

November 29, 2007

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660 - 0025

Title: FEMA Grant Administration Forms

Form Number(s): SF 424, SF 270, FEMA Forms 20-10, 20-15, 20-16 A, B, C, 20-17, 20-18, 20-19, 20-20, 76-10, SFL

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.

44 CFR, Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government establishes uniform administrative rules for Federal grants and cooperative agreements and sub-awards to State, local and Indian tribal governments. FEMA, in coordination with the Department of Homeland Security (DHS), has determined that in order to have consistent implementation of FEMA grant administration policies and to minimize the administrative disruption for State and local partners, it is necessary to standardize FEMA grant administration forms used in FEMA grant programs. FEMA in close consultation with DHS Grants Policy and Oversight office will maintain its current grant forms. The forms are designed to collection information of an administrative or financial nature. Other supplementary grant program information, used to determine issues related to eligibility and program management, are collected separately with an approved OMB clearance.

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 information collection activity is the collection of financial, program, and administrative information from States and local governments pertaining to grant and cooperative agreement awards that include application, program narrative statement, grant award, performance information, outlay report, property management, and closeout information. The information, submitted by grant recipients on the following forms, enables FEMA to evaluate applications and make award decisions, monitoring ongoing performance and manage the flow of federal funds, and to appropriately close-out grants or cooperative agreements, when all work is completed. The following standard forms and FEMA forms are used by staff to administer FEMA grants:

SF-424, Application for Federal Assistance, is a standard form used by applicants as a required face-sheet for pre-applications and applications submitted for Federal assistance. It is used by Federal agencies to obtain application certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be include in their process, and have been given an opportunity to review applicant submission.

FEMA Form 20-10, Financial Status Report- State and local governments use this form to report the status of financial expenditures for FEMA grants. Per 44 CFR 13.41 (e)(2) (iii), FEMA substitutes this form for the Outlay Report and Request for Reimbursement for Construction Programs in most cases. However, should FEMA decide that for a particular construction grant the agency needs to have more detailed construction information, FEMA may require the Outlay Report for Construction programs. This form is used for all of FEMA grant and cooperative agreement programs.

FEMA Form 20-15, Budget Information- Construction form is used by States and other recipients in non-disaster programs to submit budget information when applying for grants or cooperative agreements when the major purpose is construction. FEMA does award funds to construct Emergency Operating Centers, to acquire property that is located in the floodplain, and to carry out various other construction related activities. When these awards have the major purpose of construction, the program offices are advised to use this form..

FEMA Form 20-16,A, B, and C Summary Sheet for Assurances and Certifications is used by States and other recipients to certify compliance with important Federal requirements.

FEMA Form 20-17, Outlay Report and Request for Reimbursement for Construction Program, is used by State and local governments to report outlays for construction grants when directed by FEMA.

FEMA Form 20-18, Report of Government Property, is used by grantees to provide a listing of inventoried, non-expendable equipment purchased under a grant or cooperative agreement or Federally-owned equipment that is provided by the agency to be used by the grantee.

FEMA Form 20-19, Reconciliation of Grants and Cooperative Agreements, is used by grantees and FEMA personnel to reconcile awards, outlays, and draw downs during and at completion of a grant or cooperative agreement.

FEMA Form 20-20, Budget Information—Non-construction Programs, on non-disasters, used by States and other recipients to submit budget data when applying for a grant or cooperative agreement where the major purpose is not construction. The information can include budget narrative that is used to relate items to program activities and to justify and explain budget items. Budget narrative information is made available to FEMA only upon request by FEMA. On the FEMA disaster grants, this form is used to compile the information necessary to fill out the SF424 face sheet. FEMA has a variety of disaster grants that use OMB approved forms to gather information relating to the nature and extent of the disaster damage. Often, States rely upon FEMA to provide estimates as to the extent of the damage and the projected amounts of federal dollars that will be available. FEMA instructs our State partners to fill in the “Other” column for each grant program that is activated under the disaster, and to provide a breakdown by Federal, State, and Local share as appropriate. The individual program offices in FEMA and their State counterparts maintain the detailed information as to what each program is estimated to cost, and then this information is modified as the disaster response and recovery activity progresses. This practice is consistent with OMB guidance that for any form, except the SF424 face sheet, agencies may shade out or instruct the applicant to disregard any line item that is not needed.

