June 21, 2007

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660 - 0037

Title: Application Form for Single Residential Lot or Structure Amendments to National Flood Insurance Program Maps

Form Number(s): FEMA Forms 81-92 and 81-92A

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 Department of Homeland Security's Federal Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP) and maintains the maps that depict flood hazard information. The NFIP regulations Section 44 CFR 65 and 70 (copy attached) outline the data that must be submitted by an owner or lessee of property who believes his/her property has been incorrectly included in a Special Flood Hazard Area (SFHA). In order to remove an area from a SFHA, the owner or lessee of the property must submit scientific or technical data demonstrating that the area is "reasonably safe from flooding" and not in the SFHA.

The forms supplement the general information requirements in the NFIP regulations and establish an organized, systematic approach to collect data needed to request removal from a SFHA in a manner that will:

- Ensure all data required to process such a request is received with the initial submittal;
- Ensure processing consistency between all processing partners;
- Ensure that submitted data are presented in a manner that will increase processing efficiency;
- Reduce the amount of time required to process requests; and
- Reduce processing costs.

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.

FEMA collects scientific and technical data submissions to determine whether a specific, single-lot property is located within or outside of a SFHA. FEMA provides the appellant with a written determination as to his/her decision. If the property is determined not to be within a SFHA, the appropriate map is modified by a Letter of Map Amendment (LOMA). The owner or lessee of a property uses a LOMA to show that a property is not flood prone, making it possible for the lending institution to waive the flood insurance requirement. If insurance is carried for the property, the new determination should result in significantly lower rates.

FEMA processed requests from approximately 26,400 respondents to this collection in FY 2006. Processing of theses requests helps to improve the accuracy of FEMA map products, and therefore, the effectiveness of the National Flood Insurance Program.

FEMA Form 81-92, Application Form for Single Residential Lot or Structure Amendments to National Flood Insurance Program Maps, is a simplified version of the MT-1 FEMA Form 81-87, Property Information. This simplified form allows the owner or lessee of a single lot or structure to more easily understand and prepare the data required to determine if the single lot or structure is located in the SFHA. The form describes the location of the property, what is being requested, and what data are required to support the request.

In addition to this form, a Spanish-language version of the form, FEMA Form 81-92A, Formulario Para Solicitar Modificaciones a Mapas del Programa Nacional de Seguras Contra Inundaciones Para un Lote o Estructura Residencial Individual, has been prepared and will be produced. The form, intended to assist requesters who understand Spanish better than English, is simply Spanish translation of the revised FEMA Form 81-92, described above.

In addition to these forms, requests must include the following:

A copy of the Plat Map for the property (with recordation data and stamp of the Recorder's Office) OR

A copy of the property deed (with recordation data and stamp of the Recorder's Office), accompanied by a tax assessor's map or other certified map showing the surveyed location of the property relative to the local streets and watercourses

Copy of the effective FIRM panel and/or Flood Boundary and Floodway Map (FBFM) (if applicable) on which the property location has been accurately plotted.

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 forms (81-92 and 81-92A) are available on the Internet and can be downloaded from the website. The forms can be found at the following website address: http://www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm. The forms are provided in Adobe® Acrobat® PDF format and as Microsoft Word WinZip archives. Users are able to download the files and print completed forms manually and mail them to FEMA. The forms are also available in FEMA's electronic forms system, DocNet located at http://docnet.fema.gov. The software for DocNet must be downloaded before accessing the system. Currently, there is no method for submitting completed forms online. Depending on the availability of funding from the federal government and the priority given to this collection, FEMA may develop the capability for users to return completed forms electronically over the Internet.

Effective Flood Insurance Rate Maps (FIRM), Flood Boundary and Floodway Maps (FBFM), and Flood Insurance Study (FIS) reports that cover the area in which a particular property is located can be obtained from the Map Service Center (MSC) on the FEMA website at http://store.msc.fema.gov. Those that do not have internet access can contact the Map Service Center at 800-358-9616.

Requestors can check on the status of their Letter of Map Amendment (LOMA) request by visiting FEMA's Mapping Information Platform website at https://hazards.fema.gov.

