April 13, 2022

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660-0146
Title: Post Disaster Survivor Preparedness Research
Form Number(s): FEMA Form FF-008-FY-21-112 (formerly FEMA Form 519-0-54) Post Disaster Survivor Preparedness Research: Instruments

General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(1)(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.

<u>Circumstances</u>

The economic and human toll of major disasters in the U.S. is increasing and historically underserved communities are disproportionately impacted.[1] 2020 was by far the costliest year in U.S. history, with approximately $2.4 trillion devoted to the COVID-19 pandemic response in

[1] SAMHSA, "Greater Impact: How Disasters Affect People of Low Socioeconomic Status" https://www.samhsa.gov/sites/default/files/dtac/srb-low-ses_2.pdf

addition to a cumulative cost exceeding $1.875 trillion for 285 weather and climate disasters.[2,3] Meanwhile, research of national flood risk shows that an additional 20 million people will be living in 100-year floodplains a generation from today and people are moving into flood prone areas at a rate faster than other areas of the country.[4] Even as hazard exposure increases, recent surveys suggest that many individuals and households are not taking steps to adequately prepare. 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.[5] A major 2008 study found the devastating results of disasters are frequently due to an intersection of poverty, community neglect, and discrimination.[6] Furthermore, the Federal Reserve reports that close to half of all American families cannot cover a $400 expense without borrowing money or selling something.[7] Collectively, relative preparedness levels among underserved communities lag behind the general population.[8]

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.

---

2 U.S. Department of the Treasury, USA Spending "COVID-19 Spending" https://www.usaspending.gov/disaster/covid-19

3 "2020 U.S. billion-dollar weather and climate disasters in historical context" https://www.climate.gov/news-features/blogs/beyond-data/2020-us-billion-dollar-weather-and-climate-disasters-historical

4 Recent analysis projects that the percentage of the US population living in floodplains will increase from 13.3% to 15.7% by 2050. "Estimates of present and future flood risk in the conterminous United States" http://iopscience.iop.org/article/10.1088/1748-9326/aaac65

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

6 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

7 Federal Reserve, *2019 Survey of Household Economics and Decisionmaking.* 2020

8 FEMA, *National Household Survey*, 2020

People with Access and Functional Needs: Populations that experience difficulty 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, feel distrustful of police and emergency personnel, and/or those with limited English proficiency.
The Very Young and Very Old: Populations that may have mobility constraints or concerns and 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.
Members of religious minorities.
Persons who live in rural areas.

During these recent events, the protective action guidance disseminated by local channels, the actions taken by the public, and the immediate impacts on survivors varied. In order to achieve equity in opportunities to prepare for disasters, the Federal Emergency Management Agency (FEMA) ICPD proposes a series of qualitative focus groups, cognitive interviews, and targeted phone surveys to better understand individual experiences within historically underserved communities during recent disasters.

Legal or Administrative Requirements

The Stafford Act, Title VI, Emergency Preparedness identifies the purpose of emergency preparedness "for the protection of life and property in the United States from hazards." 42 U.S.C. 5195. It directs that the Federal Government "provide necessary direction, coordination, and guidance" as authorized for a comprehensive emergency preparedness system for all hazards. *Id.* The definition of emergency preparedness includes all "activities and measures designed or undertaken to prepare or minimize the effects of a hazard upon the civilian population." 42 U.S.C. 5195a(3). The "conduct of research" is among the measures to be undertaken in preparation for hazards. *See Id.*

The DHS Strategic Plan 2020-2024 includes Objective 5.1, "Prepare the Nation to be ready for the worst disasters and enhance public safety and property protection," including the Goal 5.1.3 "Use lessons from past disasters and exercises to inform community investment decisions and anticipate challenges that may emerge during future disasters."[9]

---

[9] DHS Strategic Plan 2020-2024, accessed April 2021: https://www.dhs.gov/sites/default/files/publications/19_0702_plcy_dhs-strategic-plan-fy20-24.pdf

The FEMA Strategic Plan 2018-2022 includes Objective 1.3, "Help People Prepare for Disasters" which includes the goal statement, "FEMA must learn from and work with a broad and inclusive base of stakeholders to understand the circumstances and challenges different groups of people face, particularly those who may have the hardest time in the aftermath of a disaster…By engaging these stakeholders, FEMA can develop and promote a suite of well-targeted solutions for individuals and communities to adopt."

