

August 30, 2011

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660-0057

**Title: Chemical Stockpile Emergency Preparedness Program (CSEPP)
Evaluation and Customer Satisfaction Survey**

Form Number(s): Blue Grass EPZ Residential Survey/ FEMA Form 008-0-7, Deseret EPZ Residential Survey/ FEMA Form 008-0-8, Pueblo EPZ Residential Survey/ FEMA Form 008-0-3, Pueblo EPZ Residential Survey/ FEMA Form 008-0-3INT, Pueblo City Residential Survey/ FEMA Form 008-0-4, Pueblo EPZ Business Survey/ FEMA Form 008-0-5, Umatilla EPZ Residential Survey/ FEMA Form 008-0-6

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.

1) Title 44 CFR § 2.42, the Preparedness, Training, and Exercises Directorate, authorizes emergency preparedness, training, and exercises capabilities of Federal, State and local governments. A principal function of the Preparedness, Training, and Exercises Directorate is management of programs to establish, maintain, and enhance the capabilities of Federal, State, and local governments to prepare for, respond to, recover

from a broad range of emergencies, including such programs as the, Chemical Stockpile Emergency Preparedness Program (CSEPP).

2) The Government Performance Results Act of 1993 (GPRA)-Public Law 103-62, mandates Federal agencies to collect data and provide valid and reliable quantification of achievement of strategic goals.

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 Chemical Stockpile Emergency Preparedness Program (CSEPP) is a branch of the Technological Hazards Division under the National Preparedness Directorate. It is a unique multi-jurisdictional partnership with participants – Federal Emergency Management Agency (FEMA), the U.S. Army, state and local emergency management agencies, and one Tribal nation -- that provide emergency preparedness assistance and resources to communities surrounding the Army's chemical warfare agent stockpiles.

CSEPP's mission is to enhance existing local, installation, Tribal, State, and Federal capabilities to protect the health and safety of the public, work force, and environment from the effects of a chemical accident or incident involving the U.S. Army chemical stockpile.

CSEPP's mission aligns with FEMA and Army goals by protecting people who live and work near one of the five Army chemical depots in the unlikely event of a chemical accident or incident. The Army is fulfilling its mission to eliminate aging chemical munitions and warfare materials. This objective is in accordance with international treaties and national policy. CSEPP will remain in place until the five stockpiles are completely destroyed.

The program's goal is to improve preparedness to protect the people of these communities in the unlikely event of an accident involving these stockpiles of obsolete chemical munitions. The U.S. Army provides funding (grants) for the Program and FEMA provides training, guidance, technical support and expertise to State, local, and Tribal governments to improve their capabilities to prepare for and respond to this type of incident. Application and reporting forms for CSEPP grants are covered under information collection number OMB 1660-0025.

In 2000, the CSEPP Public Affairs Integrated Process Team (PA IPT) was established to identify, develop, and implement concepts and techniques to help prepare the public to act appropriately in the event of an emergency at a chemical installation, and ensure an effective emergency public information capability in these communities. The PA IPT consists of members from FEMA, the Army and CSEPP communities.

This information collection constitutes the assessment tools that measures public knowledge of emergency preparedness and response actions in the event of a chemical emergency affecting any of the five remaining CSEPP sites and surrounding communities.

Below is a detailed explanation of how each form will be utilized:

- a. **FEMA Form 008-0-7, Blue Grass EPZ Residential Survey** – This form is the final telephone questionnaire that will be used in conducting the residential telephone survey regarding emergency preparedness for the CSEPP site in Blue Grass, Kentucky. This survey was designed to measure the specific knowledge of protective actions and the level of preparedness of residents in the immediate response zone (IRZ) and the protective action zone (PAZ) of Blue Grass Chemical Depot in the unlikely event of a chemical emergency.
- b. **FEMA Form 008-0-8, Deseret EPZ Residential Survey** – This form is the final telephone questionnaire that will be used in conducting the residential telephone survey regarding emergency preparedness for the CSEPP site in Deseret, Utah. This survey was designed to measure the specific knowledge of protective actions and the level of preparedness of residents in the immediate response zone (IRZ) and the protective action zone (PAZ) of Deseret Chemical Depot in the unlikely event of a chemical emergency.
- c. **FEMA Form 008-0-3, Pueblo EPZ Residential Survey** – This form is the final telephone questionnaire that will be used in conducting the residential telephone survey regarding emergency preparedness for the CSEPP site in Pueblo, Colorado. This survey was designed to measure the specific knowledge of protective actions and the level of preparedness of residents in the immediate response zone (IRZ) and the protective action zone (PAZ) of Pueblo Chemical Depot in the unlikely event of a chemical emergency.
- d. **FEMA Form 008-0-3INT, Pueblo EPZ Residential Survey** – This form is the web-based questionnaire that will be used in conducting the residential telephone survey regarding emergency preparedness for the CSEPP site in Pueblo, Colorado. This survey was designed to measure the specific knowledge of protective actions and the level of preparedness of residents in the immediate response zone (IRZ) and the protective action zone (PAZ) of Pueblo Chemical Depot in the unlikely event of a chemical emergency.
- e. **FEMA Form 008-0-4, Pueblo City Residential Survey** – This form is the final telephone questionnaire that will be used to assess the awareness level of residents living in the city of Pueblo, Colorado, a community that participates in the CSEP program. This survey is part of a continuing effort to measure the knowledge of residents living in the city of Pueblo regarding CSEPP and also to assess which actions these residents would take in the unlikely event of a chemical emergency at the Pueblo Chemical Depot.