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 are no duplicative efforts. Detailed information on specific property locations within communities, nationwide, is not collected or maintained except at the community level because of the prohibitive costs associated with such an effort. While community officials may maintain such information, as required by 44 CFR §59.22(a), this data is not readily accessible by FEMA and thus must be provided for verification purposes. If available, however, property owners or lessees may use this data in preparing their submissions.

Usually, the submissions take the form of providing copies of existing information such as recorded deeds and plat maps from which FEMA can determine the location of the property relative to the mapped flood boundaries as depicted by the SFHA. Topographic or elevation data, when it is available, is also used in its available format.

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.

This collection of information will have the same impact on small businesses or other small entities as all other respondents.

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.

If the collection of information were not conducted, it would deprive individuals of the right to provide scientific or technical data to correct flood insurance maps that may be in error. The impact of this deprivation is difficult to assess, but it would, in all probability, adversely affect community participation in the NFIP, which is voluntary. If this information were not collected, the majority of respondents to this collection would continue to pay higher flood insurance premiums than would be necessary if they were to get a determination showing that their property was no longer in a Special Flood Hazard Area. If this were the case, local pressures would likely mount and cause a significant number of communities to reevaluate their decisions to continue their participation in the NFIP. Without this collection of information there would also be increased costs for mapping, since these requests would require physical revisions to the Flood Insurance Rate Maps.

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.

There are no special circumstances for this collection that would require respondents to report information to the agency more often than quarterly.

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

Under no circumstances are respondents required to prepare a written response to the collection of information in fewer than 30 days after receipt of it.

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

Respondents are only required to submit one copy of all documents.

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

Respondents are not required to retain any records pertaining to this collection.

(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.

This collection is not used in statistical surveys not designed to produce valid and reliable results that can be generalized to the universe of study.

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

This collection does not require the use of a statistical data classification that has not been reviewed and approved by OMB.

(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.

This collection does not include any pledges of confidentiality.

(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.

This collection does not require respondents to submit confidential information.

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

instituted procedures to protect the information's confidentiality to the extent permitted by law.

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 sixty-day Federal Register Notice was published for comments on April 20, 2007, volume 72, number 76, pages 19942-19943. Comments were received on June 22, 2007 from a Mr. George F. Meyers, Co-Chair for the Association of State Flood Plain Managers, Inc.of Madison, Wisconsin.

DHS/FEMA's Mitigation Division, Risk Analysis Branch is responding to Mr. Meyers and the Floodplain Regulations Committee comments on FEMA Forms 81-92, Application Form for Single Residential Lot or Structure Amendments to National Flood Insurance Program Maps; and Form 81-92A the Spanish version.. Their comments focused on such things as the use of fill and its definition, elevation of the lowest floor of a structure, page numbering, basis of determination, state requirements on the use of licensed land surveyors and registered professional engineers, and lowest lot elevation.

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.

In preparation of the forms and instructions, FEMA's Contractor, the National Service Provider was consulted regarding changes to the forms and instructions. No major changes to the forms and instructions are being implemented.

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.

By the nature of the information collection activity, itself, consultation with those from whom information is to be obtained is continuous. These consultations are conducted on a daily basis by FEMA's Contractor, the National Service Provider. When requests are received from respondents (homeowners, surveyors, and engineers), comments are often included regarding the forms and instructions. The majority of the comments involve the clarity of instructions. In addition, FEMA's website (http://www.fema.gov/plan/prevent/fhm/tsd_emap.shtm) includes an email address, in which respondents can provide comments regarding the forms and clarity of instructions.

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

There will be no payments or gifts provided to respondents.

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

This collection does not involve privacy act information.

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 required for this collection of information.

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.

Based on historical records, it is anticipated that FEMA will receive at least 26,400 responses to this collection per year. The estimated number of burden hours per response to submit all forms in this application/certification package has been determined to be 2.4 hours. Frequency of response for the FEMA Forms will be annual. Burden hours per respondent vary as displayed in the chart under 12c.

