

**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)**

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**TITLE OF INFORMATION COLLECTION:** Census of Prosecutor Offices

**PURPOSE:** The purpose of this generic request is to contact state attorney associations, individual prosecutor offices, and other government agencies to update missing contact information for the Census of Prosecutor Offices (CPO) frame.

**DESCRIPTION OF RESPONDENTS:**

State attorney associations, individual prosecutor offices, and local government agencies in jurisdictions where the census will be administered.

**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>Outreach to verify a list of prosecutor offices</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:
  - State attorney associations
  - Prosecutor offices
  - Local government agencies
- 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**

<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Participation Time to complete form</b>	<b>Burden</b>
State attorney associations outreach	46	30	23
Prosecutor offices outreach	392	15	98
Local government agency outreach	98	15	24.5
<b>Totals</b>	<b>536</b>		<b>145.5</b>

**FEDERAL COST:** The estimated cost for this request is \$7,761 for 98 hours of work by Urban and \$1,017 for 20 hours of work by the GS-12 BJS project manager. This equates to a total cost of \$8,778 to the federal government.

**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 Urban Institute constructed a preliminary list of all state prosecutor offices. They created this list through use of BJS’ 2020 National Survey of Prosecutors frame and conducted comprehensive internet searches and cross referenced it with Association of Prosecuting

Attorneys (APA) membership directory. Through these efforts, the Urban Institute constructed a frame of roughly 2,300 prosecutor offices. There is no sampling plan for implementation of the instrument, as this will be a census. All state prosecutor offices will be asked to participate in the census.

**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
  - Other, Explain
2. Will interviewers or facilitators be used?  Yes  No

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