

February 2007

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660 - 0080

Title: FEMA's Excess Federal Real Property Program—Public Benefit
Conveyance Application

Form Number(s): FEMA Form 60-25

General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When Item 17 or the OMB Form 83-I is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

Specific Instructions

A. Justification

1. Explain the circumstances that make the collection of information necessary (give details as to why this information is being collected). 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. Provide a detailed description of the nature and source of the information to be collected.

The Federal Property and Administrative Services Act of 1949, 40 U.S.C. §471, et seq., authorizes the Administrator of the General Services Administration (GSA) to transfer or convey (without monetary consideration) Federal real and related surplus property needed for emergency management response purposes, including fire and rescue services, in perpetuity as determined by the Director of Federal Emergency Management Agency (FEMA). The implementing regulations are set forth at 41 CFR Part 102-75.785. The regulations require that FEMA submit a copy of the underlying application when requesting FEMA transfer by deed to an applicant.

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. Provide a detailed description of: how the information will be shared, if applicable, and for what programmatic purpose.

The disposal agency, General Services Administration or Department of Defense, is required to promptly notify FEMA of the availability of surplus properties to be used for emergency management response use and purpose. Included in the GSA notifications is a copy of the holding agency's Standard Form 118, Report of Excess Real Property, with accompanying schedules.

An applicant must notify both the disposal agency (GSA Regional and Headquarters offices, or the Department of Defense (DOD) Base Realignment and Closure (BRAC) Offices), and FEMA Headquarters office of its intent to acquire the property. The notification should occur within 20 days after notification of property availability. States, the District of Columbia, any territory or possession of the United States, or any political subdivision or instrumentality thereof, may apply for the transfer or conveyance of surplus real property for emergency management response use purposes.

FEMA, GSA and DOD use the information provided in an application to evaluate the degree to which a proposed project meets the following criteria:

- The property is required for emergency management response use only.
- The emergency management response programs are in accordance with applicable National or State standards or *other* standards approved by FEMA.
- The use of the emergency management response facility is *not* likely to endanger the well being of the public.
- The applicant is, by law or other formal authority, authorized to enter into contracts with the Federal Government for the conveyance of real property.

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 for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

The form submission will be sent to FEMA by USPS mail or, facsimile (202) 646-4592. We are also working on making this program fully electronic so responses can be collected electronically.

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 2 above.

There is no other information available that can be used for purposes of applying for emergency management response property. There is no known duplication of information.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize.

Not applicable, this is a public property conveyance.

6. Describe the consequence to Federal/FEMA program or policy activities if the collection of information is not conducted, or is conducted less frequently as well as any technical or legal obstacles to reducing burden.

There is no additional burden placed on small businesses or entities.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

(a) Requiring respondents to report information to the agency more often than quarterly.

None is required by the Code of Federal Regulations.

(b) Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.

None is required by the Code of Federal Regulations.

(c) Requiring respondents to submit more than an original and two copies of any document.

None is required by the Code of Federal Regulations.

(d) Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years.

None is required by the Code of Federal Regulations.

(e) In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study.

None is required by the Code of Federal Regulations.

(f) Requiring the use of a statistical data classification that has not been reviewed and approved by OMB.

None is required by the Code of Federal Regulations.

(g) That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use.

None is required by the Code of Federal Regulations.

(h) Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

None is required by the Code of Federal Regulations.

8. Federal Register Notice:

a. Provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice 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.

A 60-day Federal Register Notice inviting public comments was published on *Monday, September 18, 2006, on pages 54676 and 54677*. There were no public comments received in response to this notice.

NOTE: The information published in the *Federal Register Notice* on Monday, September 18, 2006, on pages 54676 and 54677 was incorrect.