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." [10]

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."[11]

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. Success is a culture where preparedness is part of everyday life and all people know their relevant hazards and have

[10] Presidential Policy Directive 8; accessed January 2018, https://www.dhs.gov/presidential-policy-directive-8-national-preparedness

[11] National Security Strategy of the United States, December 2017, accessed January 2018, *https://www.whitehouse.gov/wp-content/.../2017/12/NSS-Final-12-18-2017-0905.pdf*

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 has worked to improve the inclusivity and accessibility of major preparedness products, developed best practices for reaching the whole community with multimedia resources, and began to distinguish and compare the varying types of impacts on percepts and preparedness in underserved populations have who experienced a disaster.

ICPD aims to renew this collection to improve preparedness messaging for historically underserved communities by examining the attitudes and actions of survivors from historically underserved communities, as they relate to the unique impacts of each recent disaster 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.

No data is shared outside of the collecting office. Summarized statements and learnings from this collection will be used to inform product decisions and may be shared in anonymized and aggregate statements in public messaging. ICPD staff uses the collected data for studies and development of trend analysis. Records are continuously used and monitored. When they are no longer deemed useful for analysis, the records will be destroyed.

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.

FEMA contracts with a Research Company to conduct the research and compile the collected data. As a requirement for doing so, FEMA must identify and provide the Research Company with states, county names, or ZIP codes of areas affected by disasters. Areas affected by disasters are considered those in which FEMA Public Assistance or Individual Assistance has been activated. No other information shall be shared from FEMA. The Research Company uses purchased phone and email lists to recruit potential participants from those areas. Participant selection is dependent upon the research method being used by the Research Company, i.e. it may be randomized or first-come/first-served. The Research Company shall not solicit or record any sensitive personally identifiable information (SPII) in the course of research. A summary research report will be written and submitted to FEMA.

Surveys will utilize a dual-frame random-digit-dial sampling method which reach landline, as well as cell phones, or as web-based forms. For telephone surveys, a geographic area is defined, the area code and three-digit prefixes within the area are identified, and then the last four digits are randomly generated. Cell phone numbers are also randomly selected and therefore, no identifying information is known about the phone number. There is a science to list generation, therefore, lists of phone numbers are created by a sampling firm contracted with the telephone survey vendor. For web-based surveys, disclaimer language and screening questions will precede the survey to ensure individuals are eligible, ie. they have been impacted by a disaster and are in the target sample frame population, before they begin.

Participants for focus group and cognitive interviews may be selected by collaborating with partner organizations within the geographical area of interest. For example, if there is a need to gain participation from survivors who have a specific functional need, we may reach out to a partner organization that can assist with recruiting participants. In this event, the only information shared from FEMA shall be the locations (state, county names, or ZIP codes) in which a disaster occurred. If a partner organization is used, we will create an Information Sharing and Access Agreement (ISAA) that restricts any and all collection of SPII, ensures that information is stored securely, and ensures that information is not used for any other purpose than is stated within this form. A copy of the ISAA will be shared with FEMA. There are no pre-existing agreements in place or predetermined partner organization.

The collection will use focus groups, cognitive interviews, and quantitative surveys to collect information about the attitudes and preparedness actions of survivors, the guidance and warnings they received, the actions they took, and the outcomes of their actions to better prepare the public to minimize the effects of these disasters. Focus groups are conducted by recruiting participants from within the geographic area of interest. A recruitment screener is created to ensure that participants qualify for the groups. Ten to twelve participants are recruited for eight to ten to show. Focus groups will be conducted in a location that is convenient and appropriate for participants (e.g., accessible for public transit, local public neighborhood settings, such as a library). Focus groups will be conducted by a trained facilitator familiar with the research goals and subject matter. Focus group moderators and interviewers will record participants using digital recording devices and use Word or Excel to recode analysis, eliminating the need to follow-up with participants.