FEMA Form 76-10A, Obligating Document for Award/Amendment, must be signed by State representative and returned to FEMA.

SF LLL, Disclosure of Lobbying Activities, must be completed by the grantee if expending Federal funds in an attempt to influence Federal agency employees or members of Congress or their representatives.

Performance Reports are developed by FEMA program offices. FEMA ensures that the OMB standard elements as outlined in 44 CFR 13 are contained in any report or suggested format.

Audits of States, Local Governments and Non-profit Organizations, in accordance with OMB Circular A-133, recipients that expend \$500,000 or more in a year in Federal

funds must have an independent auditor perform a single or program-specific audit for that year.

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.

Grants.gov is an OMB initiative. It allows organizations to both find (e-Find) and apply (e-Apply) for grant opportunities from all federal grant-making agencies. This website's e-Find module provides the following functionality: potential grant applicants can search for grant opportunities and register for email notification of grant opportunities. E-Apply provide a single, secure and reliable source for applying for Federal grants online.

FEMA posts most of their grant application package on Grants.gov. This allows applicants to download the application package and complete it offline. After applicants have completed all required forms they can electronically submit the package to FEMA through Grants.gov. The numbers of programs and applications posted on Grants.gov will increase base on FEMA Grants.gov Implementation plan.

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.

FEMA has coordinated this grant administration effort with the other FEMA programs and no other FEMA program office has information similar to that requested by this collection.

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.

FEMA makes the majority of its grant to State and local governments. FEMA has made over 10,000 grants to small towns, universities, and fire departments that could qualify as small entities. The information collection has no additional burden on small entities.

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 FEMA could not request and obtain this information, FEMA could not exercise comprehensive financial management and ensure the efficient and effective use of Federal funds. If FEMA was not able to receive information collected from grant recipients, the agency could not fulfill monitoring requirement.

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

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

FEMA standards for quarterly financial and program reporting could require the agency to request more frequent reporting from recipients, with a consistent pattern of non-compliance with grant administration practices, for a define period of time. Notice are given to the recipient previous to requesting more frequent reporting as permitted in the Common Rule on grants. Historical data as evidences of less than one percent of grant recipients requiring more frequent reporting over the life of the grant.

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

There are no requirements for respondents to prepare a written response to this 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.

There are no requirements for a respondent to submit more than an original and to copies of any document.

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

Records must be retained for three years. If any litigation, claim, negotiation, audit or other action involving the records as been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise form it, or until the end of the regular 3-year period, which ever is later.

(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.

There is no statistical survey involved with this information collection.

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

There is no use for statistical data classification in this data collection.

(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.

There is no pledge of confidentiality that is not supported by authority established in statute or regulation for this data collection.

(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.

There are no requirements for respondents to submit proprietary trade secret, or other confidential information for this data collection.

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.

An Interim Final Rule was published for this information collection on October 31, 2007, volume 72, number 210, Pages 61721-61750.

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.

FEMA consults on a regular basis with its State counterparts on a variety of issues. During the grant consolidation process of the past years, FEMA met and consulted directly with State grant recipients on a number of occasions to discuss the whole range of grant administration matters, including reporting requirements.

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.

FEMA consults with State partners on a regular basis. In particular, on matters related to this information collection submission, FEMA has been meeting with both the national association that represents State emergency management entities, as well as individual States. These consultations involve discussions as to what is the nature of the information

needed by FEMA to manage the grant programs. State partners offer comments and suggestions about their reporting. The most common area of concern is the performance reporting, as most States are very familiar and comfortable with the grant administrative and financial reporting data elements that FEMA uses.

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

There are no payments or gifts to respondents for this data collection.

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

There is no assurance of confidentiality provided to respondents for this data collection.

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 data 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.

There are 56 States and territories that receive FEMA grants and cooperative agreements. According to the particular grant program, all States may or may not receive any particular grant. The following are existing grant programs that use the forms outlined in this collection. The burden to complete FEMA grant administration forms is uniform for the agency grant programs. The burden hours shown on the following page for disaster grants are based on an estimate of 57 declared disasters (52 major disasters and 5 emergency disasters) in a fiscal year. The burden hours for the Fire Management Assistance Grant Program are based on an estimate of 94 Fire Management disasters declarations in a fiscal year. As FEMA implements new grant programs, this burden estimate will be amended to incorporate additional burden hours.

