Supporting Statement
for
Medical Reserve Corps Unit Profile and Reports (Revision)
OMB No. 0990-0302

Office of the Secretary/Office of Assistant Secretary for Preparedness and Response/
Office of the Principal Deputy Assistant Secretary/Division of Emergency Management and Medical Operations
/ Medical Reserve Corps Program

Goal of study
- In order to continue supporting the MRC units in communities across the United State, detailed information about the MRC units, including unit demographics, contact information (regular and emergency), volunteer numbers, unit characteristics and information about activities is needed by the MRC Program. MRC Unit Leaders are asked to update this information on the MRC website at least quarterly, and to participate in a Technical Assistance Assessment at least annually. This collection informs resources and tools developed to support MRC units' ability to respond to disasters in their communities.

How data will be used:
- The MRC Program uses MRC unit data in reports and presentations, and analyzes the data to assess the maturation of the program, confirm that MRC units are carrying out activities that increase the resilience of their local community, and to best tailor the technical assistance provided to MRC units

Methods of collection
- Four on-line data collection tools are utilized

Respondent population
- MRC Unit Leader of each of the 889 MRC units across the nation

Analysis techniques
- Data are aggregated at the state, local, regional and national level for use in publications or reports.

A. Justification

1. Circumstances Making the Collection of Information Necessary

Medical Reserve Corps units are currently located in 889 communities across the United States, and represent a resource of more than 188,270 volunteers. This OMB revision request is for 3 years. The MRC Program was realigned within the Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response as published in the Federal Register Vol. 83, No. 138 on July 18, 2018 page 33942. (see attachment A) Previous realignment within the Department of Health and Human Services from the Office of the Assistant Secretary for Health to the Office of the Assistant Secretary for Preparedness and Response as published in the Federal Register Vol. 79, No. 288 on November 26, 2014. (see attachment B) The data collection remains broken down into four smaller collection tools eliminating duplication and increasing usability for respondents while maintaining quarterly reporting expectations for three of the collection tools and annual reporting for the remaining tool.

In order to support MRC units in communities across the United States, detailed information about the MRC units, including unit demographics, contact information (regular and emergency), volunteer numbers, unit characteristics and information about activities is needed by the MRC Program. MRC Unit Leaders are asked to update this information on the MRC website at least quarterly, and to participate in a Technical Assistance Assessment using the Capability Assessment at least annually. This collection informs resources and tools developed as part of national programing, identify trends and target technical assistance to support MRC units' preparedness to respond to disasters in their communities

Senior Officials within the Office of the Assistant Secretary for Preparedness and Response as well as other governmental partners are keenly interested in the status of the MRC network. The information provided by MRC units as part of their unit profiles allows us to keep these Senior Officials informed.

Since the original OMB request was made, the Medical Reserve Corps has been authorized by Congress in the Public Health Service Act, Section 2813, as modified by the Pandemic and All-Hazards Preparedness Reauthorization Act of 2013 (Pub. L. 113-5). (see attachment C)

2. Purpose and Use of Information Collection

The MRC Program uses MRC unit data in reports and presentations, and analyzes the data to assess the maturation of the program, confirm that MRC units are carrying out activities that increase the preparedness of units to respond and the preparedness of their

local community as well as best tailor the technical assistance provided to MRC units. In addition, these data serve as an important recruitment tool for the individual MRC units. Often, before committing to volunteer with an MRC unit, potential volunteers go to the MRC website (www.mrc.hhs.gov) to review the local MRC profile, which includes its name and point of contact, the most recent MRC unit activities, the community served, the date established, a narrative profile, and an up-to-date count of its volunteers. The Factors for Success collection self-assessment tool allows the MRC unit leader to identify strengths and weaknesses within their own MRC unit and facilitate technical assistance from MRC Program Regional Liaisons to address their weaknesses while sharing their strengths with the MRC network. The Capability Assessment replaces the technical assistance assessment subjective questions from previous PRA approval. The Capabilities Assessment provides a snapshot of an MRC unit's ability to perform a given function to address needs within their communities.

3. **Use of Improved Information Technology and Burden Reduction**

All MRC unit data is electronically entered by MRC Unit Leaders via the MRC website. Each MRC Unit Leader chooses a unique user name and password and they can access the website from any computer with an internet connection. Upon instances where internet connection is unavailable to the MRC website a backup paper copy may be completed by MRC units and will be entered by MRC program staff eliminating duplicate data entry by the respondents under the intermediary records process.

4. **Efforts to Identify Duplication and Use of Similar Information**

Only MRC Unit Leaders can provide the requested information. The data entered by MRC Unit Leaders is unique to their MRC unit. Therefore, the MRC Program cannot use any other data source to collect this information.