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.

The 2014 through 2020 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 data or the 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 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 in order 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 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 October 13, 2021, at 86 FR 56976. One public comment was received, but is not germane to the collection.

A 30-day Federal Register Notice inviting public comments was published on April 13, 2022, at 87 FR 21895. The 30-Day notice initiated a public comment period that ends on May 13, 2022.

   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.**

In 2017, during the initial application for this collection, ICPD contracted Concurrent Technologies Corporation (CTC) on the design and methodologies for this data collection. The contract team had been conducting survey and focus group research efforts for over 15 years. Between 2017-2020, ICPD also closely monitored the success of this collection and is editing to increase efficiency and make it more relevant to modern preparedness needs. 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 comes from industry best practices and experience.

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.

   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.**

Members of the general 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 in order 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 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 $150 may be offered – the industry standard – for their participation.

The target audience for the cognitive interviews 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 their normal 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. The cognitive interviews will require 30 minutes to explore topics thoroughly. Consequently, an incentive of up to $25 – the industry standard – 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 January 26, 2021. A Privacy Impact Assessment (PIA) for this collection was determined to not 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 3,120 for the total of all quantitative surveys (2,000 respondents), cognitive interviews (80 respondents), focus groups (40 respondents), adult public focus group screener (500 respondents), and adult public cognitive interview screener (500 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. The 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.

FEMA estimates that approximately 2,000 respondents will complete the **quantitative survey**. There will be one (1) response from each respondent for a total of 2,000 responses. Each survey is estimated to take 0.25 hours (15 minutes) to complete. The total annual burden is estimated to be 2,000 responses x 0.25 hours (15 minutes) per response = 500 burden hours.

FEMA estimates that approximately 80 respondents will complete the **cognitive interview**. There will be one (1) response from each respondent for a total of 80 responses. Each cognitive interview is estimated to take 0.75 hours (45 minutes) to complete. The total annual burden is estimated to be 80 responses x 0.75 hours (45 minutes) per response = 60 burden hours.

FEMA estimates that approximately 40 respondents will complete the **focus group interview**. There will be one (1) response from each respondent for a total of 40 responses. Each cognitive interview is estimated to take 1.50 hours (90 minutes) to complete. The total annual burden is estimated to be 40 responses x 1.50 hours (90 minutes) per response = 60 burden hours.

FEMA estimates that approximately 500 respondents will complete **focus group screening** actions. There will be one (1) response from each respondent for a total of 500 responses. Each focus group screening action is estimated to take 0.02 hours (72 seconds) to complete. The total annual burden is estimated to be 500 responses x 0.02 hours (72 seconds) per response = 10 burden hours.

FEMA estimates that approximately 500 respondents will complete **cognitive interview screening** actions. There will be one (1) response from each respondent for a total of 500 responses. Each cognitive interview screening action is estimated to take 0.04 hours (144 seconds) to complete. The total annual burden is estimated to be 500 responses x 0.04 hours (144 seconds) per response = 20 burden 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.

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 and Households	FEMA Form FF-008-FY-21-112 (survey)	2,000	1	2,000	0.25	500	$39.25	$19,625
Individuals and Households	FEMA Form FF-008-FY-21-112 (cognitive interview)	80	1	80	0.75	60	$39.25	$2,355
Individuals and Households	FEMA Form FF-008-FY-21-112 (focus group interview)	40	1	40	1.50	60	$39.25	$2,355
Individuals and Households	FEMA Form FF-008-FY-21-112 (focus group screener)	500	1	500	0.02	10	$39.25	$393
Individuals and Households	FEMA Form FF-008-FY-21-112 (cognitive interview screener)	500	1	500	0.04	20	$39.25	$785
Total		3,120		3,120		650		$25,513

Instruction for Wage-rate category multiplier: Take each non-loaded "Avg. Hourly Wage Rate" from the BLS website table and multiply that number by 1.45.[12] For example, a non-loaded BLS table wage rate of $42.51 would be multiplied by 1.45, and the entry for the "Avg. Hourly Wage Rate" would be $61.64.

