

May 10, 2018

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660-NW116

Title: Post Disaster Survivor Preparedness Research

Form Number(s): FEMA Form 519-0-54

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.**

Circumstances

The recent 2017 hurricanes Harvey, Irma, and Maria resulted in significant impacts on historically underserved communities in multiple states and territories. Although the disasters were similar by type, there were a range of impacts from different types of hazards, such as flash flooding, coastal flooding, and urban flooding, storm surge and wind damage. This illustrates the critical importance of tailoring preparedness and warning information for specific local features, and the need for protective action guidance based on these likely local impacts.

Further, disasters demonstrate how demographic and socio-economic factors exacerbate the impact of these events. Poverty, race, limited English proficiency, age, and other demographic, cultural, and socio-economic variables can significantly inhibit people’s ability to take steps to prepare.¹ A major 2008 study found the devastating results of disasters are frequently due to an intersection of poverty, community

¹ FEMA. *Preparedness in America: Research Insights to increase Individual, Organizational, and Community Action*. Updated: August 2014

neglect, and discrimination.² Furthermore, the Federal Reserve reports that close to half of all American families cannot cover a \$400 expense without borrowing money or selling something.³ Collectively, relative preparedness levels among underserved communities lag behind the general population.⁴

To reverse this trend, emergency managers must ensure historically underserved communities receive critical information that helps each person take steps to prepare themselves, their families, and their communities. The Individual and Community Preparedness Division (ICPD) works to identify how the members of underserved communities prepare, as well as the barriers that prevent underserved individuals and families from being more prepared. In 2016, ICPD began investigating opportunities for leveraging stakeholders to better prepare traditionally underserved individuals and communities, who are often disproportionately impacted by disasters. These communities include:

Socio-economically Disadvantaged: Populations that are disadvantaged due to low levels of income, community influence, and/or status.

People with Disabilities and People with Access and Functional Needs: Populations that experience difficulty for seeing, hearing, speaking, walking, taking care of daily needs, and/or living independently.

Ethnic Minorities: Populations that may live in geographically and/or socially isolated communities or who have limited English proficiency feel distrustful of police and emergency personnel,

The Very Young and Very Old: Populations that may have mobility constraints or concerns may rely on others for safety and preparedness.

Sex and Gender: Populations that have been historically underserved based on sex, gender, and/or preference.

Tribal Communities: Tribes or groups that are federally recognized and eligible for funding and services from the Bureau of Indian Affairs (BIA), there are currently 566 federally recognized tribes.

During these events, the protective action guidance disseminated by local channels, the actions taken by the public, and the immediate impacts on survivors varied. To improve preparedness guidance and actions, the Federal Emergency Management Agency (FEMA) ICPD proposes a series of qualitative focus groups, cognitive interviews, and targeted phone and web surveys to better understand individual experiences within historically underserved communities during recent (within one year) disasters.

Legal or Administrative Requirements

The Stafford Act, Title VI, Emergency Preparedness (42 U.S.C. 5195-5195(a)) identifies the purpose of emergency preparedness “for the protection of life and property in the United States from hazards.” It directs that the Federal Government “provide necessary direction, coordination, and guidance” as authorized for a comprehensive emergency preparedness system for all hazards. Emergency preparedness is defined as all “activities and measures designed or undertaken to prepare or minimize the effects of a

² Donner, W. and Rodriguez, H. “Population Composition, Migration and Inequality: The Influence of Demographic Changes on Disaster Risk and Vulnerability”. *Social Forces* Vol. 87 No. 2. 2008

³ Lee, Don, “Nearly half of U.S. households would struggle with an unexpected \$400 expense, Fed study finds.” May 25, 2016. <http://www.latimes.com/business/la-fi-fed-report-struggling-households-20160525-snap-story.html>

⁴ FEMA, *National Household Survey*, 2016

hazard upon the civilian population....” The “conduct of research” is among the measures to be undertaken in preparation for hazards.