Data Collections Activity/Instruments	Number of Respondents per form (A)	Frequency of Responses (B)	Hour Burden Per Response (C)	Annual Responses (D=AxB)	Total Annual Burden Hours (Cx D)
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Disaster Programs

PA					
SF 424	56	1	1	56	56
FF 20-20	56	1	9.7	56	543
FF 20-16,A,B,C	56	1	1.7	56	95
FF 20-10	56	4	1	224	224
SF-LLL	56	1	0.167	56	9
<i>Sub-total Annual Responses & Burden Hours</i>				448	928
<i>Number of disasters grant applies to</i>				57	57
Total PA	XXXXXXX	XXXXXX	XXXXXX	25536	52882

SCC					
SF 424	17	1	1	17	17
FF 20-20	17	1	9.7	17	165
FF 20-16,A,B,C	17	1	1.7	17	29
FF 20-10 (SF 269)	17	4	1	68	68
SF-LLL	17	1	0.167	17	3
<i>Sub-total Annual Responses & Burden Hours</i>				136	282
<i>Number of disasters grant applies to</i>				57	57
Total SCC	XXXXXXX	XXXXXXX	XXXXXXX	7752	16053

ONA					
SF 424	40	1	1	40	40
FF 20-20	40	1	9.7	40	388
FF 20-16,A,B,C	40	1	1.7	40	68
FF 20-10	40	4	1	160	160
SF-LLL	40	1	0.167	40	7
<i>Sub-total Annual Responses & Burden Hours</i>				320	663
<i>Number of disasters grant applies to</i>				57	57
Total ONA	XXXXXXX	XXXXXXX	XXXXXXX	18240	37773

HMGP					
SF 424	52	1	1	52	52
FF 20-20	52	15	9.7	780	7566
FF 20-16,A,B,C	52	1	1.7	52	88

FF 20-10	52	4	1	208	208
FF 20-17	52	15	17.2	780	13416
FF 20-18	52	6	4.2	312	1310
FF 20-19	52	6	0.084	312	26
SF LLL	52	1	0.167	52	9
<i>Sub-total Annual Responses & Burden Hours</i>				2548	22676
<i>Number of disasters grant applies to</i>				57	57
Total HMGP	XXXXXX	XXXXXX	XXXXXX	145236	1292514

FMAGP					
SF 424	12	4	1	48	48
FF 20-20	36	4	9.7	144	1397
FF 20-16,A,B,C	36	4	1.7	144	245
FF 20-15	36	4	17.2	144	2477
FF 20-10	12	4	1	48	48
FF 20-18	36	4	4.2	144	605
FF 20-19	36	4	0.084	144	12
SF-LLL	36	4	0.167	144	24
<i>Sub-total Annual Responses & Burden Hours</i>				960	4855
<i>Number of disasters grant applies to</i>				94	94
Total FMGP	XXXXXX	XXXXXX	XXXXXX	90240	456402

Total of Annual Responses and Burden Hours for Disaster-Related Programs	287004	1855625
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Non-Disaster Programs

US&R					
SF 424	28	1	1	28	28
FF 20-20	28	1	9.7	28	272
FF 20-16,A,B,C	28	1	1.7	28	48
FF 76-10A	28	1	1.2	28	34
FF 20-10	28	2	1	56	56
SF 270	28	1	1	28	28
SF LLL	28	1	0.167	28	5
Total US&R	XXXXXX	XXXXXX	XXXXXX	224	469

CAP-SSSE					
SF 424	56	1	1	56	56
FF 20-20	56	1	9.7	56	543
FF 20-15	56	1	17.2	56	963

FF 20-16,A,B,C	56	1	1.7	56	95
FF 76-10A	56	1	1.2	56	67
FF 20-10	56	2	1	112	112
FF 20-18	56	1	4.2	56	235
FF 20-19	56	1	0.084	56	5
SF LLL	56	1	0.167	56	9
Total CAP-SSSE	XXXXXX	XXXXXX	XXXXXX	560	2086