[12] Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 1. "Employer costs per hour worked for employee compensation and costs as a percent of total compensation: Civilian workers, by major occupational and industry group, March 2021." Available at https://www.bls.gov/news.release/archives/ecec_06172021.pdf. Accessed June 24, 2021. The wage multiplier is calculated by dividing total compensation for all workers of $39.01 by wages and salaries for all workers of $26.84 per hour yielding a benefits multiplier of approximately 1.45

According to the U.S. Department of Labor, Bureau of Labor Statistics[13], the May 2020 Occupational Employment and Wage Estimates wage rate for all occupations (SOC 00-0000) is $27.07. Including the wage rate multiplier of 1.45, the fully-loaded wage rate is $39.25 per hour. The total annual cost to respondents for the survey, cognitive interviews, and focus groups was estimated to be 650 burden hours x $39.25 hourly wage estimate, therefore, the estimated burden hour cost to respondents is estimated to be $25,513 annually.

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.)

There is no recordkeeping, capital start-up or maintenance costs associated with this information collection.

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 Recordkeepers				
Data Collection Activity/Instrument	*Annual Capital Start-Up Cost (investments in overhead, equipment, and other one-time expenditures	*Annual Operations and Maintenance Costs (such as recordkeeping, technical/professional services, etc.)	Annual Non-Labor Cost (expenditures on training, travel, and other resources)	Total Annual Cost to Respondents
[Form Name/#]				
Total	$0	$0	$0	$0

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

[13] Information on the mean wage rate from the U.S. Department of Labor, Bureau of Labor Statistics is available online at: https://www.bls.gov/oes/2020/may/oes_nat.htm

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: $56,397 Each Cognitive Testing: $31,140 Each Focus Group: $43,419	$130,956
Staff Salaries: 1 GS 13 Step 5 ($117,516) at 10%-time x 1.45 loaded wage rate = $17,040 1 GS 14 Step 5 ($138,866) at 20%-time x 1.45 loaded wage rate = $40,271	$57,311
Facilities [cost for renting, overhead, etc. for data collection activity]	$0
Computer Hardware and Software [cost of equipment annual lifecycle]	$0
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	$0
Travel (not to exceed)	$0
Total	$188,267
[1] Office of Personnel Management 2021 Pay and Leave Tables for the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality. Available online at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/21Tables/html/DCB.aspx. Accessed September 13, 2021. [2] Wage rate includes a 1.45 multiplier to reflect the 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 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.*

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
FEMA Form FF-008-FY-21-112 (survey)	--	--	--	500	500	+0
FEMA Form FF-008-FY-21-112 (cognitive interview)	--	--	--	60	60	+0
FEMA Form FF-008-FY-21-112 (focus group interview)	--	--	--	60	60	+0
FEMA Form FF-008-FY-21-112 (focus group screener)	--	--	--	40	10	-30
FEMA Form FF-008-FY-21-112 (cognitive interview screener)	--	--	--	80	20	-60
Total	0	0	0	740	650	-90

Explain: Program decrease in burden hours due to reduction in (a) the number of respondents for focus groups and cognitive testing, and (b) the number of screener questions for focus groups and cognitive testing formats.

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
FEMA Form FF-008-FY-21-112 (survey)	--	--	--	$17,770	$19,625	+$1,855
FEMA Form FF-008-FY-21-112 (cognitive interview)	--	--	--	$2,132	$2,355	+$223
FEMA Form FF-008-FY-21-112 (focus group interview)	--	--	--	$2,132	$2,355	+$223
FEMA Form FF-008-FY-21-112 (focus group screener)	--	--	--	$1,422	$393	-$1,029
FEMA Form FF-008-FY-	--	--	--	$2,843	$785	-$2,058

21-112 (cognitive interview screener)						
Total	$0	$0	$0	$26,299	$25,513	-$786

Explain: The difference is a combination of reduced burden hours and changes in wage rates.

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 approval to not display the expiration date for OMB 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 exception to "Certification for Paperwork Reduction Act Submissions".