5. **Impact on Small Businesses or Other Small Entities**

117 of the 889 MRC units, self-identify as 501(c) 3 non-profit corporations. There is no differentiation between data collection requirements from 501(c) 3 MRC units and units that are not a non-profit corporation.

6. **Consequences of Collecting the Information Less Frequent Collection**

MRC Unit Leaders are asked to review and update their unit profile data, Factors for Success and Unit Activity Reporting on the MRC website at least quarterly, and to participate in a Technical Assistance Assessment at least annually. If the profiles are not updated at least quarterly, then it risks becoming outdated and not useful to potential MRC volunteers or the MRC Program. Since the MRC Program uses this data to for reports and presentations, outdated information would cause inaccurate information to be portrayed. After completion of the factors for success and the capability assessment the

MRC Regional Liaisons provides targeted technical assistance for the MRC unit in the unit's specific areas of strength and weakness. Without inputting or updating their data, this technical assistance would be less targeted and applicable to the individual unit.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances.

8. Comments in Response to the Federal Register Notice/Outside Consultation
A 60-day Federal Register Notice was published Monday, October 29, 2018, page 54364-54365. (see attachment D) No comments were received.

9. Explanation of any Payment/Gift to Respondents

No payment or gifts are provided to MRC Unit Leaders for providing data.

10. Assurance of Confidentiality Provided to Respondents

Unit data will be kept private to the extent allowed by law. Some MRC unit profile data is publicly displayed on the MRC website. This includes the unit name, location, point of contact, the geographic community served, the most recent MRC unit activities, date established, a narrative profile, and an up-to-date count of its volunteers. These data serve as a recruitment tool for individuals who may be interested in joining a specific MRC unit.

MRC State Coordinators have access to data reports which provide the information publicly available on the MRC website, as well as select MRC unit data germane to the State. This includes the jurisdiction type (i.e., suburban, rural, mixed), the mission of the MRC unit, the MRC Unit Focus (i.e., Public Health activities, Preparedness/Emergency Response or both), and the Unit Leader Type (i.e., volunteer or employee). Additionally, MRC State Coordinators can view whether the MRC unit indicates that its volunteers are included in the state volunteer registry and whether the MRC unit is compliant with National Incidence Management System (NIMS) requirements or working towards NIMS compliance.

11. Justification for Sensitive Questions

No sensitive data is collected.

12. **Estimates of Annualized Burden Hours (Total Hours & Wages)**

Estimated Annualized Burden Table

Forms	Type of	Number of	Number of	Average	Total

(If necessary)	Respondent	Respondents	Responses per Respondent	Burden hours per Response	Burden Hours
Unit Profile	MRC Unit Leader	889	4	30/60	1,778
Capability Assessment	MRC Unit Leader	889	1	30/60	444.5
Factors for Success	MRC Unit Leader	889	4	30/60	1,778
Unit Activity Reporting	MRC Unit Leader	889	4	15/60	889
Total			13		4,889.5

Estimated Annualized Cost to Respondents

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
MRC Unit Leader	5.5	$32.75	$162,112
Total			$162,112

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs

There is no cost burden on MRC Unit Leaders to update their MRC unit profile.

14. Annualized Cost to Federal Government

The total average annual cost to the Federal Government for this information collection is $75,000.00. This is the annualized cost for the server environments where the information collection is stored as well as associated operations and maintenance costs.

15. Explanation for Program Changes or Adjustments

The overall burden has decreased due to decrease in the number of approved MRC units from 1,000 in 2015 to 889 in 2018. The number of questions asked of respondents has been decreased to ensure data collection is meeting programmatic needs without being burdensome on respondents. In addition, the program continues to maintain the data collection as four specific collection tools. Each unit is now being asked to input a smaller amount of data on a quarterly basis that eliminates duplication and increases usability for the respondents. The maintenance of the information collection is no longer being provided by a contractor which has generated cost savings to the Federal Government.

16. <u>Plans for Tabulation and Publication and Project Time Schedule</u>

The MRC Program strongly encourages MRC units, academic institutions and other stakeholder organizations to publish articles and reports as a way to increase the visibility of the MRC and promote volunteerism. The MRC Program will also seek opportunities to publish articles and reports about the MRC. When MRC unit data are used, it will be in an aggregated format at a state, regional or national level.

17. <u>Reason(s) Display of OMB Expiration Date is Inappropriate</u>

Not applicable.

18. <u>Exceptions to Certification for Paperwork Reduction Act Submissions</u>

There are no exceptions to the certification.