

## **Request for Emergency Economic Information Collection (EEIC)**

### **Under the EEIC Generic Clearance (0607-XXXX)**

#### Requirements for use of the generic clearance:

The EEIC generic clearance may only be used for collections that are responsive to unanticipated international, national, or regional declared emergencies or events of national interest arising as a direct result of declared emergencies having a significant economic impact on U.S. businesses and/or state or local governments.

Emergencies, once declared by the authorized state or federal official or entity, that could trigger the need for an EEIC may have global, national, or regional impact on U.S. businesses and governments, and include the following examples

- Pandemic or other health emergency
- Natural or manmade disaster
- Acts of war or terrorism
- Civil unrest or insurrection

Other events of national interest arising as a direct result of declared emergencies may also have a significant impact on U.S. businesses or governments. General categories of national interest events arising as a direct result of declared emergencies which could trigger the need for an EEIC are:

- Economic crises
- Financial crises
- International geo-political instabilities
- Resource shortages
- Cyberterrorism
- New legislation passed as a direct result of a declared emergency

A declared emergency or national interest event arising as a direct result of a declared emergency would need to have a perceived impact on U.S. businesses and/or state or local governments in order for the Census Bureau to collect EEIC information in response.

EEIC questions may be included as supplemental questions on existing Census Bureau surveys or conducted as new special-purpose surveys.

#### Requirements for preparing an EEIC request:

Describe the collection and the emergency or national interest event requiring the collection. Tell why the emergency or event has necessitated the collection.

What is the purpose of the collection? How will the Census Bureau use the information to understand and gauge the impact of the emergency upon the universe under study?

When do we require OMB approval? The standard review time at OMB is ten days. However, we may request a review in as few as three days if special justification is provided. The collection may not start until we have OMB approval.

Identify the stakeholder agencies. Who has requested the information? For what purpose? What kind of data will be provided to stakeholders and in what form?

Describe any outside consultations we have held in developing the information collection.

Describe the Affected Public. Who are the respondents? What economic sector(s) are targeted? Are we targeting small businesses?

Include a functional description of how the collection will be conducted. Will the collection be conducted electronically? Will the collection be conducted as questions added to an existing collection or as an entirely new survey? (Any existing survey that will carry EEIC questions must display the OMB number of both the underlying survey and the Generic Clearance (0607-XXXX).)

What is the frequency of the collection (monthly, weekly, etc.)? Provide justification for this frequency.

How long will the collection be conducted? (Maximum allowable is 9 months, after which, a new request for EEIC must be submitted to extend the collection.)

Provide special justification for using any questions not in the Question Bank.

Include a calculation of Burden:

- Number of respondents
- Frequency of response
- Average time to answer questions
- Total Annual Burden (respondents x frequency x average time to complete)

NOTE: this information should be presented in a table.

Describe plans for publication of any data resulting from the collection.

Describe any sampling methodologies used.

Describe any pretesting or expert review of the questions that has been/will be undertaken. Describe plans to evaluate the quality of responses.

The following information regarding legal authority for the collection and assurances of confidentiality should be provided only after consultation with our Legal Counsel:

What is the Title 13 authority for the collection?

Will the collection be mandatory or voluntary?

Will responses be held confidential?

Include a contact for questions.

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#### ATTACHMENTS

You must attach the information collection instrument or specific questions to be added to an existing survey.

Also attach any new letter or other information to be provided to respondents (other than those already provided to respondents in an existing survey).