CSEPP					
SF 424	10	1	1	10	10
FF 20-20	10	1	9.7	10	97
FF 20-10	10	4	1	40	40
FF 20-16,A,B,C	10	1	1.7	10	17
FF 76-10A	10	1	1.2	10	12
FF 20-18	10	1	4.2	10	42
FF 20-19	10	1	0.084	10	1
SF LLL	10	1	0.167	10	2
Total CSEPP	XXXXXX	XXXXXX	XXXXXX	110	221

NDSP					
SF 424	51	1	1	51	51
FF 20-20	51	1	9.7	51	495
FF 20-16,A,B,C	51	1	1.7	51	87
FF 76-10A	51	1	1.2	51	61
FF 20-10	51	4	1	204	204
SF 270	51	1	1	51	51
SF LLL	51	1	0.167	51	9
Total NDSP	XXXXXX	XXXXXX	XXXXXX	510	957

ICE					
FF 20-10	17	4	1	68	68
ICE	XXXXXX	XXXXXX	XXXXXX	68	68

EqC					
FF 20-10	3	2	1	6	6
Total EqC	XXXXXX	XXXXXX	XXXXXX	6	6

AIDMATRIX					
SF 424	1	1	1	1	1
FF 20-20	1	1	9.7	1	10

FF 20-10	1	4	1	4	4
FF 20-16 A,B,C	1	1	1.7	1	2
SF LLL	1	1	0.167	1	0
Total AIDMATRIX	XXXXXX	XXXXXX	XXXXXX	8	17

AHPP					
SF 424	4	1	1	4	4
FF 20-20	4	1	9.7	4	39
FF 20-10	4	4	1	16	16
FF 20-16- A,B,C	4	1	1.7	4	7
SF LLL	4	1	0.167	4	1
Total AHPP	XXXXXX	XXXXXX	XXXXXX	32	66

CTP					
SF 424	20	1	1	20	20
FF 20-20	20	1	9.7	20	194
FF 20-15	20	1	17.2	20	344
FF 20-16,A,B,C	20	1	1.7	20	34
FF 20-10	20	4	1	80	80
SF LLL	20	1	0.167	20	3
Total CTP	XXXXXX	XXXXXX	XXXXXX	180	675

MMMS					
SF 424	20	1	1	20	20
FF 20-20	20	1	9.7	20	194
FF 20-15	20	1	17.2	20	344
FF 20-16, A,B,C	20	1	1.7	20	34
FF 20-10	20	2	1	40	40
SF LLL	20	1	0.167	20	3
Total MMMS	XXXXXX	XXXXXX	XXXXXX	140	635

RFC					
SF 424	56	1	1	56	56
FF 20-20	56	1	9.7	56	543
FF 76-10A	56	1	1.2	56	67
FF 20-16,A,B,C	56	1	1.7	56	95
FF 20-10	56	4	1	224	224
FF 20-18	56	1	4.2	56	235
FF-20-19	56	1	0.084	56	5
SF LLL	56	1	0.167	56	9

Total RFC	XXXXXX	XXXXXX	XXXXXX	616	1235
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FMA					
SF 424	56	3	1	168	168
FF 20-20	56	3	9.7	168	1630
FF 20-16,A,B,C	56	1	1.7	56	95
FF 76-10A	56	3	1.2	168	202
FF 20-10	56	4	1	224	224
FF 20-18	56	1	4.2	56	235
FF 20-19	56	1	0.084	56	5
SF LLL	56	1	0.167	56	9
Total FMA	XXXXXX	XXXXXX	XXXXXX	952	2568

PDM					
SF 424	56	2	1	112	112
FF 20-15	56	1	17.2	56	963
FF 20-20	56	2	9.7	112	1086
FF 76-10A	56	2	1.2	112	134
FF 20-16,A,B,C	56	2	1.7	112	190
FF 20-10	56	8	1	448	448
FF 20-17	56	20	17.2	1120	19264
FF 20-18	56	2	4.2	112	470
FF 20-19	56	2	0.084	112	9
SF LLL	56	2	0.167	112	19
Total PDM	XXXXXX	XXXXXX	XXXXXX	2408	22697

*AFG					
SF 424*	4948	1	1	4948	4948
FF 20-20	4948	2	9.7	9896	95991
FF 76-10A	4948	2	1.2	9896	11875
FF 20-16,A,B,C	4948	1	1.7	4948	8412
FF 20-10	4948	2	1	9896	9896
FF 20-17	4948	1	17.2	4948	85106
FF 20-18	4948	1	4.2	4948	20782
FF 20-19	4948	1	0.084	4948	416
SF LLL	4948	1	0.167	4948	826
Total AFG	XXXXXX	XXXXXX	XXXXXX	59376	238251

