who identify as the following **ability** categories. Total numbers may exceed 100% of the community member total,

as individuals may identify with more than one category. If these numbers originate with publicly available data sources, please list the source:

Disabled person
Nondisabled person

Prefer to describe
as: _____
Undisclosed

Please report if the community you serve is remote, rural, and hard-to-reach based upon US Census tract (ext. US/Mexico Border, federally recognized tribes, rural and areas underserved with broadband)

Organizational Demographics Survey for Subgrantees (b)

OMB Control Number = (2035.NEW), Expiration Date = (mm/dd/yyyy)

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Demographic information will be used to understand and analyze the environmental justice needs of various populations among applicants. This form is OPTIONAL. Demographic information will not be used to advantage or disadvantage any applications in the review process.

This survey has been adapted from an instrument designed by Grantmakers in the Arts:
<https://www.giarts.org/sites/default/files/31-2-ia-graphic.pdf#page=1>

Staff Demographics

1. Do you collect **staff** demographic information?
 - Yes
 - No
2. If yes, how do you collect staff demographic information?
3. Total number of **staff**:
4. If available, please report the total numbers of **staff** who identify as the following **racial and/or ethnic** designations. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Native American, Alaskan: _____

Central African descent: _____

Native, or Indigenous peoples: _____

East African descent: _____

(provide tribal affiliation)+

West African descent: _____

Multiracial descent: _____

North African descent: _____

African descent/Diaspora: _____

North American descent: _____

Southern African descent: _____

Central American descent: _____

South American descent: _____
Latin American descent: _____
Caribbean descent: _____
Asian descent: _____
Central Asian descent: _____
East Asian descent: _____
South Asian descent: _____
Southeast Asian descent: _____
Middle Eastern/Southwest: _____

Asian descent: _____
Native Hawaiian or Pacific: _____
Island descent: _____
European descent: _____
Arab descent: _____
Prefer to self-describe: _____
as: _____
Undisclosed: _____

5. If available, please report the total numbers of **staff** who identify as the following **gender** designations. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Fa'afanine: _____
Genderqueer/gender non-conforming: _____
Hijra: _____
Intersex: _____
Mahu: _____
Man: _____
Muxe: _____

Nadleeh: _____
Two Spirit: _____
Transgender: _____
Woman: _____
Prefer to describe: _____
as: _____
Undisclosed: _____

6. If available, please report the total numbers of **staff** who identify as the following **sexual** designations. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Asexual: _____
Bisexual: _____
Demisexual: _____
Gay/Lesbian: _____
Heterosexual/Straight: _____
Pansexual: _____

Queer: _____
Same Gender-Loving: _____
Two Spirit: _____
Prefer to self-describe: _____
as: _____
Undisclosed: _____

7. If available, please report the total numbers of **staff** who identify as the following **age** categories. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

infant to - 5 years: _____
5-12 years: _____
13-18 years: _____
18-25 years: _____
25-34 years: _____

35-44 years: _____
45-54: _____
55-64: _____
65-74: _____
75 or older: _____

8. If available, please report the total numbers of **staff** who identify as the following **ability** categories. Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Disabled person: _____

Prefer to self-describe: _____

Nondisabled person: _____

as: _____

Undisclosed: _____

9. If available, please report the total numbers of **staff** who identify as **disadvantaged** according to the following [**Climate and Economic Justice Tool Categories of Burden**](#). Total numbers may exceed 100% of the staff total, as individuals may identify with more than one category.

Climate Change: _____

Energy: _____

Health: _____

Housing: _____

Legacy Pollution: _____

Transportation: _____

Water and Wastewater: _____

Workforce Development: _____

Federally Recognized Tribes, including Alaska Native Villages: _____

Board Demographics

10. Do you collect **board** demographic information?

- Yes
- No

11. If yes, how do you collect board demographic information?

12. Total number of **board members**: _____

13. If available, please report the total numbers of **board members** who identify as the following **racial and/or ethnic** designations. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Native American, Alaskan: _____

