

## Supporting Statement for Paperwork Reduction Act Submissions

**OMB Control Number: 1660-NEW**

**Title:** Level 1 Assessment and Level 3 Evaluations for the Center for Domestic Preparedness (CDP)

**Form Number(s):**

Level 1 Assessment Form, FEMA Form 092-0-2

Level 3 Evaluation Form for Students, FEMA Form 092-0-2A

Level 3 Evaluation Form for Instructors, FEMA Form 092-0-2B

### **B. Collections of Information Employing Statistical Methods.**

When Item 17 on the Form OMB 83-I is checked “Yes”, the following documentation should be included in the Supporting Statement to the extent it applies to the methods proposed:

**1. Describe (including numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection has been conducted previously, include the actual response rate achieved during the last collection.**

Level 1 Assessment Form:

This form will be distributed to approximately 65,000 students (annually) at the conclusion of the course completion. The form is a Scantron® form and will be processed and analyzed with the Scantron equipment and Survey Tracker software®. This is a new collection and has no previous response rates. The expected response rate for this collection should be at least 90% as the instrument will be distributed and collected on site.

Level 3 Evaluation for Students and Level 3 Evaluation for Supervisors:

These forms will be web-based and accessed and submitted through the CDP web-site. CDP has targeted nine courses which will total approximately 3,500 students and 3,500 supervisors for this collection. This is a new collection and has no previous response

rates. The expected response rate for this collection should be at least 90% using automated methods.

**2. Describe the procedures for the collection of information including:**

- **Statistical methodology for stratification and sample selection,**

There is no stratification. All students are asked to take the assessment after completing their respective courses.

Level 1 Assessment Form: The survey will be given to all students enrolled in CDP courses at resident and non-resident training sites.

Level 3 Evaluation Form for Students and the Level 3 Evaluation Form for Supervisors, will be sent to the students who consent to the collection at the end of the on-site course. Nine specific courses will be targeted for this collection.

It is estimated 65,000 respondents for the level 1 Assessment Form through analysis of past enrollment and projected schedules of courses to be offered in the future.

It is estimated 3,500 respondents for the level 3 Evaluation Form for Students through analysis of past enrollment and projected schedules of the nine courses selected to be offered in the future.

It is estimated 3,500 respondents for the level 3 Evaluation Form for Supervisors through analysis of past student enrollment and projected schedules of the nine courses selected to be offered in the future.

- **Estimation procedure,**

Descriptive statistics will be used.

- **Degree of accuracy needed for the purpose described in the justification,**

This is a census, and no other sampling procedures are used.

- **Unusual problems requiring specialized sampling procedures, and**

There are no unusual problems anticipated at this time.

- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

This is a one time for collection.

**3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.**

1. Send a Pre-Notification Letter

- a. Level 1 Assessment Form will be collected during the course timeframe.
- b. A pre-notification email will be sent approximately 1 week prior to the time for completion of the Level 3 Evaluation Form for Students and the Level 3 Evaluation Form for Supervisors.

2. Increase Number of Attempts

- a. Level 3 Evaluation Form for Students and the Level 3 Evaluation Form for Supervisors: Multiple emails are sent as reminders per the schedule below.

3. Reminders

- a. Level 3 Evaluation Form for Students and the Level 3 Evaluation Form for Supervisors:

Email reminders will be sent at one week intervals for 3 weeks, if a response target of at least 80 percent is not initially met. This approach has proved effective in stimulating high response rate.

4. Survey Length

- a. The survey completion time is minimal at 15 minutes.

5. Purpose Clearly Described

- a. At the beginning of the survey respondents are told about the questionnaire’s purpose, estimated response time, and who is sponsoring and conducting the survey.

It is expected that these measures will help to maintain very high response rates suitable to analysis.

**4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize**

**burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

Pilot Test

At the beginning of each survey collection period, a pilot test is conducted with no more than 10 persons to discover any potential problems with the survey instrument or process. For quality assurance purposes, data from the pilot is reviewed and improvements are made to the survey process as deemed necessary.

**5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

Linda S. Pressley 256-847-2685 will collect and analyze the information for CDP.

From FEMA- Records Management

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