

A: Justification

A.1. Circumstances Making the Collection of Information Necessary

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.

The Department of Homeland Security's Citizen Corps program would like to collect one-page briefs on its state, local, tribal and territorial councils' experiences implementing what they have been trained to do through Citizen Corps. Citizen Corps Councils do not have mandatory reporting requirements, so the organization is looking at collecting voluntarily submitted 1-page briefs through an online form available on the Citizen Corps website as a way to enhance the organizational and public understanding of Citizen Corps and its achievements, as well as its challenges and opportunities.

A.2. Purpose and Use of the Information

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.

Profiles in Hometown Security will be a new collection. By gathering this information through an online form and posting it to the Citizen Corps website, all councils and the general public will be able to draw from others' experience with community preparedness, based on actual events. This information will also help the National Citizen Corps Council gauge its progress in the field, as well as opportunities for growth and enhancement.

A.3. Use of Information Technology and Burden Reduction

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 the burden.

Citizen Corps will collect Profiles in Hometown Security through its website, where an online form will make it easy for local Councils to submit their information, as well as provide an efficient way to store, categorize, sort and pull from the compiled submissions.

A.4. Efforts to Identify Duplication and Use of Similar Information

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.

There is no such collection at this time, therefore there will be no duplication.

A.5 Impact on Small Businesses or Other Small Entities

Responses are voluntary and we do not anticipate that a small business or other small entity will be responding on behalf of the Citizen Corps Councils.

A.6. Consequences of Collecting the Information Less Frequently

Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If the collection is not conducted, Citizen Corps, its councils and visitors to the website will not have access to valuable shared experience. Without sharing information, councils may duplicate the efforts of others or be uninformed of good practices to incorporate into their own activities.

A.7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances relating to the Guidelines of 5 CFR 1320.5.

A.8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

The National Office of Citizen Corps published a 60-day notice in the Federal Register

on Tuesday, October 24, 2006, Vol. 71. No 205 page 62272. There were no comments received. Also the Citizen Corps sent several of its local Councils a link to the beta site where the Profiles in Hometown Security can be uploaded. These Councils reviewed the site and tested the form for ease of use and suggested improvements, which have been evaluated and incorporated as appropriate.

A.9. Explanation of Any Payment or Gift to Respondents

There are no gifts or payments offered for this information collection.

A.10. Assurance of Confidentiality Provided to Respondents

There is no assurance of confidentiality, as these profiles will be shared publicly.

A.11. Justification for Sensitive Questions

There are no sensitive questions in the brief.

A.12. Estimates of Hour Burden Including Annualized Hourly Costs

Citizen Corps Councils around the country will experience different levels of activity, depending on natural and man-made events in their areas. Additionally, Citizen Corps Partner Programs work much more closely with Citizen Corps on a day-to-day basis, and would therefore be more likely to submit multiple Profiles in Homeland Security throughout the year. The tables below reflect our estimated calculations.

ESTIMATES OF HOUR BURDEN				
Type of Respondents	Number of Respondents	Frequency of Response	Average Time per Response	Annual Hour Burden
Citizen Council Members	50	4 times per year	2 hours	400 hours
Citizen Council Members	75	2 times per year	2 hours	300 hours
Citizen Council Members	1,000	1 time per year	2 hours	1,000
Affiliates	25	2 times per year	2 hours	100
Partner Programs	5	6 times per year	2 hours	60
Totals	1,155	1,430		2,860

A.12 - 2 ANNUALIZED COST TO RESPONDENTS				
Type of Respondents	Total Number of Respondents	Total Frequency of Response	Hourly Wage Rate (estimated rate for volunteers)	Respondent Cost
Citizen Corps Members and Affiliates (volunteers)	1,155	1,430 per year	\$18	\$51,480 per year
Total				\$51,480 per year

A.13. Estimate of Other Total Annual Cost Burden to Respondents or Recordkeepers

There are no capital or start-up costs associated with this collection.

A.14. Annualized Cost to the Federal Government

We estimate that each 1-page brief will require 15 minutes of review and follow up. The annual time spent is estimated to be (1,430 submissions x .25 hours), or 357.50 hours, at an average labor rate of \$40/hour. The total annualized cost is estimated at \$14,300, which would be included in the ordinary cost of doing business, via salaries paid to federal staff.

A.15. Explanation for Program Changes or Adjustments

This is a new information collection.

A.16. Plans for Tabulation and Publication and Project Time Schedule

A.16 - 1 Project Time Schedule	
Activity	Time Schedule
Publish 1-page Profiles in Hometown Security to Citizen Corps website	Ongoing
Publish compiled profiles or select highlights in Citizen Corps Annual Report	Once per year (October)

A.17. Reason(s) Display of OMB Expiration Date is Inappropriate (Use for Subheading)

This is an ongoing program, and we expect that new events worthy of a Profile in Hometown Security will occur indefinitely. The expiration date will be added once we receive approval from OMB.

A.18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions requested for this collection.