

## Supporting Statement for Paperwork Reduction Act Submissions

**Title: Community Preparedness and Participation Survey**

**OMB Control Number: 1670-NEW**

### General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When Item 17 of the OMB Form 83-I is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

To complete the supporting statement, type in your responses in the white space below each question. Your responses should be full and complete and provide sufficient information to help the OMB desk officer to understand what you are planning to do and why and how the Agency/Federal Government will benefit from and use the information you will be obtaining or soliciting.

### Specific Instructions

#### A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

Citizen Corps, an initiative launched by President George W. Bush in January 2002, has a mission to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared for the threats of terrorism, crime, public health issues, and disasters of all kinds. In order to fulfill its mission, Citizen Corps has established a growing network of state, local, and tribal councils that coordinate activities at these levels.

In order to fulfill its mission more effectively, Citizen Corps intends to collect preparedness information from the general population via a series of approximately 75 survey questions. This collection of information is necessary to increase the effectiveness of Citizen Corps awareness and recruitment campaigns, messaging and public information efforts, and strategic planning initiatives.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

Citizen Corps intends to analyze and use data collected to identify gaps in citizen and community preparedness and participation. This information will then be used by Citizen Corps to tailor awareness and recruitment campaigns, messaging and public information efforts, and strategic planning initiatives to more effectively improve the state of citizen preparedness and participation across the country.

Additionally, this information will be shared with relevant entities within the Department of Homeland Security to include the Office of Community Preparedness' Ready Campaign and interested non-governmental organizations to include the Council for Excellence in Government.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

All information will be collected via telephone surveys as administered by contractor ORC Macro. Telephone surveys will be used in order to minimize time and cost of survey participation and administration for survey participants, the Citizen Corps Program, and ORC Macro.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

Existing surveys related to preparedness in the United States do not include adequate information and/or are outdated.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize.

N/A. Small businesses or other small entities will not be impacted by this survey.

6. Describe the consequence to Federal/DHS program or policy activities if the collection of information is not conducted, or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Federal/DHS programs and policies will not be predicated on accurate, timely, or comprehensive preparedness information. As a result, said programs and policies will not effectively or efficiently achieve their preparedness missions.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

(a) Requiring respondents to report information to the agency more often than quarterly.

N/A. Respondents are not required to report information more than once.

(b) Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.

N/A. Respondents submit information via the telephone only.

(c) Requiring respondents to submit more than an original and two copies of any document.

N/A. Respondents do not submit any documentation.

(d) Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years.

N/A. Respondents are not required to retain any records for this survey.

(e) In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study.

N/A. This survey tool will produce valid and reliable results that can be generalized to the universe of study.

(f) Requiring the use of a statistical data classification that has not been reviewed and approved by OMB.

N/A. This survey will not require the use of a statistical data classification that has not been reviewed and approved by OMB.

(g) That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use.

N/A. This survey does not include a pledge of confidentiality that is not supported by established authority in statute or regulation.

(h) Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

N/A. Citizen Corps does not collect proprietary or confidential information.

#### 8. Federal Register Notice:

a. Provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

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No comments received.

b. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Citizen Corps has consulted with ORC Macro on this data collection. ORC Macro has compiled a database of preparedness surveys dating back to September 11, 2001. This database is updated regularly

to ensure that it includes all previous and current surveys of this nature. Analysis was conducted on this database and the results of this analysis were used in the design of this study.

ORC Macro has also been conducting public opinion surveys for more than 40 years. Recommendations on frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format, and on the data elements to be recorded, disclosed, or reported came from their experience as well as industry best practices.

c. Describe consultations with representatives of those from whom information is to be obtained or those who must compile records. Consultation should occur at least once every three years, even if the collection of information activities is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

No members of the general public were consulted by the Citizen Corps Program in the design of this survey.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

N/A. Citizen Corps will not provide any payment or gift to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Citizen Corps will protect all data from unauthorized disclosure. As a corporate policy and routine practice, Citizen Corps' contractor, ORC Macro, is a member of the American Association for Public Opinion Research (AAPOR) and the Council of American Survey Research Organizations (CASRO) and adheres to all standards for data confidentiality. Survey data will be provided (including, but not limited to final survey datasets, technical support call logs, etc.) to Citizen Corps without any respondent information that could identify the respondent. All survey participants will be provided an assurance of confidentiality in accordance with OMB standards.

Access to all databases will be restricted to approved project personnel. That access will be further restricted through the use of database roles and user groups. This ensures that data are only accessible to those individuals or groups that require access. The servers used to develop and host the Internet survey will be dedicated to this project. Only those individuals identified as requiring access to the database server will be given the requisite permissions.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

N/A. Citizen Corps is not requesting such information.