*FP&S					
SF 424	218	1	1	218	218
FF 20-20	218	2	9.7	436	4229

FF 76-10A	218	2	1.2	436	523
FF 20-16,A,B,C	218	1	1.7	218	371
FF 20-10	218	4	1	872	872
FF 20-17	218	1	17.2	218	3750
FF 20-18	218	1	4.2	218	916
FF 20-19	218	1	0.084	218	18
SF LLL	218	1	0.167	218	36
Total FP&S	XXXXXX	XXXXXX	XXXXXX	3052	10933

*SAFER					
SF 424	262	1	1	262	262
FF 20-20	262	2	9.7	524	5083
FF 76-10A	262	2	1.2	524	629
FF 20-16,A,B,C	262	1	1.7	262	445
FF 20-10	262	4	1	1048	1048
FF 20-17	262	1	17.2	262	4506
FF 20-18	262	1	4.2	262	1100
FF 20-19	262	1	0.084	262	22
SF LLL	262	1	0.167	262	44
Total SAFER	XXXXXX	XXXXXX	XXXXXX	3668	13140

SRL					
SF 424	56	1	1	56	56
FF 20-20	56	1	9.7	56	543
FF 76-10A	56	1	1.2	56	67
FF 20-16,A,B,C	56	1	1.7	56	95
FF 20-10	56	4	1	224	224
FF 20-18	56	1	4.2	56	235
FF-20-19	56	1	0.084	56	5
SF LLL	56	1	0.167	56	9
Total SRL	XXXXXX	XXXXXX	XXXXXX	616	1235

Total of Annual Responses and Burden Hours for Non-Disaster Programs	72,877	295,261
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Total of Annual Responses and Burden Hours for Disaster and Non-Disaster Programs	359881	2150885
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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.

Grants Administration Forms	Total Number of Respondents	Frequency per response	Hours per Response	Total Number of Responses	Total Annual Burden Hours
SF 424	56	355.84	1.000	19,927	19927
FF 20-20	56	1354.91	9.700	75,875	735988
FF 20-16,A,B,C	56	514.98	1.700	28,839	49026
FF 20-10	56	994.54	1.000	55,694	55694
SF LLL	56	516.00	0.167	28,896	4816
FF 20-17	56	910.86	17.200	51,008	877338
FF 20-18	56	662.39	4.200	37,094	155795
FF 20-19	56	667.64	0.083	37,388	3116
FF 20-15	56	244.43	17.200	13,688	235434
FF 76-10A	56	203.45	1.200	11,393	13672
SF 270	56	1.41	1.000	79	79
Totals				359,824	2150885

Disaster Programs

97.036 Public Assistance Grants (PA) – To provide supplemental assistance to States, local governments, and political subdivisions to the State, Indian Tribes, Alaskan Native Villages, and certain nonprofit organizations in alleviating suffering and hardship resulting from major disasters or emergencies declared by the President.

97.032 Crisis Counseling (SCC) – To provide immediate crisis counseling services, when required, to victims of a major Federally-declared disaster for the purpose of relieving mental health problems caused or aggravated by a major disaster or its aftermath.

97.050 Presidential Declared Disaster Assistance to Individuals and Households – Other Needs (ONA) - To provide assistance to individuals and households affected by a disaster or emergency declared by the President, and enable them to address necessary expenses and serious needs, which cannot be met through other forms of disaster assistance or through other means such as insurance.

97.039 Hazard Mitigation Grant Program (HMGP) – To provide States and local governments’ financial assistance to implement measures that will permanently reduce or eliminate future damages and losses from natural hazards through safer building practices and improving existing structures and supporting infrastructure.

97.046 Fire Management Assistance Grant (FMAGP) - To provide grants to States, Indian tribal government and local governments for the mitigation, management and control of any fire burning on publicly (nonfederal) or privately owned forest or grassland that threatens such destruction as would constitute a major disaster.

Non-Disaster Programs

97.025 National Urban Search and Rescue (US&R) Response System – To develop an immediately deployable, national response capability to locate and extricate, and medically stabilize victims of structural collapse during a disaster, while simultaneously enhancing the US&R response capabilities of State and local governments.

