

Paperwork Reduction Act Supporting Statement Part A – Justification

U.S. Department of Justice, Office of Justice Programs, Office of Communications National Criminal Justice Reference Service (NCJRS) Online Subscription Center

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.

As per the following, Office of Justice Programs (OJP) components are authorized to collect, publish, and disseminate information, which is done via the National Criminal Justice Reference Service (NCJRS). In order for the public to receive notice of information available from OJP, on such things as grant funding availability, release of new publications and other resources, or upcoming conferences or training events, respondents would provide their contact and other pertinent information to be placed on an email/listserv distribution list.

- Office of Justice Programs (34 U.S. Code § 10102): “publish and disseminate information on the conditions and progress of the criminal justice systems...”
 - National Institute of Justice (34 U.S. Code § 10122): “collect and disseminate information obtained by the Institute or other Federal agencies, public agencies ... serve as a national and international clearinghouse for the exchange of information....”
 - Office for Victims of Crime (34 U.S. Code § 20111 (c)(4); 34 U.S. Code § 20103 (c)(3)(E)(ii); 34 U.S. Code § 20103 (d)(3)(B): “cooperating with and providing technical assistance to States, units of local government, and other public and private organizations or international agencies...”; “... carry out programs of training and special workshops for the presentation and dissemination of information”; “the term “services to victims of Federal crime” means services to victims of crime with respect to Federal crime, and includes ...preparation, publication, and distribution of informational materials....”
 - Bureau of Justice Statistics (42 U.S. Code § 3732): “compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime...”
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.

End users can sign-up for electronic communications about new publications, funding opportunities, events, and other news and announcements from NCJRS and the NCJRS federal sponsors; place online orders for OJP publications and track their order status by creating a profile record. NCJRS staff use this information to send targeted information to End Users, based on their profile. For example, End Users may indicate they are interested in all OJP information, or can narrow it to the topic of Law Enforcement and Research and Statics information only, and OJP users will receive emails based on these identified preferences.

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.

The information is collected via a web form on ncjrs.gov and other OJP component web sites and is maintained in a backend database.

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.

The web forms are the only mechanism by which OJP and its components collect contact information and respondents' interests (by type and/or topic of information, etc.) in order to disseminate current, timely information.

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 burden.

Not applicable

6. Describe the consequence to the Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If OJP does not collect this information on a continual basis, it is unable to fulfill its mission of sending out proactive, timely information about, for example, grant funding availability, new resources, upcoming events, recent program evaluations or criminal justice statistical data, or upcoming training and other events.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines: (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 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 stature of 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 secrets 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.

No applicable

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), 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. 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. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

Federal Register dated 12/20/2018, page numbers 65362-65363. No public comments were received. Available at <https://www.govinfo.gov/content/pkg/FR-2018-12-20/pdf/2018-27490.pdf> (copy attached)

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

Not applicable

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

The ncjrs.gov website includes the following Privacy Policy statement:

“The National Criminal Justice Reference Service (NCJRS) website is administered by the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ). NCJRS is committed to protecting your privacy and securing the personal information made available to us when you access our site or contact us.

For details on the type of information that is made available when you visit our site or other DOJ sites and to learn how that information is used and stored, visit the [DOJ Privacy Policy page](#).

We remind you that if you link to a site outside of NCJRS, OJP, or DOJ, you are subject to the policies of the new site.”

11. Provide additional justification for any questions 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.

Not applicable

12. Provide estimates of the hour burden of the collection of information. The statement should:
 - Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. 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 desirable. 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.

- 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.
- Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost 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.

On a monthly basis, an estimated 75 End Users use the NCJRS online subscription center to subscribe. Based on pilot testing, an average of 2- 4 minutes per respondent is needed to complete the form. The estimated range of burden for respondents is expected to be between 2 minutes to 4 minutes for completion. End Users only need to respond one time.

It is estimated that respondents will take 2-4 minutes to complete their profile. The estimated public burden hours associated for End Users to subscribe is 5 hours per month (75 respondents × 4 minutes = 300 minutes/60 minutes = 5 hours) or 60 hours per year (5 hours × 12 months = 60 hours).

13. Provide an estimate for the total annual cost burden to respondents or record-keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14)

There is \$0 cost to respondents.

14. The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the 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. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

- If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- Generally, estimates should not include purchases of equipment or services, or portions thereof, made:
 - Prior to October 1, 1995,
 - To achieve regulatory compliance with requirements not associated with the information collection,

- o For reasons other than to provide information or keep records for the government, or
- o As part of customary and usual business or private practices.

\$0 start-up costs
\$0 O&M costs s)

15. Provide estimates of annualized costs 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 not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

\$2,010 (25 hours x \$80.41) to generate monthly/annual aggregate informational reports

16. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

OJP has shortened the existing form to streamline data collected and shorten the time respondents need to complete the online form.

17. 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.

Not applicable

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

Not applicable

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

Not applicable