The DHS Strategic Plan 2014-2018 includes a Goal 5.1 including the goal for “improving strategies for the mission of empowering individuals and communities to strengthen and sustain their own preparedness.”⁵

The FEMA Strategic Plan 2014-2018 references FEMA priorities for preparing individuals in Priority #1- to achieve a survivor-centric mission where “individuals and communities know the steps to take, have the tools required, and take appropriate actions, before, during, and after disasters,”⁶ and in Priority #3, to better prepare survivors and bystanders.

Presidential Policy Directive-8 (PPD-8) directs the Secretary of Homeland Security to “coordinate a comprehensive campaign to build and sustain national preparedness, including public outreach and community-based and private sector programs to enhance national resilience, the provision of Federal financial assistance, preparedness efforts by the Federal Government, and national research and development efforts.”⁷

The National Security Strategy of the United States, December 2017, includes the charge to “help Americans remain resilient in the face of adversity. Resilience includes the ability to withstand and recover rapidly from deliberate attacks, accidents, natural disasters, as well as unconventional stresses, shocks, and threats to our economy and democratic system.”⁸ In response to these requirements, ICPD connects individuals, organizations, and communities with research and tools to build and sustain capabilities to prepare for any disaster or emergency. The Division conducts research to better understand effective preparedness actions and ways to motivate the public to take those actions. ICPD develops and shares preparedness resources and coordinates comprehensive disaster preparedness initiatives that empower communities to prepare for, protect against, respond to, and recover from a disaster. Information from this collection will be used to track changes in knowledge, attitudes, and behaviors related to preparedness, and to assess how FEMA preparedness programs may be motivating behavior change for preparedness in America.

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.

Use of Information

ICPD’s goal is to achieve a culture of preparedness for the U.S population of over 322 million. Success is a culture where preparedness is part of everyday life: Americans know their relevant hazards and have taken actions to prepare themselves. Together, the whole community works to plan for and practice the community’s response to both likely and unexpected hazards. Through this research, ICPD aims to improve preparedness messaging for historically underserved communities by examining the attitudes and

⁵ DHS Strategic Plan 2014-2018, accessed January 2018; <https://www.dhs.gov/sites/default/files/publications/FY14-StrategicPlan.PDF>

⁶ FEMA Strategic Plan 2014-2018, accessed January 2018; <https://www.fema.gov/media-library/assets/documents/96981>

⁷ Presidential Policy Directive 8; accessed January 2018, <https://www.dhs.gov/presidential-policy-directive-8-national-preparedness>

⁸ National Security Strategy of the United States, December 2017, accessed January 2018, 14. <https://www.whitehouse.gov/wp-content/.../2017/12/NSS-Final-12-18-2017-0905.pdf>

actions of survivors from historically underserved communities, as they relate to the unique impacts of recent disasters, and, identify areas for improving pre-disaster preparedness actions.

Through improved understanding of the relationship between preparedness knowledge and messages to individual perception and efficacy within historically underserved communities, FEMA will be able to draw some conclusions as to how these factors contribute to and/or hinder short and long-term recovery.

This research will be used to:

Distinguish and compare the varying types of impact on perceptions and preparedness in historically underserved populations.

Identify survivors' perceptions of preparedness actions they did or did not take, what actions were most/least useful, and how severe they rate the disaster within historically underserved communities.

This will help evaluate how pre-existing knowledge and messaging (both local and national) affected risk perceptions and the effectiveness of potential preparedness actions within underserved populations.

Improve the communication and message dissemination—both locally and nationally—of effective protective actions based on the type of hazard.

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.

ICPD is proposing two different forms of automated/electronic collection for the survey component of this collection: a telephone-based survey and a web-based panel survey. The survey collection methods will enable ICPD to pursue the most efficient method for data collection to inform programmatic decisions.

Telephone Survey:

The primary collection method for the (max) 4 annual survey fieldings will be a telephone interview. For the telephone survey, ICPD's contractor will use a state-of-the-art Computer-Assisted Telephone Interviewing (CATI) system to conduct the telephone based interviews.