97.023 Community Assistance Program-State Support Services Element (CAP-SSSE) – To ensure that communities participating in the National Flood Insurance Program (NFIP) are achieving flood loss reduction measures consistent with program direction. The CAP-SSSE is intended to identify, prevent and resolve floodplain management issues in participating communities before they develop into problems requiring enforcement action.

97.040 Chemical Stockpile Emergency Preparedness Program (CSEPP) – To enhance emergency preparedness capabilities of the States and local communities at each of the eight chemical agent stockpile storage facilities. The purpose of the program is to assist States and local communities in efforts to improve their capacity to plan for and respond to accidents associated with the storage and ultimate disposal of chemical warfare materials.

97.041 National Dam Safety Program (NDSP) – To encourage the establishment and maintenance of effective State programs intended to ensure dam safety, to protect human life and property, and to improve State dam safety programs.

97.055 Interoperable Communications Equipment (ICE) – To provide funding to jurisdictions across the nation for demonstration projects on uses of equipment and technologies to increase communications interoperability among the fire service, law enforcement, and emergency medical service communities. These projects will illustrate and encourage the acceptance of new technologies and operating methods to assist communities in achieving interoperability.

97.082 Earthquake Consortium (EqC) - To operate a program of grants and assistance to enable States to develop mitigation, preparedness and response plans prepare inventories and conduct seismic safety inspection of critical structures and lifelines, update building and zoning codes and ordinances to enhance seismic safety, increase earthquake awareness and education, and encourage the development of multi-State groups for such purposes.

97.098 Disaster Donations Management Program (AIDMATRRIX) - To distribute technology solutions to State and local government and voluntary agencies throughout the country prior, to a major event, through the Aidmatrix Foundation/FEMA partnership. This

will allow end-users to incorporate technology solutions into their planning, increasing their capacity to respond quickly and effectively once a disaster occurs.

97.087 Alternative Housing Pilot Program (AHPP)- Evaluate the efficacy of non-traditional short and intermediate-term housing alternatives for potential future use in a catastrophic disaster environment. Identify, develop and evaluate alternatives to and alternative forms of FEMA Disaster Housing to assist victims of the 2005 hurricanes in the Gulf Coast.

97.045 Cooperating Technical Partners (CTP) – To increase local involvement in, and ownership of, the development and maintenance of flood hazard maps produced for the National Flood Insurance Program (NFIP).

97.070 Map Modernization Management Support (MMMS) – To increase local involvement in, and ownership of, management of the development and maintenance of flood hazard maps produced for the National Flood Insurance

97.092 New Repetitive Flood Claims (RFC) - The Repetitive Flood Claims (RFC) Program was authorized in 2004 under P.L.108–264, funds were not appropriated until FY 2006. The RFC program is authorized under the NFIA to award grants for actions that reduce flood damages to individual properties for which one or more claim payments for losses have been made. FEMA is not required to publish regulations; however, FEMA will provide notice to eligible applicants, post notice on OMB’s Grants.gov website, and post the RFC program guidance on its web site at <http://www.fema.gov>.

New Severe Repetitive Loss (SRL) - to award grants for National Flood Insurance Program (NFIP) that meet the definition of severe repetitive loss.

97.029 Flood Mitigation Assistance (FMA) – To assist States and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program (NFIP).

97.047 Pre-Disaster Mitigation (PDM) – To provide States and communities with a much needed source of pre-disaster mitigation funding for cost-effective hazard mitigation activities that are part of a comprehensive mitigation program, and that reduce injuries, loss of life, and damage and destruction of property. Competitive grants are part of this program including grants to universities.

97.044 Assistance to Firefighters Grant (AFG) - To provide direct assistance, on a competitive basis, to fire departments of a State or tribal nation for the purpose of protecting the health and safety of the public and firefighting personnel against fire and fire-related hazards.

97.044 Fire Prevention and Safety (FP&S) - To reach high-risk target groups and mitigate incidences of deaths and injuries caused by fire and fire-related hazards.

97.083 Staffing for Adequate Fire and Emergency Response (SAFER) - To increase the number of firefighters in local communities and to help them meet industry minimum standards and attain 24/7 staffing for adequate protection against fire and fire-related hazards, and fulfill related roles associated with fire departments.