12. Provide estimates of the hour burden of the collection of information. The statement should:

a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desired. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

The estimated hour burden for the interview is based on an internal pre-test of the survey administered to 5 subjects, using the same CATI system and interviewers proposed for the study. The survey is estimated to take less than 20 minutes. It should be noted that this survey is intended to be conducted annually for the next three years. Below are estimates for the total public burden.

| <b>Respondents</b>    | <b>No. of Respondents</b> | <b>No. of Responses per Respondent</b> | <b>Average Burden per Response (in hours)</b> | <b>Total Burden (in hours)</b> |
|-----------------------|---------------------------|--|---|--------------------------------|
| <b>General Public</b> | 13,200                    | 1                                      | .334  | 4,408.8                        |
| <b>Total</b>          |                           |  |   | 4,408.8                        |

Annually, the public burden is as follows:

| <b>Respondents</b>    | <b>No. of Respondents</b> | <b>No. of Responses per Respondent</b> | <b>Average Burden per Response (in hours)</b> | <b>Total Annual Burden (in hours)</b> |
|-----------------------|---------------------------|--|---|---------------------------------------|
| <b>General Public</b> | 4,400                     | 1                                      | .334  | 1,469.6                               |
| <b>Total</b>          |                           |  |   | 1,469.6                               |

b. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

N/A. This request does not cover more than one form.

c. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.

Costs to respondents are calculated using their time commitment during the phone survey. The table below shows the annual cost to respondents. Median U.S. salary was used as the basis for hourly calculations (assuming 2080 work hours per year). Hourly wage information is

from the U.S. Census Bureau web site

(<http://www.census.gov/hhes/www/income/histinc/p01ar.html>). The annual cost to respondents is estimated to be \$16,852.

| <b>ANNUALIZED COST TO RESPONDENTS</b> |                              |                              |                         |                               |
|---------------------------------------|------------------------------|------------------------------|-------------------------|-------------------------------|
| <b>Type of Respondents</b>            | <b>Number of Respondents</b> | <b>Frequency of Response</b> | <b>Hourly Wage Rate</b> | <b>Total Respondent Costs</b> |
| Reporters and Editors                 | 4400                         | 1                            | \$11.47                 | \$16,852                      |

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)

The cost estimate should be split into two components: (1) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection as appropriate.

Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information to keep records for the government, or (4) as part of customary and usual business or private practices.

There are no other costs (Capital Costs, Operating or Maintenance Costs) to report.

14. Provide estimates of annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such a equipment, overhead, printing and support staff), and any other expense that would have been incurred without this collection of information. You may also aggregate cost estimates for Items 12, 13, and 14 in a single table.

This collection of information will be conducted by ORC Macro pursuant to the terms of Contract #. This contract is valued at... No additional expenses beyond routine business operation costs of the Citizen Corps Program are anticipated at this time.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I. Changes in hour burden, i.e., program changes or adjustments made to annual reporting and recordkeeping **hour** and **cost** burden. A program change is the result of deliberate Federal government action. All new collections and any subsequent revisions of existing collections (e.g., the addition or deletion of questions) are recorded as program changes. An adjustment is a change that is not the result of a deliberate Federal government action. These changes that result from new estimates or actions not controllable by the Federal government are recorded as adjustments.

N/A. This is a new collection of information. No program changes or adjustments are being reported at this time.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

The survey data will be tabulated in ways that will address the principal research purposes outlined in Section A.2. The planned analyses to be conducted by Citizen Corps are described briefly below. The project time schedule is shown below as well.

Calculate means and frequency distributions to understand:

1. What is the risk perception, efficacy, preparedness overall among US citizens? Provide segmentation of results
2. Which characteristics (individual and contextual) impact perceived threat or perceived efficacy or both? What are the influencers of perceived threat, efficacy?
3. What are the motivators/barriers by segment. Why are people not acting based on the threat? What factors affect people's perception of threat?
4. What impact does taking one step cause relative to other steps (diffusion). For example is there a correlation in having kits, or between being part of a neighborhood watch and having a neighborhood plan?
5. What activities or campaigns (like training in the workplace) have people been exposed to?
6. What are the characteristics of the group that is likely to volunteer for year round support
7. When relevant: What is the impact of specific campaign? What is the impact of Citizen Corp activities, Citizen Corp Council activities?
8. What are people's preferred information sources, information preferences?

Survey results will be presented to the Citizen Corps leadership. Dissemination will also occur through publication in relevant journals and presentation to appropriate audiences.

| <b>Project Time Schedule</b>                     |                      |
|--|----------------------|
| <b>Activity</b>                                  | <b>Time Schedule</b> |
| Telephone pre-testing and programming            | 2 weeks after OMB    |
| Telephone fielding of survey begins              | 4 weeks after OMB    |
| Telephone fielding of survey ends                | 10 weeks after OMB   |
| Top-line report and cross-tabulations to DHS     | 13 weeks after OMB   |
| Draft analysis report to DHS                     | 16 weeks after OMB   |
| Final analysis report on Household Survey to DHS | 20 weeks after OMB   |

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain reasons that display would be inappropriate.

N/A. Citizen Corps is not seeking this approval.

18. Explain each exception to the certification statement identified in Item 19 "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

N/A. There are no exceptions in the Citizen Corp submission.