January 13, 2010

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660 - 0105
Title: Community Preparedness and Participation Survey

Form Number(s): FEMA Form 088-0-2

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, Executive Order 13254, on January 29, 2002, with a mission to bring together government and community leaders to involve citizens in all-hazards emergency preparedness and resilience. In order to fulfill its mission, the Federal Emergency Management Agency (FEMA) Community Preparedness Division (CPD) will collect preparedness information from the public via a telephone survey. Individuals are interviewed and asked to response to a series of approximately 85 survey questions. This collection of information, which began in 2007, is necessary to increase the effectiveness of awareness and recruitment campaigns, messaging and public information, community outreach 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. Provide a detailed description of: how the information will be shared, if applicable, and for what programmatic purpose.

The Community Preparedness Division analyzes and uses data collected in FEMA Form 088-0-2 to identify progress and gaps in citizen and community preparedness and participation and to better understand the motivators and barriers to preparedness. The survey measures the public's knowledge, attitudes, and behaviors relative to preparing for a range of hazards. This information is used by the Community Preparedness Division to tailor awareness and recruitment campaigns, messaging and public information efforts, community outreach and strategic planning initiatives to more effectively improve the state of citizen preparedness and participation across the country. The findings are compiled in a report that is circulated internally to DHS and FEMA officials as well as made available to the public on the Citizen Corps website. This information has been used to provide information to each of the FEMA regions and identified DHS Urban Area Security Initiative (UASI) jurisdictions to develop targeted strategies for educating the public in their respective areas of responsibility. This data also informs the Community Preparedness and Participation Target Capability which can be used as a tool for guiding community and citizen preparedness priorities at the state and/or local level.

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 (100%) information is collected via electronic means, i.e., via computer-assisted telephone interviewing (CATI) surveys administered by the contractor *ICF Macro*. The information is entered into an electronic database, and no versions are submitted on paper or recorded on paper. Telephone surveys are used in order to minimize time and effort to survey participants, and to streamline the administration of the survey in the United States.

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.

Comparable data are not currently being collected; existing surveys related to preparedness in the United States do not include adequate information on individual knowledge and behaviors for all hazards and/or are outdated. The Community Preparedness Division has compiled a database of surveys from other organizations on individual, business, and school preparedness since 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. The Community Preparedness Survey is dissimilar to many of the other surveys compiled in the database in that it is more comprehensive by focusing different types of disasters and critical aspects of preparedness (knowledge, supplies and attitudes), as well as providing sufficient data to inform work at a national and regional level.

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

6. Describe the consequence to Federal/FEMA 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.
Relevant FEMA programs and policies will not include or be based on the most current preparedness information. As a result, these programs and policies will lack an inclusive approach that is also comprehensive, to achieve their respective 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.
There is no requirement for respondents to report more often than quarterly.

(b) Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.
Respondents are not required to prepare a written response.

(c) Requiring respondents to submit more than an original and two copies of any document.
Respondents are not required to submit any documents.

(d) Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years.
Respondents are not required to retain any records.

(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.
This survey is designed to produce reliable and valid results. Therefore, there is no survey in this collection that is designed to not 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.
This survey does 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.
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.
Respondents are not required to submit proprietary trade secret, or other 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.

A 60-day Federal Register Notice inviting public comments was published on December 10, 2009, Volume 74, Number 236, pp. 65541. **No comments were received.** See attached copy of the published notice included in this package.

A 30-day Federal Register Notice inviting public comments was published on March, 4, 2010, Volume 75, Number 42, pp. 9917. **No comments were received.** See attached copy of the published notice included in this package.

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.
The Community Preparedness Division has consulted with ICF Macro on the design and methodologies for this data collection. ICF Macro has 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.

The Community Preparedness Division 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.

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 Community Preparedness Division in the design of this survey. However, the survey has been modified slightly since the last collection, partly as a result of the feedback received from respondents in the field.

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

There are no payments or gifts to respondents for this data collection.