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* (\$)	Annualized Cost All Respondents
State Representative	1432159	\$25	\$35,803,985.90
Fire Department Chiefs	718726	\$30	\$21,561,778.92
Total	2150885	XXXXXX	\$57,365,764.82

The annualized cost to both respondents is estimated to be \$57,365,764.32. This estimate is based on the hourly wage rate for State Representative and Fire Department Chiefs completing and submitting the FEMA Grant Administration forms to FEMA for review and approval.

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:

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.

There is no operation and maintenance cost involved with this information collection.

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 is no capital and start-up-cost involved with this collection.

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.

The total cost to FEMA is \$2,441,457. Approximately 42 staff with an estimated GS 13 grade levels, review and analyze the information collected by these forms.

Annual Cost to the Federal Government

Item	Cost (\$)
Contract Costs [Describe]	
Staff Salaries [42 GS-13 employees spending approximately 75% of time annually for this administrative and financial data collection]	\$2,441,457
Facilities [cost for renting, overhead, ect. for data collection activity]	
Computer Hardware and Software [cost of equipment annual lifecycle]	
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	
Travel	
Printing [number of data collection instruments annually]	
Postage [annual number of data collection instruments x postage]	
Other	
Total	\$2,441,457

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.

The total burden hours for this information collection are estimated to be 2,150,885 hours. The last OMB submission for this data collection burden hours were miscalculated. The total burden hours for this collection should have been 2,478,773 vs. 2,502,902. There was an additional +24,129 hours miscalculated in the various grant programs in the previous data collection submission. This data collection has a program decrease of - 352,017 (2,502,902 - 2,150,885) burden hours.

FEMA are currently funding three additional non-disaster programs since the last data collection. These three programs that will use this collection for grant administration are the Assistance to Firefighters Grant program (**AFG**), Staffing for Adequate Fire and Emergency Response (**SAFER**), Severe Repetitive Loss (**SRL**), Alternative Housing Pilot Program (**AHPP**), Disaster Donations Assistance Program (**AIDMATRIX**), Fire Prevention and Safety (**FP&S**), and Fire Management Assistance Grant Program (**FMAGP**). Map Modernization Management Support (**MMMS**), Other Needs Assistance (**ONA**) and Earthquake Consortium (**EqC**) was not captured in last approval process. (+759,059 **burden hours**)

Burden hours have been eliminated for Emergency Management Performance Grant (**EMPG**), Community Emergency Response Team (**CERT**), Individual Family Grant (**IFG**) grant programs. The **IFG** program is no longer funded by FEMA. **CERT** is no longer funded by FEMA. **EMPG** no longer uses FEMA forms; they have transitioned to the OMB approved standard forms. (-1,086,947 **burden hours**)

2007 Submission			Original 2004 Submission (corrected for math error in US&R FF 20-20 in original - listed as 7,644 hours causing total hours to add up to 2,496,796 in original submission, this chart has correct math total)		
Program	Annual Responses	Total Annual Burden Hours	Program	Annual Responses	Total Annual Burden Hours
			IFG	224	36820
PA	25536	52881.86	PA	224	36820
SCC	7752	16053.42	SCC	68	3074.45
ONA	18240	37772.76			
HMGP	145236	1292514.44	HMGP	2548	1133119
FMAGP	90240	456402.34			
US&R	224	469.48	US&R	168	406.476
CAP-SSSE	560	2086.06	CAP-SSSE	504	2016
CSEPP	110	220.51	CSEPP	90	198
NDSP	510	957.12	NDSP	306	740.367
ICE	68	68.00	ICE	102	246.789
EqC	6	6.00			
AIDMATRIX	8	16.57			
AHPP	32	66.27			
CTP	180	675.34	CTP	120	610.34
MMMS	140	635.34	RFC	616	1220.8
RFC	616	1234.86			
SRL	616	1234.86			
FMA	952	2567.66	FMA	952	126280
PDM	2408	22696.91	PDM	2408	1133440
*AFG	59376	238251.148			
*FP&S	3052	10932.918			
*SAFER	3668	13139.562			
			EMPG	616	3035.2
			CERT	280	745.752
Total	359881	2150885.141	Totals	9226	2478773.174

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 outline plans for tabulation and publication involved with this collection.

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:

This collection of information does not employ the use of statistical methodology.