

June 22, 2010

## Supporting Statement for Paperwork Reduction Act Submissions

**OMB Control Number: 1660 – NEW**

**Title: FEMA Preparedness Grants: Homeland Security Grant Program (HSGP)**

**Form Number(s): FEMA Form 089-1**

### 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. 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.**

FEMA’s **Homeland Security Grant Program (HSGP)** is an important part of the Administration’s larger, coordinated effort— known as the Federal Investment Strategy — to strengthen homeland security preparedness. The HSGP implements objectives addressed in a series of post-9/11 laws, strategy documents, plans, and Homeland Security Presidential Directives (HSPDs). FEMA management requirements are incorporated into the FY 2009 HSGP and reflect changes mandated in the *Homeland Security Act of 2002 (6 U.S.C. §101 et seq.)*, as amended by the *Implementing Recommendations of the 9/11 Commission Act of 2007 (P.L. 110-053)*. Additional statutory requirements are outlined in the ‘*Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009*’ (P.L. 110-329).

The Homeland Security Grant Program (HSGP) is a primary funding mechanism for building and sustaining national preparedness capabilities. HSGP is comprised of four separate grant programs:

- [State Homeland Security Program \(SHSP\)](#)
- [Urban Areas Security Initiative \(UASI\)](#)
- [Metropolitan Medical Response System \(MMRS\)](#)
- [Citizen Corps Program \(CCP\)](#)

Together, these grants fund a range of preparedness activities, including planning, organization, equipment purchase, training, exercises, and management and administration costs. These programs have identical data collection requirements.

**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 Form 089-1, HSGP Investment Justification** – Submitted with the application, this document provides narrative detail on proposed activities (Investments) that will be accomplished with HSGP funds. These “Investment Justifications” must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities and how grant funds will thereafter provide enhancements to overall homeland security preparedness.

**Urban Area Working Group Overview/Structure, including Point-of-Contact** – An overview of the Urban Area Working Group (UAWG) structure and a list of members and their associated jurisdictions are required. Urban Areas must identify one core point-of-contact (POC) since this POC will serve as the official representative of the Urban Area. Applicants have flexibility to use pre-existing information (e.g. organization charts) to meet this requirement. This information is due at the time of grant program application. The applicant develops this document internally. Due to the flexibility in reporting format, there is no single, prescribed way in which applicants provide this data.

**UASI Governance Charter** – The UASI governance charter must be on file with FEMA prior to a UASI drawing down on its grant funds. The charter formalizes standard procedures and organization in order to ensure sound project management practices related to membership, governance structure, voting rights, grants management and administrative responsibilities, and funding allocation methodologies. The applicant develops this document internally. Due to the flexibility in reporting format, there is no single, prescribed way in which applicants provide this data.

**UASI Strategy** – This applies for new Urban Areas only, of which there are two new Urban Areas in FY 2009. New UASIs must develop a strategy that identifies homeland security goals, objectives, and priorities of that Urban Area. The applicant develops this

document internally. Due to the flexibility in reporting format, there is no single, prescribed way in which applicants provide this data.

**UAWG Spending Consensus** - State Administrative Agencies (SAAs) must be prepared to show DHS written documentation that verifies an Urban Area is in consensus related to how that Urban Area is distributing its UASI grant funds. The applicant develops this document internally. Due to the flexibility in reporting format, there is no single, prescribed way in which applicants provide this data.

**Multi-year Training and Exercise Plan** – All Urban Areas are required to develop a Multi-year Training and Exercise Plan and submit it to FEMA on an annual basis. The multi-year Training and Exercise Plan is part of the Homeland Security Exercise and Evaluation Program (HSEEP). The link for the HSEEP is <https://hseep.dhs.gov>. This requirement is managed by FEMA’s National Preparedness Directorate (NPD). This requirement is supported by the Training and Exercise Plan Workshop User Handbook and the related statutory authority is Section 648(b)(2) of the Post-Katrina Emergency Management Reform Act of 2006 (6 U.S.C. §748(b)(2)).