East African descent: _____

Native, or Indigenous peoples: _____

North African descent: _____

(provide tribal affiliation)+

North American descent: _____

Multiracial descent: _____

West African descent: _____

African descent/Diaspora: _____

Central American descent: _____

Southern African descent: _____

South American descent: _____

Central African descent: _____

Latin American descent: _____

Caribbean descent: _____
Asian descent: _____
Central Asian descent: _____
East Asian descent: _____
South Asian descent: _____
Southeast Asian descent: _____
Middle Eastern/Southwest: _____
Asian descent: _____

Native Hawaiian or Pacific: _____
Island descent: _____
European descent: _____
Arab descent: _____
Prefer to self describe: _____
as: _____
Undisclosed: _____

14. If available, please report the total numbers of **board members** who identify as the following **gender** designations. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Fa'afanine: _____
Genderqueer/gender non-conforming: _____
Hijra: _____
Intersex: _____
Mahu: _____
Man: _____
Muxe: _____

Nadleeh: _____
Two Spirit: _____
Transgender: _____
Woman: _____
Prefer to describe: _____
as: _____
Undisclosed: _____

15. If available, please report the total numbers of **board members** who identify as the following **sexual** designations. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Asexual: _____
Bisexual: _____
Demisexual: _____
Gay/Lesbian: _____
Heterosexual/Straight: _____
Pansexual: _____

Queer: _____
Same Gender-Loving: _____
Two Spirit: _____
Prefer to self-describe: _____
as: _____
Undisclosed: _____

16. If available, please report the total numbers of **board members** who identify as the following **age** categories. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

infant to - 5 years: _____
5-12 years: _____
13-18 years: _____
18-25 years: _____
25-34 years: _____

35-44 years: _____
45-54: _____
55-64: _____
65-74: _____
75 or older: _____

17. If available, please report the total numbers of **board members** who identify as the following **ability** categories. Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Disabled person: _____

Prefer to self-describe: _____

Nondisabled person: _____

as: _____

Undisclosed: _____

18. If available, please report the total numbers of **board members** who identify as **disadvantaged** according to the following [Climate and Economic Justice Tool Categories of Burden](#). Total numbers may exceed 100% of the board total, as individuals may identify with more than one category.

Climate Change: _____

Energy: _____

Health: _____

Housing: _____

Legacy Pollution: _____

Transportation: _____

Water and Wastewater: _____

Workforce Development: _____

Federally Recognized Tribes, including Alaska Native Villages: _____

Senior Leadership Demographics

19. Total number of **senior leaders**:

20. What positions constitute **senior leadership**?

21. Do you collect **senior leadership** demographic information?

- Yes
- No

22. If yes, how do you collect senior leadership demographic information?

23. If available, please report the total numbers of **senior leaders** who identify as the following **racial and/or ethnic** designations. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Native American, Alaskan: _____

East African descent: _____

Native, or Indigenous peoples: _____

North African descent: _____

(provide tribal affiliation)+

North American descent: _____

Multiracial descent: _____

West African descent: _____

African descent/Diaspora: _____

Central American descent: _____

Southern African descent: _____

South American descent: _____

Central African descent: _____

Latin American descent: _____

Caribbean descent: _____
Asian descent: _____
Central Asian descent: _____
East Asian descent: _____
South Asian descent: _____
Southeast Asian descent: _____
Middle Eastern/Southwest: _____
Asian descent: _____

Native Hawaiian or Pacific: _____
Island descent: _____
European descent: _____
Arab descent: _____
Prefer to self describe: _____
as: _____
Undisclosed: _____

24. If available, please report the total numbers of **senior leaders** who identify as the following **gender** designations. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Fa'afanine: _____
Genderqueer/gender non-conforming: _____
Hijra: _____
Intersex: _____
Mahu: _____
Man: _____
Muxe: _____

Nadleeh: _____
Two Spirit: _____
Transgender: _____
Woman: _____
Prefer to describe: _____
as: _____
Undisclosed: _____

25. If available, please report the total numbers of **senior leaders** who identify as the following **sexual** designations. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Asexual: _____
Bisexual: _____
Demisexual: _____
Gay/Lesbian: _____
Heterosexual/Straight: _____
Pansexual: _____