- f. **FEMA Form 008-0-5, Pueblo EPZ Business Survey** – This telephone form includes the questions for the survey of businesses within the emergency planning zones of the Pueblo Chemical Depot in Pueblo County, Colorado. This survey is part of a continuing effort to measure the knowledge of businesses within the immediate response zone (IRZ) and the protective action zone (PAZ) regarding the CSEP program and their current levels of preparedness for a chemical emergency. The survey also assesses which actions these businesses would take in the unlikely event of a chemical emergency at the Pueblo Chemical Depot.
- g. **FEMA Form 008-0-6, Umatilla EPZ Residential Survey** – This form is the final telephone questionnaire that will be used in conducting the residential telephone survey regarding emergency preparedness for the CSEPP site in Umatilla, Oregon. This survey was designed to measure the specific knowledge of protective actions and the level of preparedness of residents in the immediate response zone (IRZ) and the protective action zone (PAZ) of Umatilla Chemical Depot in the unlikely event of a chemical emergency.

The goal of the overall survey concept is to design and implement a public survey strategy to support the development of public outreach and education efforts that will improve the emergency preparedness of citizens living in the Immediate Response Zones (IRZ) and Protective Action Zones (PAZ) surrounding stockpile sites.

Program managers use survey data findings to evaluate public awareness of protective actions at CSEPP sites, identify outreach weaknesses and strengths to develop effective outreach and education campaigns.

Results from this information collection are shared with State, local, and other FEMA officials for subsequent action plans addressing program-wide and stockpile site-specific issues. Results are also shared with other Federal agencies that lend expertise in specific areas of the program.

As part of continuing efforts to better serve CSEPP communities, an assessment of the survey initiative was performed to assess the continuing need for the ongoing measurement of public outreach efforts.

Annual surveys allow CSEPP sites to assess the effectiveness of ongoing outreach and document areas of improvement. The survey tool provides an accurate measurement of public awareness and knowledge of appropriate protective actions that citizens will take during an emergency.

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.

This is a 100% electronic based collection. No paper is submitted. This collection consists of telephone surveying that utilizes Computer Assisted Telephone Interview (CATI) technology which involves an interviewer entering the survey responses into a spreadsheet as the respondent speaks.

Depending on the response rate and coverage, the Pueblo site is also seeking approval for using internet-based surveys in the future, in order to reach respondents belonging to groups with varied demographic characteristics. However, the availability of the Internet and its usage in low-income families as well as among senior citizens is very limited; hence the survey will be statistically biased towards respondents who have a greater likelihood of access to the internet. For emergency planning, it is crucial to reach all respondents in these demographic groups (including low income and senior citizens); therefore, telephone survey practices are advantageous and will be continued. However, an attempt will be made to avoid under representation of the population using cell phones and the internet by conducting a pilot test using web-based surveys.

The data the interviewer enters into a spreadsheet as the respondent speaks are entered electronically on the CSEPP portal which can be accessed by select staff granted access for data entry or report generation at the following web site:
<https://www.cseppportal.net>.

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.

This information is not collected in any form, and therefore is not duplicated elsewhere.

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.

This information collection does not have an impact on small businesses or small entities.

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.

