

Request for new submission under the “Generic Clearance for Cognitive, Pilot and Field Studies for Bureau of Justice Statistics Data Collection Activities”

(OMB Control Number: 1121-0339)

TITLE OF INFORMATION COLLECTION: Census of State and Federal Adult Correctional Facilities

PURPOSE:

The purpose of this generic request is to update the frame of adult correctional facilities for the 2024 Census of State and Federal Adult Correctional Facilities (CCF).

DESCRIPTION OF RESPONDENTS:

State and county level public defender office leaders

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>Frame update</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Devon Adams

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Note: for any privacy related questions regarding your collection, please contact your component’s Senior Component Official for Privacy or the Office of Privacy and Civil Liberties.

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

If answering yes, you will also need to describe the incentive and provide a justification for the amount.

BURDEN HOURS:

In the provided table, list the following information in each row for the type or respondent for the collection and provide total figures at the bottom for the number of respondents, participation time, and burden.

- Category of respondent – Provide the type or category of individual who will respond to your collection from the following list:
 - Individuals or Household
 - Private Sector
 - State, Local, or Tribal Governments
 - Federal Government
- Number of Respondents – Estimate of the total number of respondents by type/category.
- Participation Time – Estimate of the total amount of time (in minutes) required for participation in a collection by type/category of respondents (e.g. fill out a survey or participate in a focus group).
- Burden – Estimate of the annual burden hours by type/category or respondents.
 - To determine this estimate, multiply the number of respondents by the participation time and divide that figure by 60.

Burden Table

Category of Respondent	Number of Respondents	Participation time to update frame information including any necessary follow-up	Burden
(State, Local or Tribal Governments) updating community-based facilities	50	30 minutes	25 hours
(State, Local or Tribal Governments) updating confinement facilities	50	20 minutes	17 hours
(State, Local or Tribal Governments) follow-up to obtain missing information	50	10 minutes	8 hours
Total			50 hours

FEDERAL COST: The estimated cost to the Federal government is \$102,113 for the RTI portion of the work and an estimated \$4,709 for 60 hours of the GS-14 project manager’s work for a total of \$106,822.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The universe for the CCF-frame update effort includes each of the 50 state respondents to BJS's National Prisoners Statistics program (NPS-1B). Respondents are typically researcher or data analysts from the 50 state Department of Corrections (DOCs). Each respondent, as well as the Agency Head will receive a letter requesting participation in this collection.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail (if email is not available)
 - Other, Explain: Email
2. Will interviewers or facilitators be used? Yes No

Submit all instruments, instructions, and scripts with the request.