Queer: _____
Same Gender-Loving: _____
Two Spirit: _____
Prefer to self-describe: _____
as: _____
Undisclosed: _____

26. If available, please report the total numbers of **senior leaders** who identify as the following **age** categories. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

infant to - 5 years: _____
5-12 years: _____
13-18 years: _____
18-25 years: _____
25-34 years: _____

35-44 years: _____
45-54: _____
55-64: _____
65-74: _____
75 or older: _____

27. If available, please report the total numbers of **senior leaders** who identify with the following **ability** categories. Total numbers may exceed 100% of the senior leadership total, as individuals may identify with more than one category.

Disabled person: _____
Nondisabled person: _____

Prefer to self-describe: _____
as: _____
Undisclosed: _____

28. If available, please report the total numbers of **senior leaders** who identify as **disadvantaged** according to the following [**Climate and Economic Justice Tool Categories of Burden**](#). Total numbers may exceed 100% of the senior leader total, as individuals may identify with more than one category.

Climate Change: _____
Energy: _____
Health: _____
Housing: _____
Legacy Pollution: _____
Transportation: _____
Water and Wastewater: _____
Workforce Development: _____
Federally Recognized Tribes, including Alaska Native Villages: _____

Community Served

29. How do you define the community you served? Are these organizations members or constituents? Are they residents? Do you collect **community** demographic information? If so, how?

30. Total number of **community members** served:

31. If available, please report the total numbers of **community members** who identify as the following **racial and/or ethnic** designations. Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category. If these numbers originate with publicly available data sources, please list the source:

Native American, Alaskan: _____
Native, or Indigenous peoples: _____
(provide tribal affiliation)+
Multiracial descent: _____
African descent/Diaspora: _____
Southern African descent: _____
Central African descent: _____
East African descent: _____
North African descent: _____
North American descent: _____
West African descent: _____
Central American descent: _____
South American descent: _____

Latin American descent: _____
Caribbean descent: _____
Asian descent: _____
Central Asian descent: _____
East Asian descent: _____
South Asian descent: _____
Southeast Asian descent: _____
Middle Eastern/Southwest: _____
Asian descent: _____
Native Hawaiian or Pacific: _____
Island descent: _____
European descent: _____
Arab descent: _____

Prefer to self describe: _____
as: _____

Undisclosed: _____

32. If available, please report the total numbers of **community members** who identify as the following **gender** designations. Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category.

33. If these numbers originate with publicly available data sources, please list the source:

Fa'afanine: _____	Nadleeh: _____
Genderqueer/gender non-conforming: _____	Two Spirit: _____
Hijra: _____	Transgender: _____
Intersex: _____	Woman: _____
Mahu: _____	Prefer to describe: _____
Man: _____	as: _____
Muxe: _____	Undisclosed: _____

34. If available, please report the total numbers of **community members** who identify as the following **sexual** designations. Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category.

35. If these numbers originate with publicly available data sources, please list the source:

Asexual: _____	Queer: _____
Bisexual: _____	Same Gender-Loving: _____
Demisexual: _____	Two Spirit: _____
Gay/Lesbian: _____	Prefer to self-describe: _____
Heterosexual/Straight: _____	as: _____
Pansexual: _____	Undisclosed: _____

36. If available, please report the total numbers of **community members** who identify as the following **age** categories. Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category.

37. If these numbers originate with publicly available data sources, please list the source:

infant to - 5 years: _____	35-44 years: _____
5-12 years: _____	45-54: _____
13-18 years: _____	55-64: _____
18-25 years: _____	65-74: _____
25-34 years: _____	75 or older: _____

38. If available, please report the total numbers of **community members** who identify as the following **ability** categories. Total numbers may exceed 100% of the community member

total, as individuals may identify with more than one category. If these numbers originate with publicly available data sources, please list the source:

Disabled person: _____

Prefer to self-describe: _____

Nondisabled person: _____

as: _____

Undisclosed: _____

39. Please report if the community you serve is remote, rural, and hard-to-reach based upon US Census tract (ext. US/Mexico Border, Federally recognized Tribes, rural and areas underserved with broadband),

40. If available, please report the total numbers of **community members** who identify as **disadvantaged** according to the following [Climate and Economic Justice Tool Categories of Burden](#). Total numbers may exceed 100% of the community member total, as individuals may identify with more than one category.