The total number of respondents is presented as an estimate of the respondents completing either FEMA Form 81-92 or FEMA Form 81-92A in a given year. FEMA Form 81-92A is a Spanish version of FEMA Form 81-92 and, as such, only one of the two forms would be required for any one application. In order to determine the approximate breakdown of respondents listed below for each form, it was assumed that 12.5% of respondents, the percentage of U.S. citizens that consider themselves to be in whole or in part Hispanic or Latino as per the 2000 Census, would use FEMA Form 81-92A. This number might be further refined once updated Census data becomes available. Based on this percentage, it is estimated that of the 26,400 annual responses received, 3,300 could require use of FEMA Form 81-92A (Spanish Version).

Homeowners are the primary public affected by this forms collection. This is because homeowners are those who initiate completion and submission of the forms collection. However, due to certification and other technical requirements, completion of the forms collection requires participation by a second category of "affected public." This category includes business or other for-profit organizations. The estimates provided are based on the assumption that the burden involved with completing this forms collection will typically be split evenly between these two categories of "affected public."

The number of respondents varies from year to year as the Federal government has no control over the number of individuals who, acting on their own initiative, seek to have determinations made for their properties. There are wide differences in the complexity and size of individual data submissions.

Table 1. Annual Hour Burden

Data Collection Activity/Instrument	No. of Respondents	Frequency of Responses	Hour Burden Per Response	Annual Responses	Total Annual Hour Burden
	(A)	(B)	(C)	(D) = (AxB)	(E) = (CxD)
Form 81-92:					
Homeowners	11,550	1	1.2	11,550	13,860
Engineers, Surveyors	11,550	1	1.2	11,550	13,860
Form 81-92A (Spanish Version):					
Homeowners	1,650	1	1.2	1,650	1,980
Engineers, Surveyors	1,650	1	1.2	1,650	1,980
TOTAL	**26,400**			**26,400**	**31,680**

FEMA Form 81-92 is estimated to be 27,720 total annual burden hours and FEMA Form 81-92A is estimated to be 3,960 total annual burden hours. The burden hours per response is estimated to be 2.4. This includes 1.2 burden hours per response for homeowners which includes gathering other existing data such as a copy of the Plat Map for the property, a copy of the deed for the property accompanied by a copy of the tax assessor's map (or other suitable map) for the property, and a photocopy of the effective FIRM panel (including title block) that shows the area in which the property is located, and 1.2 burden hours per response for engineers and surveyors which includes surveying the subject properties before completing the elevation section of the form. Once the forms are completed, they are certified by the surveyor/engineer and signed by the homeowner.

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.

This collection covers one form; however there is an English (81-92) and Spanish (81-92A) version of the form.

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 13.

Table 2. Annual Cost to Respondents for Hour Burden.

Data Collection Activity/Instrument	Respondent's Occupational Category	Median Wage ($)	Total Annual Hour Burden (hour)	Total Annual Cost Burden ($)
		(F)	(E) from Table 1	(G) = (FxE)
Form 81-92, 81-92A	Homeowner	$14.15	15,840	$224,136
Form 81-92, 81-92A	Surveyor	$22.05	11,088*	$244,490
Form 81-92, 81-92A	Engineer	$31.82	4,752*	$151,209
TOTAL				$619,835

*These figures represent the percentage of Total Annual Hour Burden split between Surveyors and Engineers. The total of each percentage equals the Total Annual Hour Burden listed in Table 1 (15,840). Please see narrative below for further explanation.

The burden assumed by the homeowner to complete this form collection is based on average annual pay figures for the United States in 2005. According to the United States Department of Labor, Bureau of Labor Statistics, the average annual salary in the United States in 2005 was $37,870. The median hourly wage rate was $14.15. This figure was used to determine the annual cost to homeowners. The total annual hour burden for homeowners (15,840) was multiplied by the median hour rate for homeowners ($14.15) to arrive at a total annual cost of $224,136 for homeowners.