The survey will use dual-frame RDD sampling that includes landlines as well as wireless phones to reach those in wireless-only households. The assumed sample is 30% landlines and 70% cell phones, given current stratification of wireless only or wireless majority households in the United States. ISA abides by all Federal and State laws and regulations that cover calling cell phone numbers using predictive dialers and always dials cell phones by hand. The survey will be programmed with filter and skip patterns to ensure that different respondents can be asked about different topics base on impact of the disaster and preparedness actions taken. The CATI scripts will be created from the final English versions of the questionnaire.

Panel-based web survey:

The secondary collection method, replacing 1 or 2 of the telephone survey fieldings, will be a web-based panel survey. For the web survey, ICPD's contractor would utilize a nationally-recognized Market Research Panel to field the survey to a list of panel participants. A Market Research Panel is an

organization with a large group of voluntary participants who have agreed to fill out surveys in exchange for a non-monetary reward (e.g., entry into a sweepstakes). Market Research Panel participants are specifically built to match the overall census demographics and include specialist sub-panels for harder to reach segments like those with access and functional needs. Several studies have confirmed the reliability of web-based surveys in terms of soliciting responses with similar or improved accuracy than a telephone survey.⁹ ICPD would consider testing the efficacy of such an approach for reaching populations who have traditionally opted out of telephone surveys. This approach also allows ICPD to generate insights for its program at lower cost than a telephone survey. ICPD anticipates a lower burden from a panel-based web survey.

English and Spanish versions of the telephone survey, web-survey, the cognitive interview, and the focus group instruments will be available as needed to collect a meaningful sample. ICPD is also looking to conduct this research in as many languages as possible since we know that in the Southern region of the continental United States that was impacted in the recent disasters, nearly 18 percent of the residents speak languages other than English; the top five include Spanish, French dialects, Vietnamese, German, and several Chinese dialects. In addition, as possible, diversity of sampling will be increased through updated accessibility methods, such as availability of TTY technology.

Focus group moderators and interviewers will record participants using digital recording devices and use Word or Excel to recode analysis. All documents will be stored on secure servers.

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 research is designed to build on and complement knowledge gained from other collection methods including the annual FEMA National Household Survey (NHS) and the FEMA customer service survivor surveys of individuals that apply for FEMA post disaster assistance in areas declared as a federal disaster. Questions regarding the preparedness actions taken have been aligned between the NHS instrument and the collection instrument herein to allow for cross-comparisons between the responses of post-disaster survivors for specific disaster incidents and the national average.

The 2014 through 2017 NHS included hazard specific oversamples that allowed FEMA to better understand the differences in preparedness attitudes, beliefs, and behaviors between those who live in parts of the country with history of specific hazards. The hazards included were tornado, flood, wildfire, earthquake, winter storm, extreme heat, nuclear explosion, contagious disease, and toxic chemical release. However, the demographic information collected for this 5,000-respondent survey is not detailed enough to make conclusions about how historically underserved communities are impacted. Further, the NHS is only a phone survey and does not include opportunities for cognitive testing or focus groups. Finally, the NHS is conducted on an annual basis while this collection will be used specifically for post-disaster feedback.

The current FEMA customer service survivor surveys provide a limited sample for each disaster and do not include sufficient targeted sample or socio-demographic data required to examine attitudes and behaviors across populations and impacts, particularly the underserved populations that are a primary focus of this collection.

ICPD also tracks survivor research including collections made through other FEMA components and research funded by other agencies, including the National Science Foundation (NSF). Abstracts from

⁹ Braunsberger, K. et al. "A comparison of reliability between telephone and web-based surveys," *Journal of Business Research* (2007)

survivor research recently funded by NSF for Hurricanes Harvey and Irma were reviewed to avoid duplication and to inform research objectives and design for potential synergy of findings.

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 collection does not impact small businesses or other 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.

ICPD is proposing this data collection for a three-year period to plan for the ability to field this research collection quickly after future events and to ensure the possibility for data trending, analyzing and measuring preparedness, tracking recovery efforts, and gauging resilience in a longitudinal manner. The ability to field research quickly has been a barrier to collecting timely survivor feedback. Most research done on these topics is for single events and locations; this three-year collection period will provide a unique opportunity for data collection for different timeframes during recovery, for comparing multiple disasters and impacts, and for potential longitudinal analyses.