Climate Change: _____

Energy: _____

Health: _____

Housing: _____

Legacy Pollution: _____

Transportation: _____

Water and Wastewater: _____

Workforce Development: _____

Federally Recognized Tribes, including Alaska Native Villages: _____

Organizational Demographics Survey for Subgrantees (c)

OMB Control Number (2035.NEW), Expiration Date (mm/dd/yyyy)

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The use of this provided template is optional. EPA will not penalize or withhold a benefit from the respondent for providing the requested information in another format.

Organizational Demographics

(These questions should be asked of all event attendees as well as all grant applicants.)

Description: The following questions ask about demographic information for your organizational leadership, as well as estimated demographic information for all of your organization's staff. These data will only be used to help evaluate inclusiveness of Thriving Communities outreach. The answers you provide will not have any effect on your application or chances for getting funded.

Community Question

What zip code(s) does your organization plan to serve with the Thriving Communities grant?

2) Does your organization primarily or exclusively serve one of the following age groups?

- Children under 5
- Adults over 65
- Our organization is focused primarily/exclusively on both of these age groups
- Our organization does not primarily/exclusively on either of these age groups

Organizational Leadership Questions

What is your race and/or ethnicity?

Select all that apply

- American Indian or Alaska Native
For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.
- Asian
For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.
- Black or African American
For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.
- Hispanic or Latino
For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.
- Middle Eastern or North African
For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.
- Native Hawaiian or Pacific Islander
For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.
- White
For example, English, German, Irish, Italian, Polish, Scottish, etc.
- None of these describe me (please describe if desired) _____
- Wish to not disclose

How would you describe your gender?

- Male
- Female
- Non-binary
- Other
- Prefer not to answer

Do you have a disability or chronic condition (physical, visual, auditory, cognitive, mental, emotional or other) that substantially limits one or more of your major life activities, including mobility, learning, and/or communication (seeing, hearing, speaking)?

- Yes
- No
- Prefer not to answer

Collaborative In-Kind Partner Survey

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Introduction:

Thank you for your ongoing partnership with the [Redacted]. Your feedback is essential in enhancing our collaborative efforts to support and sustain community-led environmental justice initiatives. Please complete this survey to provide insights on how we can better work together and support our shared goals.

Survey Questions:

1. Information Sessions and Application Workshops

- Would your institution be willing to host information sessions about the [Redacted] and its funding opportunities?
 - Yes
 - No
 - Maybe (Please specify conditions)
[Open Text Field]
- Would your institution be interested in hosting application workshops to assist potential applicants in preparing their proposals?
 - Yes
 - No
 - Maybe (Please specify conditions)
[Open Text Field]

2. Nomination of Faculty Members

- Are you willing to nominate faculty members from your institution to serve on the Faculty Advisory Committee (FAC)?
 - Yes
 - No

- Maybe (Please specify conditions)
[Open Text Field]
- If yes, please provide names and contact information of potential nominees:
[Open Text Field]

3. Nomination of Community Leaders

- Can you nominate community leaders who would be suitable for the Community Leadership Board (CLB)?

Yes

No

Maybe (Please specify conditions)

[Open Text Field]

- If yes, please provide names, contact information, and a brief description of these community leaders:
[Open Text Field]

4. Vision for Partnership

- What is your vision for your partnership with the [Redacted]? How do you see this collaboration enhancing the impact of community-led environmental justice initiatives?
[Open Text Field]

5. Connection with Community Partners

- Can you connect us with community partners or organizations that may benefit from or contribute to the [Redacted] initiatives?

