

July 24, 2009

## Supporting Statement for Paperwork Reduction Act Submissions

**OMB Control Number: 1660-0099**

**Title: Citizen Corps Individual Registration**

**Form Number(s): FEMA Form 646-0**

### 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 or 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.

### 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. Provide a detailed description of the nature and source of the information to be collected.**

Executive Order 13254 (CFR 67, No. 22, p. 4869) provides for the collection of this information. Specifically, Citizen Corps was launched as a Presidential initiative in January 2002 with 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. The Citizen Corps Individual Registration online form allows for members of the public to receive national programmatic updates (including information such as safety tips, upcoming preparedness demonstrations and training opportunities) and the opportunity to get involved in local organizations and events. Through this registration process, FEMA is supporting the general safety needs of citizens and the goal of preparing the nation to respond to disasters of all kinds.

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[No regulation was cited upon last submission](#)

**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.

A 60-day Federal Register Notice inviting public comments was published on August, 11, 2009, Volume 74, Number 153, pp. 40212. **No comments were received.** See attached copy of the published notice included in this package.

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

**PLEASE NOTE: All changes are detailed in Question 15 (below).**

a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated for each collection instrument (separately list each instrument and describe information as requested). 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.

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.

c. Provide an estimate of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost to the respondents of contracting out or paying outside parties for information collection activities should not be included here. Instead this cost should be included in Item 13.

Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate*	Total Annual Respondent Cost
Individuals	Citizen	20,000	1	5 minutes	1,600	27.38	43,808.00

or households	Corps Individual Registration /FEMA Form 646-0			(.08 hours)		
<b>Total</b>		<b>20,000</b>			<b>1,600</b>	<b>43,808.00</b>

\* Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

According to the U.S. Department of Labor, Bureau of Labor Statistics website ([www.bls.gov](http://www.bls.gov)) the wage rate category for Individuals or households is estimated to be \$19.56 per hour, and 27.38 at the fully loaded wage rate, therefore, the estimated burden hour cost to Citizen Corps respondents for this collection is estimated to be \$43,808.00 annually.

***The last OMB inventory for this collection was for 40,000 respondents at 5 minutes each and 3333 burden hours. This request is also for 5 minutes but for half of the respondents. Based on results of previous annual collections 40,000 was not reached.***

**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 as 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.**

#### Annual Cost to the Federal Government

Item	Cost (\$)
Contract Costs General IT O&M already covered under ongoing contract	5,000.00
Staff Salaries* 1 GS 11 employee at step 1, spending approximately 2% of time annually to review and follow up on submissions for this data collection. $([60,989 \times .02 = 1219.78] \times 1.4 = 1707.69)$	1,707.69
Facilities [cost for renting, overhead, ect. for data collection activity]	0
Computer Hardware and Software [cost of equipment annual lifecycle]	0
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	0
Travel	0
Printing [number of data collection instruments annually]	0
Postage [annual number of data collection instruments x postage]	0
Other	0
<b>Total</b>	<b>\$ 6,707.69</b>

\* Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

***No cost to the Federal government was reported upon last submission.***

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I in a narrative form. Present the itemized**

**changes in hour burden and cost burden according to program changes or adjustments in Table 5. Denote a program increase as a positive number, and a program decrease as a negative number.**

*A "Program increase" is an additional burden resulting from an federal government regulatory action or directive. (e.g., an increase in sample size or coverage, amount of information, reporting frequency, or expanded use of an existing form). This also includes previously in-use and unapproved information collections discovered during the ICB process, or during the fiscal year, which will be in use during the next fiscal year.*

*A "Program decrease", is a reduction in burden because of: (1) the discontinuation of an information collection; or (2) a change in an existing information collection by a Federal agency (e.g., the use of sampling (or smaller samples), a decrease in the amount of information requested (fewer questions), or a decrease in reporting frequency).*

*"Adjustment" denotes a change in burden hours due to factors over which the government has no control, such as population growth, or in factors which do not affect what information the government collects or changes in the methods used to estimate burden or correction of errors in burden estimates.*

<b>Itemized Changes in Annual Burden Hours</b>						
<b>Data collection Activity/Instrument</b>	<b>Program Change (hours currently on OMB Inventory)</b>	<b>Program Change (New)</b>	<b>Difference</b>	<b>Adjustment (hours currently on OMB Inventory)</b>	<b>Adjustment (New)</b>	<b>Difference</b>
Citizen Corps Individual Registration /FEMA Form 646-0				3333	1600	-1733
<b>Total(s)</b>				<b>3333</b>	<b>1600</b>	<b>-1733</b>

***Explain: The last OMB inventory for this collection was for 40,000 respondents at 5 minutes each and 3333 burden hours. This request is also for 5 minutes but for half of the respondents. Based on results of previous annual collections 40,000 was not reached. Additionally, there is no expected growth in the number of annual individual registrations, and 20,000 is the approximate annual return we expect for each of the next three years.***

<b>Itemized Changes in Annual Cost Burden</b>
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Data collection Activity/Instrument	Program Change (cost currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (cost currently on OMB Inventory)	Adjustment (New)	Difference
Citizen Corps Individual Registration /FEMA Form 646-0				0	\$43,808.00	+ \$43,808.00
<b>Total(s)</b>				<b>0</b>	<b>\$43,808.00</b>	<b>+\$43,808.00</b>

**Explain: This is the wage rate cost and it was not reported in the last supporting statement. The last supporting statement for this collection listed no cost burden . This determination has found that there is one this time and it is seen as a positive adjustment from the previous of zero dollars.**

**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.**

There are no outline plans for tabulation and publication of data for this information collection.

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

This collection does not seek approval to not display the expiration date for OMB approval.

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

This collection does not seek exception to “Certification for Paperwork Reduction Act Submissions”. This collection does not use efficient statistical survey methodology or use of information technology. Statistical Survey methodology "is not applicable"

**B. Collections of Information Employing Statistical Methods.**

When Item 17 on the Form OMB 83-I is checked “Yes”, the following documentation should be included in the Supporting Statement to the extent it applies to the methods proposed:

**THERE IS NO STATISTICAL METHODOLOGY INVOLVED IN THIS  
COLLECTION**