Failure to collect this information will hamper the program's ability to document strengths and weaknesses at each individual site, forcing managers to rely on intuitive rather than factual decision-making, with no objective basis to quantify program performance, a requirement of GPRA. Current national conditions of increased risk for man-made and/or accidental chemical disasters create great demand for the constant monitoring of preparedness-related activities. Since CSEPP is a cooperative effort among local, State, and Federal governments working closely with the public in communities surrounding fixed hazards, documenting performance at each of these levels

is vital for program planning and management in each of the CSEPP sites. Further, since no preparedness program can be successful without the public's understanding and cooperation, input from the residents and businesses of immediate and/or surrounding areas is vital for program managers to design custom-tailored strategies to educate and communicate risks and recommended actions at the local level.

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.

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

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

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

(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.

(f) Requiring 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.

(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.

The special circumstances contained in item 7 of the supporting statement are not applicable to this information collection.

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 January 31, 2011, Volume 76 pp 5392. 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 April 20, 2011, Volume 76 pp 22116. 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.

Determination of data collection needs have been made in close consultation with State, and local governments and refined accordingly to support program objectives and changing realities at CSEPP sites. As the program has evolved, key issues that are of importance to individual CSEPP sites have also evolved. To facilitate an understanding of key issues among sites at the present time, feedback was gathered from the local officials like the local Emergency Management Agency (EMA) Directors and Public Information Officers (PIOs) on the current survey tool.

Based on real real-life emergencies, lessons learned, information sharing, and best practices, the program has been able to adjust accordingly to enhance response to emergencies. This is largely due to strategic planning and coordinated response with proactive media campaigns focused on demographics and locality to the chemical sites. Site responses provided support the use of yearly public awareness surveys as a means to assess the impact and validity of the CSEPP program. Annual surveys allow CSEPP sites to assess the effectiveness of ongoing outreach campaigns and note areas of improvement. Issues related to survey design and methodologies are handled by Innovative Emergency Management, Inc., (IEM) a contractor with extensive experience in the field. As technical advisor to the PA IPT, IEM assisted in developing the survey, and provided analysis of the survey results.

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.

As part of its continuing efforts to better serve the CSEPP sites, the program office had hired IEM to perform a detailed investigation of previous survey efforts in 2008, at the site level, in order to assess the continuing need for ongoing measurement, analysis, and implementation of best practices observed from those from whom information is to be obtained, the public, in previous survey efforts. The purpose of this evaluation was to examine the effectiveness of the survey tool and to make recommendations to the program for enhancements and modifications to the survey tool to support the changing landscape of CSEPP at the various sites.

To gauge public perception and knowledge, as well as provide corrective action strategy, the surveys provide public outreach recommendations designed to measure buy-in, information retention, and protective actions. In doing so, it has been routine to note discrepancies from the previous survey, provide an area(s) of focus, and offer suggestions for improvements to the process. It was noted that the survey and recommendations should more reflect changing issues, the program's maturation, and site staff feedback. A major improvement in the process was the addition of regular and consistent feedback from the CSEPP site staff.

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

FEMA does not provide payments or gifts to respondents in exchange for a benefit sought.

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

Participation in this survey is strictly voluntary and a statement to this effect is printed in the first page of the questionnaire and read to respondents at the beginning of the telephone interview call. All survey data collected from the public is kept anonymous unless permission is granted by the survey responder to release such information. A Privacy Threshold Analysis (PTA) was submitted on 12-01-10 for this collection and was adjudicated as a non privacy sensitive system on June 6, 2011.

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 for this collection of 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 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.

It is anticipated that 822 individuals residing in the area surrounding the Blue Grass Army Depot will answer the survey questions listed under FEMA Form 008-0-1. Each respondent will only take the survey once and each response will require 0.25 (15 minutes) hours to complete the form. The total annual hour burden is 822×0.25 hours = 205.5 annual hours.

It is anticipated that 823 individuals residing in the area surrounding the Deseret Chemical Depot will answer the survey questions listed under FEMA Form 008-0-2. Each respondent will only take the survey once and each response will require 0.25 (15 minutes) hours to complete the form. The total annual hour burden is 823×0.25 hours = 205.75 annual hours.

It is anticipated that 787 individuals residing in the area surrounding the Pueblo Chemical Depot will answer the survey questions listed under FEMA Form 008-0-3. This includes 50 individuals for pilot test of this, FEMA Form 008-0-3INT, that can be used depending on the response rate. The sample size for the actual survey is 737. Each respondent will only take the survey once and each response will require 0.25 (15 minutes) hours to complete the form. The total annual hour burden is 787×0.25 hours = 196.75 annual hours.