In addition: The contact person is: Bill (Cheri) Smith, Program Analyst, Real Property Facilities Management, Federal Emergency Management Agency, Department of Homeland Security, Room 505D, 500 C Street, SW, Washington, D.C. 20472 or (202) 646-3383.

b. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

No efforts are made.

c. Describe consultations with representatives of those from whom information is to be obtained or those who must compile records. Consultation should occur at least once every three years, even if the collection of information activities is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

The form was created without consultations with State or local governments. Consultation with State and local governments regarding continued collection occur periodically, not less often than every 3 years.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

This program conveys Federal real property at no cost to State and local governments.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

There is no confidential information required.

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 persons from whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature involved in this collection.

12. Provide estimates of the hour burden of the collection of information. The statement should:

a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a Sample (fewer than 10) of potential respondents is desired. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

ANNUAL BURDEN HOURS					
Data Collection Activities / Instruments	Number of Respondents	Frequency of Responses	Hour Burden Per Response (hours)	Annual Responses	Total Annual Hour Burden (hours)
	(A)	(B)	(C)	(D = AxB)	(E = CxD)
Applications	15	1	3	15	45
TOTAL	15	1	3	15	45

Only a single response is needed.

b. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

c. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead this cost should be included in Item 14.

ANNUAL COST TO RESPONDENTS				
Program	Hour Burden (hours)	Mean Hr. Rate ⁽¹⁾ (\$)	Average Cost per Respondent ⁽²⁾ (\$)	Annualized Cost All Respondents (\$)
PBC's*	3	50	150	\$2,250.00
TOTAL	3	50	150	\$2,250.00

*Public Benefit Conveyances.

A sampling was taken previously from 5 applicants who completed and submitted FEMA Form 60-25. These applicants provided estimates of the time spent compiling the required information to complete the form. The above estimates of cost are based upon the survey/sampling.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. The cost of purchasing or contracting out information collection services should be a part of this cost

burden estimate. Do not include the cost of any hour burden shown in Items 12 and 14. The cost estimates should be split into two components:

If there are no start-up, capital, operational, or maintenance costs, enter NOT APPLICABLE and delete a, b, and the chart below.

NOT APPLICABLE

14. Provide estimates of 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), and any other expense that would have been incurred without this collection of information. You may also aggregate cost estimates for Items 12, 13, and 14 in a single table.

ANNUALIZED COST TO THE FEDERAL GOVERNMENT	
Item	Cost(\$)
Contract Costs [Specify what is for and what is included, i.e. S/W development, survey, etc.]	-0-
Staff Salaries [State number of employees involved, GS-level, Time spent w/ this collection]	\$1,435.00
Facilities	-0-
Computer Hardware and Software	-0-
Equipment Maintenance	-0-
Travel	-0-
Printing	-0-
Postage	50.00
Other	-0-
Total	\$1,485.00

The Agency estimates that it would take a GS-13 analyst at least 40 hours to gather and compile the requested information through means other than the application form. The hourly pay rate for a GS-13, step 1, is \$35.83. Therefore, the burden would be 40 hours times \$35.83, or \$1,433.20.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I. Changes in hour burden, i.e., program changes or adjustments made to annual reporting and recordkeeping hour and cost burden. A program change is the result of deliberate Federal government action. All new collections and any subsequent revisions of existing collections (e.g., the addition or deletion of questions) are recorded as program changes. An adjustment is a change that is not the result of a deliberate Federal government action. These changes that result from new estimates or actions not controllable by the Federal government are recorded as adjustments.

There are no program changes. However, there is an adjustment due to an agency estimate which resulted in an increase in the number of participants due to an increase in the DOD Base Relocation and Closures activities that make more properties available for public benefit conveyances at no cost.

16. For collections of information whose results will be published, outline plans for tabulation 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.

There are no plans to publish information.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain reasons that display would be inappropriate.

A valid OMB control number, expiration date and burden disclosure notice will be displayed in all collection's material.

18. Explain each exception to the certification statement identified in Item 19 "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

This collection does not seek exception to the certification statement referenced above.

B. Collections of Information Employing Statistical Methods.

THERE IS NO STATISTICAL METHODOLOGY INVOLVED IN THIS COLLECTION