Yes

No

Maybe (Please specify conditions)

[Open Text Field]

- If yes, please provide contact information and a brief description of these community partners:
[Open Text Field]

6. Types of Outreach

- What types of outreach are you willing to undertake to promote the [Redacted] and its funding opportunities? (Select all that apply)

Campus-wide announcements

Community presentations

Social media campaigns

Collaboration on informational materials

Other (Please specify)

[Open Text Field]

7. Resources and Support

- What additional resources or support would you need to effectively partner with the [Redacted]? (Select all that apply)

Training and orientation sessions

Access to informational materials

- Technical assistance
- Funding for outreach activities
- Support for organizing events
- Other (Please specify)
[Open Text Field]

8. Additional Feedback

- Do you have any additional comments or suggestions regarding your partnership with the [Redacted]?
[Open Text Field]

Thank you for your time and input. Your feedback is crucial in helping us achieve our goals and strengthen our collaboration.

Interview questions for Partners

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Goal: create a set of questions we can use to guide conversations with internal and external partners as we shape the development of the data visualization hub. Questions could focus on desired functionality, types of data to be collected, data collection process, etc..

General

1. Do you have examples of data visualization hubs that you really like?
 - a. What about them do you like that we could learn from and incorporate into this tool?

Metrics

2. What basic level of information should we collect and display for every project?
 - a. E.g. Location, NGO, project type, partners, etc.
3. What sort of “collective impact” calculations/metrics should we include in the Hub? (e.g. total \$\$ spent, # of people reached, # individuals receiving job training, etc.)
4. Every year we’re planning to highlight a subset of “feature projects.” For these, we’ll go into more detail and create multimedia content to tell the story of the project. What are the key things we should look for when choosing which projects to feature?
5. What is the best way to highlight featured projects? E.g. short video, infographics, interviews, blog posts, photo series, etc.

Data collection

6. How often should we update the data hub (quarterly, twice a year, annually?)
7. How would you recommend we collect data from grantees? (form, google doc, phone call, etc.)

8. (Optional question for grantees) Would it cause significant difficulties for you to submit data using a webform that is separate from your required written progress report?

User interface

9. What sort of queries would be useful for end users to be able to map, that we could build into the Hub? (e.g. by geography, by congressional district, by project type, ...)
10. What overlay data layers should we include? (e.g. contextual layers from EJScreen and/or the disadvantaged communities mapper, parks, urban heat islands, brownfields, CDC health data, etc.)

Closing

11. How could you imagine using the data visualization hub?
12. What other advice or lessons learned do you want to share with us as we embark on this project?

Community Leadership Board Evaluation Rubric

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Applicant Name: _____

Evaluator Name: _____

Date: _____

Scoring Key:

1. **Poor** - Does not meet the criteria or expectations.
2. **Fair** - Minimally meets criteria; shows limited experience or understanding.
3. **Good** - Meets criteria with some experience and understanding.
4. **Very Good** - Exceeds criteria with substantial experience and strong understanding.
5. **Excellent** - Significantly exceeds criteria; demonstrates extensive experience and exceptional understanding.

1. Active involvement and Experience (20 points)

Criteria	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Score
Prior experience: Applicant's background aligns with environmental, community development, or organizing work.	<input type="checkbox"/>					
Current Involvement: The applicant is actively engaged in environmental, community development, or organizing work.	<input type="checkbox"/>					
Comments: <hr/>						

2. Community Representation (20 points)

Criteria	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Score
EJ Communities Represented: The extent to which the applicant can represent the perspectives and lived experiences of EJ frontline communities.	<input type="checkbox"/>					
Current EJ Community: Applicant lives in or represents an EJ community.	<input type="checkbox"/>					

Comments:

3. Grant Evaluation Experience (10 points)

Criteria	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Score
----------	-------------	-------------	-------------	---------------------	------------------	-------

Experience: Applicant has experience in evaluating grants or contests.

<input type="checkbox"/>				
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Comments:

4. Conflict of Interest (15 points)

Criteria	Did not answer (1)	Did not provide adequate response (2)	Perceive conflict with an unclear plan to plan to prevent it. (4)	Potential conflict with compelling plan to prevent it. (4)	No conflict (5)	Score
----------	--------------------------	---	--	---	-----------------------	-------

prevent
it.