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

A Privacy Threshold Analysis (PTA) was approved on approved 4/29/09. A PIA for this collection was determined to be needed and has been forwarded to the FEMA Privacy Office for review. It is still under review. A SORN was published in the Federal Register for Citizen Corps on 12/19/08.

11. Provide additional justification for any question 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.

There are no questions of a sensitive nature required in this data collection.

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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 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.

The total number of respondents for each survey cycle will be 9,750. A cycle is every two years, and this approval period will cover 3 years or one and a half cycles. The survey will be conducted every other year, with a total of two surveys conducted during this clearance period. The survey will take respondents 20 minutes to complete; this estimated hour burden is based on the data from past surveys. Below are estimates for the average total public burden for two cycles of the survey and the average annual public burden. Sampling strategies are discussed for each in Part B of this supporting statement.

Simple Random Sample of Target Cities:

Geographic Regional Target Cities	**Interviews**
Houston	500
New York City	500
Chicago	500
San Francisco	500
Los Angeles	500
Washington, DC	500
Bi-annual Total	**3,000**

Stratified Random National Sample by FEMA Regions:

FEMA Regions	**Interviews**
Region I	350
Region II	350
Region III	350
Region IV	350
Region V	350
Region VI	350
Region VII	350
Region VII	350
Region IX	350
Region X	350
Bi-annual Total	**3,500**

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.

This request does not cover more than one form.

c. Provide an estimate of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. NOTE: The wage-rate category for each respondent must be multiplied by 1.4 and this total should be entered in the cell for "Avg. Hourly Wage Rate". 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.

Table A.12: Estimated Annualized Burden Hours and Costs

Type of Respondent	Form Name / Form Number	No. of Respon-dents	No. of Respon-ses per Respon-dent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate*	Total Annual Respondent Cost
Individuals or households	Household Preparedness Telephone Survey/_ FEMA Form 088-0-2	9,750	1	9,750	20 minutes (.333 hours)	3,247 hours	$21.80	$70,784.60
Total		**9,750**				**3,247**		**$70,784.60**

* 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) the wage rate category for 22 major occupational categories (Management occupations, Business and financial operations occupations, Computer and mathematical science occupations, Architecture and engineering occupations, Life, physical, and social science occupations, Community and social services occupations, Legal occupations, Education, training, and library occupations, Arts, design, entertainment, sports, and media occupations, Healthcare practitioner and technical occupations, Healthcare support occupations, Protective service occupations, Food preparation and serving related occupations, Building and grounds cleaning and maintenance occupations, Personal care and service occupations, Sales and related occupations, Office and administrative support occupations, Farming, fishing, and forestry occupations, Construction and extraction occupations, Installation, maintenance, and repair occupations, Production occupations Transportation and material moving occupations) is estimated to be $15.57 per hour per hour ($21.80 including the wage rate multiplier), therefore, the estimated burden hour cost to the general public respondents is estimated to be $70,784.60 annually.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. The cost of purchasing or contracting out information collection services should be a part of this cost

burden estimate. (Do not include the cost of any hour burden shown in Items 12 and 14.)

The cost estimates should be split into two components:

a. Operation and Maintenance and purchase of services component. These estimates should take into account cost associated with generating, maintaining, and disclosing or providing 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.

b. Capital and Start-up-Cost should include, among other items, preparations for collecting information such as purchasing computers and software, monitoring sampling, drilling and testing equipment, and record storage facilities.

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

Annual Cost Burden to Respondents or Record-keepers

Data Collection Activity/Instrument	***Annual Capital Start-Up Cost** (investments in overhead, equipment and other one-time expenditures)	***Annual Operations and Maintenance Cost** (such as recordkeeping, technical/professional services, ect.)	**Annual Non-Labor Cost** (expenditures on training, travel and other resources)	**Total Annual Cost to Respondents**
Household Preparedness Telephone Survey/ FEMA Form 088-0-2	N/A	N/A	N/A	N/A
Total	**N/A**	**N/A**	**N/A**	**N/A**

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.