**Submission of written letter to DHS requesting tribal staff participation for overtime costs and fusion centers** - If tribes would like to spend homeland security grant funds for organizational overtime costs, the tribe(s) must submit a written letter to DHS from a federal agency which explicitly requests tribal staff participation in an eligible activity. The letter may also illustrate how the activities support the roles and responsibilities of fusion centers as noted in Appendix 1 of the National Strategy for Information Sharing and provides an estimate of the size of the request in man-hours. The applicant develops this document internally. Due to the flexibility in reporting format, there is no single, prescribed way in which applicants provide this data.

**Documentation from SAA on how operational overtime UASI funds held by State would support urban area** – Typically, an SAA must provide at least 80% of UASI funds directly to that specific UASI. The remaining 20% of the UASI funds may be spent by the SAA, but only for cases in which the UASI directly benefits. SAAs may spend the 20% for operational overtime costs, as long as the funds directly benefit the UASI. Upon request by FEMA, the SAA must provide documentation that proves that the funds are being spent to benefit the UASI. The applicant develops this document internally. Due to the flexibility in reporting format, there is no single, prescribed way in which applicants provide this data.

**Initial Strategy Implementation Plan (ISIP)** – Through the ISIP, the State Administrative Agency (SAA) will report planned expenditures within 45 days of the newly awarded grants. The SAA is responsible for the submission of the ISIP report to FEMA. Submission of the ISIP satisfies the programmatic reporting requirements identified in the FEMA preparedness grant program guidance to ensure legal and prudent use of federal funds. All funds provided to the SAA through these grant programs must be accounted for and linked to one or more projects. This, in turn, must support specific goals and objectives in the State Homeland Security Strategy (SHSS) and where

appropriate, the Urban Area Security Strategies (UASS) and Regional Transit Security Strategies. The ISIP data is submitted electronically in a FEMA-sponsored system, the Grants Reporting Tool (GRT). This collection activity is currently in the OMB process for approval under ICR Reference No. 201003-1660-005.

**Biannual Strategy Implementation Report (BSIR)** – The BSIR serves as the reporting format for the Semiannual Progress Report, formerly known as the Categorical Assistance Progress Report (CAPR). The SAA/Direct Tribal Grantee (DTG) is responsible for providing FEMA with BSIR reports to account for grant funding. The BSIRs are due within 30 days of the end of the reporting periods (June 30 and December 31), for the life of the award. A close-out BSIR is due 120 days after the end date of the award period. The submission of a completed BSIR satisfies programmatic reporting requirements as outlined in the grant program guidance to ensure legal and prudent use of federal funds. All funds provided to the SAA through these grant programs must be accounted for and linked to one or more projects. This, in turn, must support specific goals and objectives in the State Homeland Security Strategy and where appropriate, the Urban Area Homeland Security Strategy, and Regional Transit Security Strategy, as detailed in the special conditions of the grant award. The BSIR data is submitted electronically in a FEMA-sponsored system, the Grants Reporting Tool (GRT). This collection activity is currently in the OMB process for approval under ICR Reference No. 201003-1660-005.

**Preparedness Comprehensive Assessment Support Tool (PrepCAST) formerly known as the National Incident Management System Compliance Assistance Support Tool (NIMSCAST)** – PrepCAST facilitates and reports State, Territory, tribal and local jurisdictions' compliance with the National Incident Management System (NIMS). PrepCAST allows incident management authorities and resource managers to assess their current capabilities as well as to determine what additional measures should be taken and what resources are needed to effectively implement the NIMS nationwide. The State Preparedness Report provides information on the readiness of states to respond to disaster situations. The capability based data in this report is used in conjunction with other data to create documents such as the National Preparedness Report. This collection activity is approved under OMB Control Number 1660-0087.

**FEMA Form 024-0-1, Environmental and Historic Preservation (EHP) Environmental Screening Form (ESF)** - The Environmental and Historic Preservation Environmental Screening Form is a paper form used by FEMA's Grant Programs Directorate (GPD) and is utilized when following the requirements for grant packages that utilize this instrument. This form should be attached to all project information sent to GPD for an Environmental and Historic Preservation (EHP) regulatory compliance review. This collection activity is currently in the OMB process for approval under ICR Reference No. 201003-1660-007.