Disclosure: Applicant is aware of potential conflicts and has a plan to prevent them.

Affiliations: Disclosure of affiliations with potential applicants.

Comments:

5. Qualifications (20 points)

Criteria	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Score
----------	-------------	-------------	-------------	---------------------	------------------	-------

Representation: Applicant's qualifications to represent their community.

Advocacy: Demonstrated ability to advocate for environmental justice priorities.

Comments:

6. Commitment (15 points)

Criteria	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Score
Availability: Willingness to attend review sessions, including weekends and evenings.	<input type="checkbox"/>					
Travel: Willingness to travel for site visits.	<input type="checkbox"/>					
Public Engagement: Willingness to be publicly named and participate in events.	<input type="checkbox"/>					
Confidentiality: Understanding and commitment to maintaining confidentiality.	<input type="checkbox"/>					
Comments:						

Total Score: _____ / 100

Overall Evaluation:

- **Strengths of the Applicant:**

- **Areas for Improvement:**

- **Recommendation:** Strongly Recommend
 Recommend

- Recommend with Reservations
- Do Not Recommend
- **Evaluator's Final Comments:**

Past Performance References (PPR) Form

OMB Control Number = (2035.NEW), Expiration Date = (dd/mm/yyyy)

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INSTRUCTIONS:

THE PAA REVIEWER SHOULD REVIEW ALL COMMENT BOXES WITH RED TEXT IN THE PPR FORM, COMPLETE ANY INFORMATION AS REQUIRED, AND DELETE THE COMMENT BOXES AND THIS PAGE BEFORE SENDING TO THE SUB-PARTNER.

Past Performance Reference Form

Organization Name

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Instructions

The Grantmaker is considering issuing a Choose sub-instrument to the above referenced organization, who has provided your organization as a past performance reference. Please complete this reference form at your earliest convenience and return to the Grantmaker. Your responses on the PPR will remain confidential.

Indicated Award for PPR

The organization has provided the Grantmaker with the following details of the award they held with your organization. Please review and update any incorrect information.

Award	Donor or Funding Source Project Name Principal place of performance Award type (e.g., fixed-price subcontract, cost reimbursement subaward, etc) Total award amount Start and end dates Name and contact information of the Grantmaker technical representative Brief description of SOW
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Evaluation – Program Management & Performance

Did the organization submit all required reports and deliverables on-time?

Yes No

Include any additional information here

Were the required reports and deliverables of a high quality?

Yes No

Include any additional information here

Did the organization achieve the desired objectives as indicated their award's scope of work?

Yes No

Include any additional information here

Were there any delays with program implementation attributable to the organization?

Yes No

Include any additional information here

Did the organization's key staff assigned to the award possess the required managerial, technical and/or leadership skills to successfully manage the award?

Yes No

Include any additional information here

Did the organization establish good partnerships with key stakeholders (if applicable)?

Yes No

Include any additional information here

Evaluation – Cost Control

Did the organization stay within the total estimated cost or fixed-amount/price of the award, without requiring any cost increases or price adjustments?

Yes No

Include any additional information here

Did the organization manage funds in accordance with the terms of the award?

Yes No

Include any additional information here

Did the organization provide sufficient details for expense or advance payment documentation, and financial reports?

Yes No

Include any additional information here

Evaluation – Award Compliance

Did the organization maintain compliance with all award terms, conditions, and provisions?

Yes No

Include any additional information here

Did the organization show a clear understanding of all compliance requirements, including donor/funding source regulations and flow-down provisions?

Yes No

Include any additional information here

Did the organization report any instances of fraud?

Yes No

If Yes, summarize the instance and describe the corrective action taken

Evaluation – Final Comments

Are there any additional comments you would like to include for the Grantmaker's consideration?

Yes No

Include any additional information here

Would you recommend this organization for an award with the Grantmaker?

Yes No

Include any additional information here

Signature

I certify that the above information is true, to the best of my knowledge.

Name:	Click or tap here to enter text.	Title:	Click or tap here to enter text.
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Signature:	Date:	Click or tap here to enter text.
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