The data collection has the potential to identify improvements in preparedness communication, programs that can reduce loss of life and injuries during disasters, and to strengthen resiliency during response and recovery. Potentially relevant improvement information will not be identified for inclusion in FEMA programs and policies without this research.

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(a) thru 7(h) 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 February 14, 2018, 83 FR 6611. FEMA received 14 anonymous public comments that were not relevant to the information collection.

A 30-day Federal Register Notice inviting public comments was published on May 16, 2018, 83 FR 22701. **[Select one---No comments were received.**

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.

ICPD is supported by contract assistance on the design and methodologies for this data collection. 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 contractor experience as well as industry best practices.

The design and methodology for a previous collection for post disaster survivor research for Superstorm Sandy was developed in consultation with Gallup and were reviewed as part of the development of the design and methodology for this new collection.

- b) **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.**

Members of the public were consulted, through cognitive interviews, and focus groups, by ICPD in a March 2013 collection for survivors of the Hurricane Sandy disaster. The findings from this previous collection from survivors were used to inform the design of this new collection. Throughout 2017, ICPD worked with community stakeholders to conduct Disaster Readiness Discussions with members of historically underserved communities to collect preliminary information on the levels of preparedness and related barriers within these communities. The results of these past consultations were used in the design of this collection.

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

As customary, only respondents involved in the qualitative focus groups and the cognitive interviews will be eligible to receive incentive related to the time required for participation. Respondents of the quantitative surveys will not receive any payment or gifts for completion of surveys.

The target audience for the focus groups and cognitive testing is survivors of a natural disaster who are currently recovering from this disruptive life event. These individuals are extremely busy, with many trying to get back to normal their routines, rebuilding their homes and/or adjusting to major life changes. Many studies indicate that during this time of recovery, most individuals believe they do not have enough free time, and specifically do not have as much time as they would like with their families. Focus groups require 90 minutes to explore topics thoroughly, which may seem daunting to many individuals. Consequently, an incentive of up to \$75 may be offered –per OMB guidelines– for their participation. The cognitive interviews will require 45 minutes to explore topics thoroughly. Consequently, an incentive of up to \$45 – per OMB guidelines – may be offered for their participation.

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 February 1, 2018. A PIA for this collection was determined not to be needed.

Individuals contacted will be assured that the quantitative survey, the cognitive interviews, and the focus groups are anonymous, and that all sensitive information will be protected to the greatest extent allowed by law.

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.

ICPD will survey survivors about potentially emotional topics regarding their preparedness, response and recovery. In addition, the request for socio-demographic data may be considered sensitive and private by respondents. This will be necessary because of one of the main objectives of this study to understand the impact of the disaster on individuals and population factors, particularly those in historically underserved communities. Respondents will be assured that the information collected is anonymous. ICPD will use professional survey interviewers trained to ensure the comfort of the respondents. In addition, phone surveys will not proceed if the respondent reveals that he/she is uncomfortable discussing the topic areas.

For the focus groups, ICPD will use professional focus group moderators. These individuals are trained and experienced to ensure that discussion topics are comfortable for all participants. This should mitigate any risk associated with this potentially emotional topic.

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 maximum number of respondents each year will be 6,120 for the total of all quantitative surveys (2,000 respondents), cognitive interviews (80 respondents), focus groups (40 respondents), adult public focus group screener (2,000 respondents), and adult public cognitive interview screener (2,000 respondents). The collections will be conducted every year and the approved period will cover three years.

A maximum of four surveys, four cognitive interviews, and four focus groups will be conducted annually with a minimum of two surveys, two cognitive interviews, and two focus groups conducted annually during this clearance period subject to the availability of funding. For the quantitative adult surveys up 50% of the surveys conducted would utilize the panel-based web survey collection method and 50% would utilize the traditional telephone method.