It is anticipated that 383 individuals residing in the Pueblo City area will answer the survey questions listed under FEMA Form 008-0-4. Each respondent will only take the survey once and each response will require 0.17(10 minutes) hours to complete the form. The total annual hour burden is 383×0.17 hours = 65.11 annual hours.

It is anticipated that 86 businesses residing in the area surrounding the Pueblo Chemical Depot will answer the survey questions listed under FEMA Form 008-0-5. Each respondent will only take the survey once and each response will require 0.25 (15 minutes) hours to complete the form. The total annual hour burden is 86×0.25 hours = 21.5 annual hours.

It is anticipated that 814 individuals residing in the area surrounding the Umatilla Chemical Depot will answer the survey questions listed under FEMA Form 008-0-6.

Each respondent will only take the survey once and each response will require 0.25 (15 minutes) hours to complete the form. The total annual hour burden is 814 x 0.25 hours = 203.5 annual hours.

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. 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.

Estimated Annualized Burden Hours and Costs								
Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	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	Blue Grass EPZ Residential Survey/ FEMA Form 008-0-7	822	1	822	0.25 (15 minutes)	205.5	\$20.13	\$4136.72
Individuals or households	Deseret EPZ Residential Survey/ FEMA Form 008-0-8	823	1	823	0.25 (15 minutes)	205.75	\$20.71	\$4261.08
Individuals or households	Pueblo EPZ Residential Survey/ FEMA Form 008-0-3	737	1	737	0.25 (15 minutes)	184.25	\$24.42	\$4499.39
Individuals or households	Pueblo EPZ Residential Survey/ FEMA Form 008-	50	1	50	.25 (15 minutes)	12.5	\$24.42	\$305.25

	0-3INT (Pilot web-based)							
Individuals or households	Pueblo City Residential Survey/ FEMA Form 008-0-4	383	1	383	0.17 (10 minutes)	65.11	\$24.42	\$1589.99
Business or other for-profit	Pueblo EPZ Business Survey/ FEMA Form 008-0-5	86	1	86	0.25 (15 minutes)	21.5	\$39.91	\$858.07
Individuals or households	Umatilla EPZ Residential Survey/ FEMA Form 008-0-6	814	1	814	0.25 (15 minutes)	203.5	\$22.62	\$4603.17
Total		3,715		3,715		898.11*		\$20,253.67

- * Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.
- "Type of Respondent" should be entered exactly as chosen in Question 3 of the OMB Form 83-1.
- ** Note: The numbers in ROCIS are different due to rounding and total 900 in ROCIS.

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for All Occupations for the State of Kentucky is estimated to be (\$14.38 x 1.4=) \$20.13 per hour including the wage rate multiplier, therefore, the estimated burden hour cost to respondents All Occupations is estimated to be 205.5 hours x \$20.13 = \$4,136.72 annually.

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for All Occupations for the State of Utah is estimated to be (\$14.79 x 1.4=) \$20.71 per hour including the wage rate multiplier, therefore, the estimated burden hour cost to respondents All Occupations is estimated to be 205.75 hours x \$20.71 = \$4,261.08 annually.

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for All Occupations for the State of Colorado is estimated to be (\$17.44 x 1.4=) \$24.42 per hour including the wage rate multiplier, therefore, the estimated burden hour cost to respondents All Occupations is estimated to be (196.75+65.11=261.86) hours x \$24.42 = \$6,394.62 annually.

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate for the Business or Other For-profits is estimated to be (\$28.51*1.4=) \$39.91 per hour. Estimated burden hour for the businesses is 21.5 hours x \$39.91 = \$858.07 annually.

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for All Occupations for the State of Oregon is estimated to be (\$16.16 x 1.4=) \$22.62 per hour including the wage rate multiplier, therefore, the estimated burden hour cost to respondents All Occupations is estimated to be 203.5 hours x \$22.62 = \$4,603.17 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 record keeping, capital, start-up or maintenance costs associated with this information collection.