**Homeland Security Exercise and Evaluation Program (HSEEP) After-Action Report (AAR) and Improvement Plan (IP)** – The information contained within this report identifies areas where expectations for preparedness to respond to an emergency

situation are met as well as areas where improvement is required. This information is used by the Secretary of Homeland Security and shared with heads of other Federal Departments including FEMA's National Preparedness Directorate to allow for planning methods to increase levels of preparedness, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State and local entities.

This initiative is managed by FEMA's National Preparedness Directorate (NPD). Grant recipients must report on scheduled exercises and ensure that an HSEEP After-Action Report (AAR) and Improvement Plan (IP) are prepared for each exercise conducted with FEMA support. This information must be submitted to the FEMA within 60 days following completion of an exercise. There are two separate templates that support this data collection effort: (1) **Discussion-Based Exercise template**; 2) **Operations-Based Exercise template**. The link for the HSEEP is <https://hseep.dhs.gov>. This collection activity is currently in the OMB process for approval under ICR Reference No. 201006-1660-001.

**Citizen Corps Council and Website Registration** – To be eligible for funding, applicants must register their Citizen Corps (CC) Council on the Citizen Corps website (<http://www.citizencorps.gov>). The CC website is managed by FEMA's National Preparedness Directorate (NPD) and serves as the repository for which grantees submit their CC information. Registration is verified by NPD. Grantees that are determined to not be registered are reported by NPD to the Grant Programs Directorate (GPD); GPD will thereafter work to determine appropriate enforcement with respect to grant funding restrictions. In addition, through the Citizen Corps website all Citizen Corps State Program Managers must provide program management information of their Citizen Corps activities. This includes managing the approval process for local Citizen Corps councils, Community Emergency Response Teams (CERT) programs, managing administrative section passwords for local users, and managing calendar events, subscriber, and e-mails to local Councils. CC has received clearance from OMB. The OMB control number for CC is 1660-0098 and it expires on 2/28/2013.

**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.**

Grant applications are posted on the FEMA website at <http://www.fema.gov/government/grant/index.shtml> and are advertised in the Catalog of Federal Domestic Assistance (CFDA) for applicants. FEMA posts most of its grant application packages on [www.grants.gov](http://www.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 [www.grants.gov](http://www.grants.gov). The data collection tools in this collection are either MS-Word documents or non-

prescribed formats. The Urban Area Working Group (UWAG) Overview/Structure is submitted as an attachment in [www.grants.gov](http://www.grants.gov). The UASI Governance Charter, UASI Strategy, UWAG Spending Consensus, a written letter submitted to DHS requesting tribal staff participation for overtime costs and fusion centers, and SAA documentation on how operational overtime UASI funds held by State would support urban area are completed in non-prescribed formats using electronic software, such as MS Word, and submitted as attachments.

Additionally, grant applicants must use the FEMA-sponsored Grants Reporting Tool (GRT) to submit data for their Investment Justification (IJ), Initial Strategy Implementation Plan (ISIP) and Biannual Strategy Implementation Report (BSIR). The GRT provides grantees the ability to electronically create and submit their IJs, ISIPs and BSIRs throughout the life of the grant. The GRT homepage is (<https://www.reporting.odp.dhs.gov/>). The GRT is used to capture FEMA's annual award and biannual grant reporting data. The Department developed the GRT as a tool to streamline the reporting process for grantees. The module is user-friendly with a web-based format, thus reducing burden on the grantees by providing increased flexibility yet ensuring adherence to agency guidelines. The Grants Reporting Tool (GRT) collection activity is currently in the OMB process for approval under ICR Reference No. 201003-1660-005.

**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.**

This information is not collected in any form, and therefore is not duplicated elsewhere.

**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 information collection does not have an impact on small businesses or other 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 requirements.

**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.**

No data collection elements are required more often than quarterly. Most collection elements are only required once per year per grant application.

**(b) 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 two 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 after close-out. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever 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 data 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.**

A 60-day Federal Register Notice inviting public comments was published on November 17, 2009, Volume 74, No. 220, pp. 59231. No comments were received. See attached copy of the published notice included in this package.

A 30-day Federal Register Notice inviting public comments was published on April 5, 2010, Volume 75, No. 64, pp. 17151. No comments were received. See attached copy of the published notice included in this package.

