

Collections of Information Employing Statistical Methods

1. Describe the potential respondent universe and any sampling or other respondent selection methods to be used.

The survey instruments will be distributed at business recovery workshops following a disaster. All workshop attendees will have the opportunity to complete a survey. Completed surveys will be collected at the same workshop before the attendees leave.

2. Describe the procedures for the collection of information.

Blank survey instruments will be made available during the workshop for attendees to pick-up, complete, and submit. Because respondents will be able to complete the survey unattended, very few labor resources will be required to administer and collect the survey.

3. Describe methods to maximize response rate and to deal with issues of non-response.

Maximum response rates will be encouraged by limiting the length of the survey to one sheet of paper and by providing necessary materials such as writing instruments and surfaces. Survey questions were designed so that respondents would be able to answer them quickly and easily. PSO will remind attendees about the survey several times throughout the workshop, and also walk through the audience to collect completed responses.

Based on prior experiences following Hurricane Katrina in 2005, PSO expects the atmosphere at the workshops to be somewhat chaotic. As a result, the PSO expects a response rate of approximately 40%. The PSO plans to compare the number of survey responses received with the total number of businesses which register at the workshop to calculate a response rate for each administration of the survey instrument. The PSO will report the estimated response rate with the rest of the results.

4. Describe any tests of procedures or methods to be undertaken.

Due to the simple nature of the administration of the written survey, PSO does not expect any tests of the procedure will be needed.

5. **Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

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