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, etc.)	Annual Non-Labor Cost (expenditures on training, travel and other resources)	Total Annual Cost to Respondents
N/A	---	---	---	---
Total	---	---	---	---

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 (\$)
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Contract Costs: The task comes under "CSEPP Integrated Support" contract [Includes questionnaire development, survey field application, data analysis and final report] Contractor cost to field the survey is \$53,324.90. Contractor cost for data analysis and reporting is \$152,058.52. Travel cost for site visit is 4,574.74. The total annual cost is \$209,958.16.	\$209,958.16
CSEPP Staff Salaries* 2 (GS-12 and GS-13) [(25% * (84,855 + 100, 904) *1.4=65,015.65)] employees spending approximately 25 percent of their time providing site specific data such as the GIS maps of the area, telephone list for making the calls, and reviewing preliminary reports.	\$65,015.65
Facilities	
Computer Hardware and Software	
Equipment Maintenance	
Travel	
Printing	
Postage	
Other	
Total	\$274,973.81

* 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
Blue Grass EPZ Residential Survey/ FEMA Form 008-0-7	0	205.5	+205.5			
Deseret EPZ Residential Survey/ FEMA Form 008-	0	205.75	+205.75			

0-8						
Pueblo EPZ Residential Survey/ FEMA Form 008-0-3	0	184.25	+184.25			
Pueblo EPZ Residential Survey/ FEMA Form 008-0-3INT (Pilot web-based)	0	12.5	+12.5			
Pueblo City Residential Survey/ FEMA Form 008-0-4	0	65.11	+65.11			
Pueblo EPZ Business Survey/ FEMA Form 008-0-5	0	21.5	+21.5			
Umatilla EPZ Residential Survey/ FEMA Form 008-0-6	0	203.5	+203.5			
Open Ended Questionnaire/ FEMA Form 142-1-2				42.5	0	-42.5
Anniston EPZ Residential Survey/ FEMA Form 142-1-4				240.25	0	-240.25
Pine Bluff EPZ Residential Survey/ FEMA Form 142-1-3				273.25	0	-273.25
Total:	0	898.11	+898.11	556	0	-556

FEMA Form 008-0-7 is a new form. This form is the telephone survey questionnaire for the CSEPP site in Kentucky and the current estimated annual hour burden is 205.5, resulting in an increase (program change) of 205.5 hours. The increase in burden hours results from an increase in annual responses due to addition of Blue Grass site.

FEMA Form 008-0-8 is a new form. This form is the telephone survey questionnaire for the CSEPP site in Utah and the current estimated annual hour burden is 205.75, resulting in an increase (program change) of 205.75 hours. The increase in burden hours results from an increase in annual responses due to addition of Deseret site.

FEMA Form 008-0-3 is a new form. This form is the telephone survey questionnaire for the CSEPP site in Colorado and the current estimated annual hour burden is 184.25, resulting in an increase (program change) of 184.25 hours. The increase in burden hours results from an increase in annual responses due to addition of Pueblo site.

FEMA Form 008-0-3INT is a new form. This form is the internet survey questionnaire for the CSEPP site in Colorado and the current estimated annual hour burden is 12.5, resulting in an increase (program change) of 12.5 hours. The increase in burden hours results from an increase in annual responses due to addition of Pueblo site.

FEMA Form 008-0-4 is a new form. This form is the telephone survey questionnaire for the residential survey to be conducted in the Pueblo City area. The current estimated annual hour burden is 65.11, resulting in an increase (program change) of 65.11 hours.

The increase in burden hours results from an increase in annual responses due to addition of Pueblo site.

FEMA Form 008-0-5 is a new form. This form is the telephone survey questionnaire for the businesses near the CSEPP site in Colorado and the current estimated annual hour burden is 21.5, resulting in an increase (program change) of 21.5 hours. The increase in burden hours results from an increase in annual responses due to addition of Pueblo site.

FEMA Form 008-0-6 is a new form. This form is the telephone survey questionnaire for the CSEPP site in Oregon and the current estimated annual hour burden is 203.5, resulting in an increase (program change) of 203.5 hours. The increase in burden hours results from an increase in annual responses due to addition of Umatilla site.

FEMA Form 142-1-2 will no longer be used by the program office, resulting in decrease (adjustment) of 42.5 hours. Reasons for the adjustments include the fact that as the demilitarization of chemical weapons progresses some CSEPP sites are nearing closeout and anticipate no need for future surveys.

FEMA Form 142-1-3 will no longer be used by the program office, resulting in decrease (adjustment) of 240.25 hours. Reasons for the adjustments include the fact that as the demilitarization of chemical weapons progresses some CSEPP sites are nearing closeout and anticipate no need for future surveys.

FEMA Form 142-1-4 will no longer be used by the program office, resulting in decrease (adjustment) of 273.25 hours. Reasons for the adjustments include the fact that as the demilitarization of chemical weapons progresses some CSEPP sites are nearing closeout and anticipate no need for future surveys.

