

Data Quality Record for Long-Term Performance Goals

Long-Term Performance Goal Text: By September 30, 2026, all EPA programs that seek feedback and comment from the public will provide capacity-building resources to communities with environmental justice concerns to support their ability to meaningfully engage and provide useful feedback to those programs.

Corresponding Annual Performance Goal: Percentage of EPA programs and regional offices that provide capacity-building resources to communities with environmental justice concerns to improve how the public's feedback and comments influence the Agency's decision-making process.

Goal Number/Objective: Goal 2/Objective 2.1

NPM Lead: Office of Environmental Justice and External Civil Rights (OEJECR)

1a. Purpose of Long-Term Performance Goal:

To ensure that communities can provide meaningful feedback, input, and recommendations to EPA, community members must have the capacity to apply and/or analyze the topic as it relates to EPA's programs/policies/activities.

Meaningful involvement or participation is a basic principle of environmental justice. It implies that:

- People have an opportunity to participate in decisions about activities that may affect their environment, health and/or other quality of life interests;
- The public's contribution can influence the agency's decision;
- Community concerns will be meaningfully considered in the decision-making process; and
- Decision makers will seek out and facilitate the involvement of those potentially affected, including people from communities with environmental justice concerns.

1b. Performance Measure Term Definitions:

EPA programs: This LTPG applies to national program sub-offices and regions that regularly seek input from the public.

Capacity-building resources: A product or tool designed to develop or strengthen skills and abilities on the topic as it relates to EPA's programs/policies/activities. Qualifying capacity-building resources can be an array of different items and should be tailored to fit the need/scale of a particular program and the community. Providing simple knowledge transfer or information sharing resources on its own does not qualify for this measure. Examples of capacity-building resources that do qualify include:

- Training (includes workshops, train-the-trainer, etc.)
- Handbooks, best practices guides
- Individual support/mentoring (where appropriate) from EPA
- Capacity-building provided through EPA technical assistance programs
- Capacity-building provided through EPA grant resources

When designing the capacity-building resource, programs should consider how it develops or strengthens skills and abilities so the public can explain, describe, and comprehend the subject/topic/issue at hand. Here is a list of values to consider for inclusion in the resource:

- Will it teach community leaders to prepare community members?
- Can it teach community members to analyze or apply information at a community scale?

- Does it help community members explain, describe, and comprehend the subject/topic/issue as it relates to EPA's program/policies/activities?
- Does it help communities deliver informed comments?
- Does it include both technical information and adaptive training methods to allow community members to lead, support, and/or collaborate on efforts to address complex problems?

For all capacity-building resources, the following should be considered:

- Content should be written in plain language to ensure communities can access, understand, and act on the information provided.
- Access for persons with limited English proficiency (including, for example, translation of document content into other languages, and providing language interpreters for interactive content whether virtual, in-person, or hybrid).
- Access for persons with a disability (including, for example, ensuring meeting sites and facilities are physically accessible, providing closed captioning and other auxiliary aids and services for in person, virtual, and interactive content, ensuring website documents are 508 compliant, etc.).

Community with environmental justice concerns: For this LTPG, it refers to any community that meets at least one of the following criteria: self-identification as such; is at or above the 80th percentile in [EJScreen](#) for any of the environmental justice and/or supplemental indexes; meets the definition of disadvantaged community in the [Climate and Economic Justice Screening Tool \(CEJST\)](#); has been the recipient of an [EPA Environmental Justice grant or cooperative agreement](#); has been determined based upon on-the-ground knowledge supported by interaction with EPA staff.

1c. Unit of Measure:

The percentage of EPA programs and regional offices.

2a. Data Source:

Each implicated region or national program sub-office will report their data quarterly, generally within the month after the end of a quarter. Points of contact for each region and national program sub-office will collect the data and enter it into a centralized database.

2b. Data needed for interpretation of (calculated) Performance Result:

In FY 2025, quarterly review of the centralized database will determine which national program sub-office or regional office has reported for that quarter, and which quarterly targets have been met.

3. Calculation Methodology:

When a region or national program sub-office provides capacity-building to a community with EJ concerns either before seeking public feedback on an agency action (decision/event) or to assist communities to influence EPA actions in general (not for a specific action), they will report on this measure. Quarterly results will be calculated cumulatively, with the number of regions and national program sub-offices reporting for that period representing the numerator. The total number of applicable regional offices and national program sub-offices will represent the denominator.

4. Quality Assurance/Quality Controls:

OEJECR has developed an internal reference document to further define the minimum requirements for reporting on this measure. QA/QC procedures include facilitating regular office hours with agency staff during the FY 2024 pilot period to ensure that staff are actually meeting the minimum requirements. There is no baseline for this measure.

5. Data Limitations/Qualifications:

Capacity-building resources can be an array of different items and should be tailored to fit the need/scale of a particular program and the needs of the community. Qualifying resources should be designed to develop or strengthen skills and abilities on the issue as it relates to EPA's programs/policies/activities.

6. Technical Contact:

Piyachat Terrell (OEJECR), 202-564-1856

7. Certification Statement/Signature:

I certify the information in this DQR is complete and accurate.

PDAA Signature Original signed by Theresa Segovia **Date** 5/6/2024