**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 meets with both the National Emergency Management Association (NEMA) and the National Governors Association (NGA) national associations that represent these entities, as well as individual grantees, through regular program-specific conferences and workshops. Additionally, teleconferences and e-mail communications are also used. During the grant guidance development process in past years, FEMA meets and consults directly with 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 on a regular basis with Federal, State, local, tribal stakeholders on a variety of issues. These consultations involve discussions regarding the nature of



information needed by FEMA to manage the grant programs. Partners offer comments and suggestions about their reporting practices. The most common area of concern is 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.**

FEMA does not provide payments or gifts to respondents in exchange for a benefit sought.

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

The DHS Privacy Office approved the Privacy Impact Assessment (PIA) for this information collection on July 14, 2009.

**11. Provide additional justification for any question 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 sensitive nature.

**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 for each collection instrument (separately list each instrument and describe information as requested). 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.**

The HSGP is an existing grant program that uses the forms outlined in this collection. The burden hour estimates shown on the following pages are based upon internal and external subject matter expertise. The burden estimated to collect the necessary information has estimated to be 308,136 total annual burden hours.

**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.**

**97.067 Homeland Security Grant Program (HSGP)** – The HSGP is a primary funding mechanism for building and sustaining national preparedness capabilities. HSGP is comprised of four separate grant programs (SHSP, UASI, MMRS, CCP) which fund a range of preparedness activities, including planning, organization, equipment purchase, training, exercises, and management and administration costs.

**c. Provide an estimate of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost to the respondents 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 A.12: Estimated Annualized Burden Hours and Costs

Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate*	Total Annual Respondent Cost
State, Local or Tribal Government	HSGP Investment Justification, FEMA Form 089-1	56	1	56	1482.5 hrs.	83,020	\$32.20	\$2,673,244.00
State, Local or Tribal Government	Submission of written letter to DHS requesting tribal staff participation for overtime costs and fusion centers	4	1	4	2 hrs.	8	\$32.20	\$257.60
State, Local or Tribal Government	Documentation from SAA on how operational overtime UASI funds held by State would support urban area	10	2	20	4 hrs.	80	\$32.20	\$2,576.00
State, Local or Tribal Government	Multi-year Training & Exercise Plan	56	1	56	42 hrs.	2,352	\$32.20	\$75,734.40
State, Local or Tribal Government	Urban Area Working Group	62	2	124	1354 hrs.	167,896	\$37.80	\$6,346,468.80

	Structure, including Points of Contact							
State, Local or Tribal Government	UASI governance charter	33	2	66	250 hrs.	16,500	\$37.80	\$623,700.00
State, Local or Tribal Government	UASI strategy	33	2	66	500 hrs.	33,000	\$37.80	\$1,247,400.00
State, Local or Tribal Government	UAWG spending consensus	33	2	66	80 hrs.	5,280	\$37.80	\$199,584.00
<b>Total</b>		<b>287</b>				<b>308,136</b>		<b>\$11,168,964.00</b>

\* Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site ([www.bls.gov](http://www.bls.gov)) the wage rate category for State Representatives is estimated to be \$23.00 per hour; in addition, a 1.4 multiplier for benefits has been included, resulting in a total wage rate of \$32.20. The wage rate for Local Representatives is estimated to be \$27 per hour, with the addition of the 1.4 multiplier, the total wage rate is \$37.80 for completing and submitting the FEMA grant information to FEMA for review and approval. Therefore, the estimated total burden hour cost to State and Local Representatives is estimated to \$11,168,964.00 annually.

**The Standard Forms listed in the table below are used in FEMA administration of grant programs collections of information. These burden estimates are captured under the OMB government-wide collections of information for Standard Forms (SF). Other data collection activities approved by OMB are also identified in the table below.**

Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate*	Total Annual Respondent Cost
<b>Standard Forms</b>								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	56	1	56	0.75	42		

State, Local or Tribal Government	Budget Information - Non-Construction Programs / SF 424A	56	1	56	3	168		
State, Local or Tribal Government	Assurances - Non-Construction Programs / SF 424B	56	1	56	0.25	14		
State, Local or Tribal Government	Budget Information - Construction Programs / SF 424C	56	1	56	3	168		
State, Local or Tribal Government	Assurances - Construction Programs / SF 424D	56	1	56	0.25	14		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	56	1	56	0.167	9		
State, Local or Tribal Government	Direct Deposit Sign-Up Form / SF 1199A	56	1	56	0.167	9		
State, Local or Tribal Government	Federal Financial Report / SF 425	56	4	224	1.5	336		
State, Local or Tribal Government	Financial Status Report / Standard Form 269	56	4	224	0.5	112		
<b>Total</b>				<b>840</b>		<b>873</b>		
<b>Other Departments/ Agencies Data Collection Activities</b>								

