

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 Public Defender Offices

PURPOSE:

The purpose of this generic request is to conduct cognitive testing for the 2023 Census of Public Defender Office (CPDO) survey instrument.

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>Cognitive and usability test of survey instrument</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 [X] 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	No. of Respondents	Participation Time to complete survey, schedule and complete interview	Burden
(State, Local or Tribal Governments) Public Defender Office Leaders (outreach with refusals and replacements – cognitive test)	Up to 40	10 min	6.7 hours
(State, Local or Tribal Governments) Public Defender Office Leaders (survey completion)	20	60 min.	20 hours
(State, Local or Tribal Governments) Public Defender Office Leaders (cognitive interview)	20	60 min.	20 hours
(State, Local or Tribal Governments) Public Defender Office Leaders (outreach with refusals and replacements – usability test)	Up to 10	10	1.7
(State, Local or Tribal Governments) Public Defender Office Leaders (usability test)	5	120	10
Total			58.4 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$19,999.88 for NORC at the University of Chicago, the National Association for Public Defense, the Urban Institute, and the Deason Criminal Justice Reform Center portion of the work and an estimated \$1,610.44 for 32 hours of the GS-13 project manager’s work for a total of \$21,610.76.

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?
[X] 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 frame for the CPDO includes all public defender offices in the U.S. For the cognitive test, a sample of 20 offices will be drawn to satisfy a variety of criterion representative of the diversity evident in office characteristics such as size, funding streams, urbanicity and geographic coverage.

Administration of the Instrument

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

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