The burden assumed by the business or other for-profit organizations to complete this form collections is based on the average annual pay figures for these professions (surveyors and engineers), according to the United States Department of Labor, Bureau of Labor Statistics. The median hourly wage rate for a surveyor in 2005 was $22.05, and for an engineer was $31.82. Historical data indicates that approximately seventy percent (70%) of the elevation section of the forms are completed by surveyors and approximately thirty percent (30%) are completed by engineers. Therefore, the percentage of total annual hour burden for surveyors (11,088) and engineers (4,752) was multiplied by the median hour rate for surveyors ($22.05) and engineers ($31.82) to arrive at a total annual cost of $244,490 for surveyors and $151,209 for engineers.

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:

The cost estimates should be split into two components:

a. Operation and Maintenance and purchase of services component. These estimates should take into account cost associated with generating, maintaining, and disclosing or providing information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred.

b. Capital and Start-up-Cost should include, among other items, preparations for collecting information such as purchasing computers and software, monitoring sampling, drilling and testing equipment, and record storage facilities.

There are no start-up, capital, operational, or maintenance costs for this collection.

Annual Cost Burden to Respondents or Record-keepers

Data Collection Activity/Instrument	***Annual Capital Start-Up Cost** (investments in overhead, equipment and other one-time expenditures)	***Annual Operations and Maintenance Cost** (such as recordkeeping, technical/professional services, ect.)	**Annual Non-Labor Cost** (expenditures on training, travel and other resources)	**Total Annual Cost to Respondents**
N/A				
Total				

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.

Annual Cost to the Federal Government

Item	**Cost ($)**
Contract Costs	$93,500
Staff Salaries (1 GS12 ($29.81/per hour) x 312 hours)	$9,300
Facilities	
Computer Hardware and Software	
Equipment Maintenance	
Travel	
Printing	$7,000
Postage	$11,700
Other	
Total	**$121,500**

The contractor costs are estimated to be $93,500. This cost includes call center staff responding to an average of 16,000 calls per year that pertain to this collection. Most of these calls are from respondents who require assistance with completing the forms and interpretation of the instructions. Based on historical call center data, calls pertaining to the forms lasts an average of 6 minutes. Based on an average loaded rate of $55.00 per hour, the contractor costs for responding to these calls is $88,000. The contract costs associated with completing and submitting required documents for this collection is estimated to be $5,500. This includes 100 hours and is based on an average loaded rate of $55.00 per hour.

Staff salary cost is estimated to be $9,300. This cost includes one GS12 government employee, with an hourly rate of $29.81, dedicating fifteen percent of their time to the coordination, completion, and final submission of this collection.

The cost for printing 30,000 copies of the forms and instructions is estimated to be $7,000.

The postage cost for mailing 30,000 forms and instructions is estimated to be $11,700 based on a postage cost of 0.39 cents per mailing.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I in a narrative form. Present the itemized changes in hour burden and cost burden according to program changes or adjustments in Table 5. Denote a program increase as a positive number, and a program decrease as a negative number.

The annualized cost to respondents decreased from $686,162 to $619,835, representing a decrease of $66,327. This decrease is due to adjustments in the median hourly rates for homeowners and engineers and surveyors, and incorrect burden hours used in the previous collection to calculate the costs for engineers and surveyors.

Table 5. Itemized Changes in Hour Burden and Cost Burden.

Changes in Hour Burden		
Data Collection Activity/Instrument	**Program Changes (hours)**	**Adjustments (hours)**
None		
Total		
Changes in Cost Burden		
Data Collection Activity/Instrument	**Program Changes ($)**	**Adjustments ($)**
Form 81-92, 81-92A (Homeowners)		$43,956
Form 91-92, 81-92A (Engineers/Surveyors)		-$110,283
Total		**-$66,327**

During September of 2005, the nation was impacted by Hurricane Katrina. The Terms of Clearance for this collection required an evaluation of the impact, if any, to this forms collection. There have been no regulatory or statutory changes that have affected this collection and consequently no changes in burden hours or annual responses.

As a lesson learned, FEMA now includes the NFIP and Levees Fact Sheet with all final determinations issued for properties in areas protected by levees. This Fact Sheet contains additional information concerning risks associated with levees, flood insurance and mitigation of flood risks in areas protected by levees.

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.

The results of information collections will be made in accordance with NFIP regulations 44 CFR Parts 65 and 70 and will not be published for statistical use.

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.

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:

There is no statistical methodology involved in this collection.