A multi-year DHS contract was awarded to ICF Macro under contract number GS-23F-9777H. The total cost of the contract was budgeted at $4,194,327 over 3 years, and it is currently in its third year. Additional option years may be awarded based on available government funds. The total contract cost for this task, to include designing the survey, conducting the survey, the data collection and analysis is approximately $295,244.00 per year.

Annual Cost to the Federal Government

Item	Cost ($)
Contract Costs	n/a
Staff Salaries* **[4 of GS 7 , step 5 (46,705.00 annually and 65,387.00 with the fully loaded wage rate) employees spending approximately 100% of time annually on conducting telephone surveys, and analyzing and reporting on the survey results] = 261,548.00 per year**	$261,548.00
Facilities **[cost for renting, overhead, ect. for data collection activity]**	$27,696
Computer Hardware and Software **[cost of equipment annual lifecycle]**	n/a
Equipment Maintenance **[cost of annual maintenance/service agreements for equipment]**	n/a
Travel	n/a
Printing **[number of data collection instruments annually]**	n/a
Postage **[annual number of data collection instruments x postage]**	n/a
Other	$6,000
Total	**$295,244.00**

* Note: The "Salary Rate" includes a 1.4 multiplier to reflect a fully-loaded wage rate.

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.*

Itemized Changes in Annual Burden Hours

Data collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
Household Preparedness Telephone Survey/_ FEMA Form 088-0-2	1,467	3,247	+1,780			
Total(s)	**1,467**	**3,247**	**+1,780**			

Explain: The previously requested total annual response burden for this collection was 1,467 burden hours; the current request is for 3,247 hours. This is due to an increased number of respondents from 4,400 to 9,750 at the same response time, 20 minutes. This increase is due to two things:

1) two regional target cities were added, for a total of 3,000 biannual respondents instead of 2,000 for four cities. Two regional cities were added in order to survey and examine the results of the top tier jurisdictions in the Regional Catastrophic Grant Program which consists of a total of six regional cities. Upon last submission 500 were sampled from each target city, and in this submission two more cities are added in a similar fashion.

2) Also only 2,400 were sampled as part of the national sample upon last submission. This number has increased to 3,500 and is now stratified by FEMA's 10 regions at 350 each. The simple random sample of 2,400 has now increased to a stratified sample of 3,500. This sample type is changed from a national sample where 2400 is a sufficient sample when approaching the US overall to a stratified same where each stratum needs 350 to obtain sufficient estimates. Ten FEMA regions were chosen as the strata making the total for that 3500. Therefore, due to the increase in respondents there is a subsequent increase in burden hours.

Itemized Changes in Annual Cost Burden						
Data collection Activity/Instrument	**Program Change (cost currently on OMB Inventory)**	**Program Change (New)**	**Difference**	**Adjustment (cost currently on OMB Inventory)**	**Adjustment (New)**	**Difference**
Household Preparedness Telephone Survey/_	0	$70,784.60	+$70,784.60			

FEMA Form 088-0-2						
Total(s)	**0**	**$70,784.60**	**+$70,784.60**			

Explain: The previously requested annual cost burden for this collection was not captured. The difference therefore is the positive addition of the full annual cost burden now accounted for.

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 question 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:
- To what extent are individuals prepared for disasters? What barriers do individuals perceive in preparing for disasters?
- What is the perception of vulnerability to different types of disasters? How do people perceive the utility of preparedness?
- In which stage of the Stages of Change model (Precontemplation, Contemplation, Preparation, Action, Maintenance) are individuals relative to disaster preparedness?
- How does disaster preparedness differ by demographic characteristics?
- What is the perceived social responsibility for reporting suspicious behavior?

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

Project Time Schedule	
Activity	**Time Schedule**
Telephone pre-testing and programming	March 2011/2013
Telephone fielding of survey	April 2011/2013
Top-line report and cross-tabulations to DHS	August 2011/2013
Draft analysis report to DHS	October 2011/2013
Final analysis report on Household Survey to DHS	December 2011/2013

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.