The telephone surveys will take respondents 15 minutes to complete; the cognitive interviews will take 45 minutes to complete; the focus groups will take 90 minutes. These estimated burden hours are based on data from past surveys, interviews, and focus groups. Sampling strategies for each subcomponent of this collection are discussed for each in Part B of this supporting statement.

- 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 1.46 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	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 Responder Cost
adult public* - survey	2000	1	2000	0.25	500.00	35.54	\$ 17,770.
adult public - cognitive interview	80	1	80	0.75	60.00	35.54	\$ 2,132.
adult public - focus group participant	40	1	40	1.50	60.00	35.54	\$ 2,132.
adult public - focus group screener	2000	1	2000	0.02	40.00	35.54	\$ 1,421.
adult public - cognitive interview screener	2000	1	2000	0.04	80.00	35.54	\$ 2,843.
					0.00		\$
* "individuals or households"					0.00		\$
					0.00		\$

Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.46 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-I

Instruction for Wage-rate category multiplier: Take each non-loaded "Avg. Hourly Wage Rate" from the BLS website table and multiply that number by 1.46. For example, a non-loaded BLS table wage rate of \$42.51 would be multiplied by 1.46, and the entry for the "Avg. Hourly Wage Rate" would be \$62.06.

According to the U.S. Department of Labor, Bureau of Labor Statistics Website ([BLS](http://www.bls.gov)) the wage rate category for "all occupations" (for individual our household respondents) is estimated to be \$35.54 per hour, including the wage rate multiplier, therefore, the estimated burden hour cost to respondents "all occupations" is estimated to be \$26,299.6¹⁰ annually (\$35.54 x 740 hours = \$26,299.6).

13. Provide an estimate of the total annual cost burden to respondents or record keepers 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.)

¹⁰ May 2017 National Occupational Employment and Wage Rates, National File (xls), All Occupations, (OCC Code: 00-0000 Mean Hourly Wage of \$24.34). Accessed and downloaded May 10, 2018. https://www.bls.gov/oes/current/oes_nat.htm#00-0000

There is no recordkeeping, capital start-up or maintenance costs associated with this information collection. The records for the surveys, interviews, and focus groups are each one time collections that are filed when complete. The data files are electronic in SPSS, Excel, or Word, as appropriate. The federal program owns these software applications. The reports are stored electronically in existing multi-use federal electronic storage. The report files do not require maintenance

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.**

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
	0	0	0	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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 (\$)
Contract Costs: Each Targeted Survey: \$56,396.84 Each Cognitive Testing: \$31,140.15 Each Focus Group: \$43,418.56	\$ 130,955.55
Staff Salaries* 1 GS13 @ 10% * 1.46 loaded rate = \$9,697 * 1.46 = 14,157.62 1 GS14 @ 20% = \$22,918 * 1.46= \$33,460.28	\$ 47,617.90
Facilities [cost for renting, overhead, etc. for data collection activity]	\$ -
Computer Hardware and Software [cost of equipment annual lifecycle]	\$ -
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	\$ -
Travel (Not to Exceed)	\$ 8,000.00
Total	\$ 186,573.45

* Note: The "Salary Rate" includes a 1.46 multiplier to reflect a fully-loaded wage rate and is calculated based on Step 1 of each GS grade for the Washington-Baltimore-Arlington locality.

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.

This is a new request; there are no changes.

A "**Program increase**" is an additional burden resulting from a 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.

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 data from the surveys, cognitive interviews, and focus groups will be tabulated in ways that address the principal research purposes outlined in question 2. The planned analyses to be conducted by ICPD are described briefly below. The collection will be administered post event to focus on survivor perceptions

and experiences during both the initial and the longer-term recovery period. Analyses will be done for separate events and collections but will also be compared for events with additional analyses and publications that provide overview information to compare and contrast multiple hazard events, survivor timeframes, and trending analysis.

Collection results will be presented to ICPD leadership. As appropriate, dissemination may also occur through web publication, publication in relevant journals, and presentations to appropriate audiences. ICPD will also look into the opportunities to support Open FEMA with the publication of the data in part or whole.

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 this 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 any exceptions.