SUPPORTING STATEMENT FOR [USAO-PR COMMUNITY OUTREACH REQUEST FORM]

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.

The Community Outreach Request Form is necessary to collect information from community groups, organizations, and individuals requesting educational presentations. The information enables the agency to schedule presentations, allocate resources, measure outreach impact, and identify emerging crime-related trends within Puerto Rico.
Collection is required to support mission-related community engagement and complies with the Paperwork Reduction Act (44 U.S.C. 3501 et seq.) requiring OMB approval for information collections involving 10 or more respondents.

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.

Information is used by Community Outreach Coordinators and program staff to:

- Schedule and plan requested presentations
- Track the number of events conducted and individuals reached
- Identify community-reported concerns and crime trends
- Support program reporting, evaluation, and resource allocation

For existing use, staff have historically used similar data to monitor outreach volume, respond to emerging community issues, and ensure services are equitably distributed across regions.

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 to adopt this means of collection. Also, describe any consideration of using information technology to reduce burden.

The collection is available electronically via an online form. Electronic submission reduces burden, decreases errors, and enhances the ability to compile and analyze data. Paper submission remains available for requestors who may lack digital access.

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 A.2 above.

No other existing information source collects the combination of contact information, requested presentation type, expected audience, and community-reported concerns. Crime statistics collected by other entities do not capture the outreach-specific context required to fulfill program needs.

5. If **the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**
Small businesses or small nonprofit organizations may occasionally submit requests. Burden is minimized by limiting the form to essential fields and providing electronic submission options.

6. Describe the consequences to 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 the collection is not conducted, the agency will be unable to:

- Track community engagement requests
- Plan and schedule presentations effectively
- Document the number of individuals impacted
- Identify emerging community concerns or crime trends
- Report performance measures to oversight bodies

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:
The collection does not involve any of the special circumstances identified in 5 CFR 1320.5(d)(2). Specifically:

- Respondents are not required to report more than quarterly
- Responses are not required in fewer than 30 days
- Only a single submission is required
- Records need not be retained for more than three years
- No statistical survey is involved
- No unapproved statistical classifications are used
- No unsupported pledges of confidentiality are included
- No proprietary or confidential trade information is requested

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.
Consultation with external community organizations will occur at least once every three years to ensure the clarity and usability of the form. Feedback has confirmed that the form is simple, accessible, and easy to complete. The 60-day notice was submitted to the Office of Federal Register on August 12, 2026, 91 FR 52084 and no comments were received. The 30-day notice was submitted to the Office of Federal Register on October 21, 2026, 91 FR 66582 and no comments were received.

9. Explain any decision to provide any payments or gifts to respondents, other than remuneration of contractors or grantees.
No payments or gifts are provided to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.
No special assurances of confidentiality are provided. Information is handled in accordance with agency privacy policies and applicable federal protections. Only general contact and program-related information is collected.

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 people from whom the information is requested, and any steps to be taken to obtain their consent.
The collection does not include questions of a sensitive nature. No information related to sexual behavior, attitudes, religious beliefs, or similarly private matters is requested.

12. Provide estimates of the hour burden of the collection of information. The statement should:
Burden Estimate:
Respondents/year: 250 (estimated)
Frequency: 1 submission per program request
Time per form: ~10 minutes (0.167 hours)
Total annual burden: ~41.8 hours

Hourly Rate Calculation:
Puerto Rico's average hourly wage is approximately $18.33/hour, based on BLS April 2026 data for private-sector earnings.
Assuming respondents earn roughly this rate, or up to $20/hour to reflect positions like educators or nonprofit staff, we'll use a $20/hour figure.

Total Annual Cost
41.8 hours × $20/hour = $836

Hourly rate source citation or you may enter a footnote:
U.S. Bureau of Labor Statistics and Federal Reserve Bank of St. Louis, Average Hourly Earnings of All Employees: Total Private in Puerto Rico [SMU72000000500000003], retrieved from FRED, Federal Reserve Bank of St. Louis; https://fred.stlouisfed.org/series/SMU72000000500000003, June 17, 2026.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).
Respondents face no additional costs (capital, O&M, travel, or services).
Total cost: $0

14. Provide estimates of the annualized cost 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), any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 into a single table.
Staff Time per Submission: 25 minutes (0.417 hours) total

Review & Logistics Coordination: 10 minutes
Scheduling & Communication: 10 minutes
Data Entry & Analysis: 5 minutes

Annual Staff Hours
250 submissions × 0.417 hours = 104.2 hours
Agency Hourly Rate
Typical salary for GS-12 or equivalent: $45/hour
Total Annual Federal Cost
104.2 hours × $45/hour = $4,689

15. Explain the reasons for any program changes or adjustments.
This is a new collection initiative for standardizing outreach requests and tracking crime-trend data. No prior changes or comparators exist.

16. For collections of information whose results will be published, outline plans for tabulations, 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.
No individual-level publication
Aggregated metrics (e.g., total presentations, total attendees, trending topics) will be included in:

- Annual program reports
- Internal leadership briefings
- Community engagement summaries

No complex statistical modeling planned.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.
The form will clearly display the OMB control number and expiration date.

18. Explain each exception to the certification statement.
No exceptions requested. The collection fully complies with 5 CFR 1320.5 and related PRA regulations.