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
Blue Grass EPZ Residential Survey/ FEMA Form 008-0-7	0	\$4136.72	+\$4136.72			
Deseret EPZ Residential Survey/ FEMA Form 008-0-8	0	\$4261.08	+\$4261.08			
Pueblo EPZ Residential Survey/ FEMA Form 008-0-3	0	\$4499.36	+\$4499.36			
Pueblo EPZ	0	\$305.25	+305.25			

Residential Survey/ FEMA Form 008-0-3INT (Pilot web-based)						
Pueblo City Residential Survey/ FEMA Form 008-0-4	0	\$1589.99	+\$1589.99			
Pueblo EPZ Business Survey/ FEMA Form 008-0-5	0	\$858.07	\$858.07			
Umatilla EPZ Residential Survey/ FEMA Form 008-0-6	0	\$4603.17	+\$4603.17			
Open Ended Questionnaire/ FEMA Form- 142-1-2				\$968.58	0	- \$968.58
Anniston EPZ Residential Survey/ FEMA Form 142-1-4				\$3,000.72	0	-\$3,000.72
Pine Bluff EPZ Residential Survey/ FEMA Form 142-1-3				\$3,259.87	0	-\$3,259.87
Total(s)	\$0	\$20,253.67	+\$20,253.67	\$7,229.170	0	-\$7,229.170

FEMA Form 008-0-7 is a new form. This form is the telephone survey questionnaire for the CSEPP site in Kentucky and the current estimated annual cost burden is \$4,136.72, resulting in an increase (program change) of \$4,136.72. The increase in cost burden results from an increase in annual responses due to addition of Blue Grass site.

FEMA Form 008-0-8 is a new form. This form is the telephone survey questionnaire for the CSEPP site in Utah and the current estimated annual cost burden is \$4,261.08, resulting in an increase (program change) of \$4,261.08. The increase in cost burden results from an increase in annual responses due to addition of Deseret site.

FEMA Form 008-0-3 is a new form. This form is the telephone survey questionnaire for the CSEPP site in Colorado and the current estimated annual cost burden is \$4499.36, resulting in an increase (program change) of \$4499.36. The increase in cost burden results from an increase in annual responses due to addition of Pueblo site.

FEMA Form 008-0-3INT is a new form. This form is the internet survey questionnaire for the CSEPP site in Colorado and the current estimated annual cost burden is \$305.25, resulting in an increase (program change) of \$305.25. The increase in cost burden results from an increase in annual responses due to addition of Pueblo site.

FEMA Form 008-0-4 is a new form. This form is the telephone survey questionnaire for the residential survey to be conducted in the Pueblo City area. The current estimated annual cost burden is \$1,589.99, resulting in an increase (program change) of \$1,589.99. The increase in cost burden results from an increase in annual responses due to addition of Pueblo site.

FEMA Form 008-0-5 is a new form. This form is the telephone survey questionnaire for the businesses near the CSEPP site in Colorado and the current estimated annual cost burden is \$858.07, resulting in an increase (program change) of \$858.07. The increase in cost burden results from an increase in annual responses due to addition of Pueblo site.

FEMA Form 008-0-6 is a new form. This form is the telephone survey questionnaire for the CSEPP site in Oregon and the current estimated annual cost burden is \$4,603.17, resulting in an increase (program change) of \$4,603.17. The increase in cost burden results from an increase in annual responses due to addition of Umatilla site.

FEMA Form 142-1-2 will no longer be used by the program office, resulting in decrease (adjustment) of \$968.58. Reasons for the adjustments include the fact that as the demilitarization of chemical weapons progresses some CSEPP sites are nearing closeout and anticipate no need for future surveys.

FEMA Form 142-1-3 will no longer be used by the program office, resulting in decrease (adjustment) of \$3,000.72. Reasons for the adjustments include the fact that as the demilitarization of chemical weapons progresses some CSEPP sites are nearing closeout and anticipate no need for future surveys.

FEMA Form 142-1-4 will no longer be used by the program office, resulting in decrease (adjustment) of \$3,259.87. Reasons for the adjustments include the fact that as the demilitarization of chemical weapons progresses some CSEPP sites are nearing closeout and anticipate no need for future surveys.

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.

FEMA does not intend to employ the use of statistics or the publication thereof 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.

FEMA will display the expiration date for OMB approval of this information collection.

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

FEMA does not request an exception to the certification of this information collection.