State, Local or Tribal Government	Initial Strategy Implementation Plan (ISIP) / No Form; FEMA OMB Number 1660-XXXX	56	1	56				
State, Local or Tribal Government	Biannual Strategy Implementation Report (BSIR) / No Form; FEMA OMB Number 1660-XXXX	56	2	112				
State, Local or Tribal Government	Preparedness Comprehensive Assessment Support Tool (PrepCAST) formerly known as the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) / No Form Number; FEMA OMB Number 1660-0087	56	1	56				
State, Local or Tribal Government	State Preparedness Report (SPR) / No Form Number; FEMA OMB Number 1660-0087	56	1	56				
State, Local or Tribal Government	EHP - Environmental Screening Form / FEMA Form 024-0-1; FEMA OMB Number 1660-XXXX	56	1	56				
State, Local or Tribal Government	Homeland Security Exercise & Evaluation Program (HSEEP) After Action Report (AAR) and Improvement Plan (IP) / FEMA Form 091-0; FEMA OMB Number 1660-XXXX	56	1	56				
State, Local or Tribal Government	Citizen Corps (CC) Council Registration /	56	2	112				

	FEMA Form 646; FEMA OMB Number 1660-0098							
<b>Total</b>				504				

**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.**

**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 record keeping, capital, start-up or maintenance costs associated with this information 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 \$6,661,467.50. Approximately 35 staff members with an estimated grade level of GS-13 review and analyze the information collected by this program.

**Annual Cost to the Federal Government**

<b>Item</b>	<b>Cost (\$)</b>
<b>Contract Costs</b> There are 3 contracts that support this effort: <b>The Technical Assistance and Program Development Contract, Grant Operation Support Contract, and the Grant Reporting Tool (GRT) contract.</b> These contracts support the development of the programs & guidance, assistance to grantees, development of the GRT, and collection & review of the information. The Costs for each contract are as follow: <b>Technical Assistance and Program Development: \$3,099,000.00</b> <b>Grant Operations Support: \$1,129,434.00</b> <b>Grant Reporting Tool: \$303,322.00</b>	\$4,531,756.00

<b>Total: \$4,531,756.00</b>	
Staff Salaries [ 35 GS-13 employees spending approximately 50% of time annually for this administrative and financial data collection] =35 x \$86,927 = \$3,042,445 x 1.4 = \$4,259,423 x .50 = \$2,129,711.50	\$2,129,711.50
Facilities [cost for renting, overhead, etc. 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	
<b>Total</b>	<b>\$6,661,467.50</b>

\* Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

**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.**

A "**Program increase**" is an additional burden resulting from a Federal government regulatory action or directive. (e.g., an increase in sample size or coverage, amount of information, reporting frequency, or expanded use of an existing form). This also includes previously in-use and unapproved information collections discovered during the ICB process, or during the fiscal year, which will be in use during the next fiscal year.

A "**Program decrease**", is a reduction in burden because of: (1) the discontinuation of an information collection; or (2) a change in an existing information collection by a Federal agency (e.g., the use of sampling (or smaller samples), a decrease in the amount of information requested (fewer questions), or a decrease in reporting frequency).

Itemized Changes in Annual Burden Hours						
Data collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
HSGP Investment Justification, FEMA Form 089-1	0	83,020	+83,020			
Submission of written letter to DHS requesting tribal staff participation for overtime costs and fusion centers	0	8	+8			
Documentation from SAA on how operational overtime UASI funds held by State would support urban area	0	80	+80			
Multi-year Training & Exercise Plan	0	2,352	+2,352			
Urban Area Working Group Structure, including Points of Contact	0	167,896	+167,896			

UASI governance charter	0	16,500	+16,500			
UASI strategy	0	33,000	+33,000			
UAWG spending consensus	0	5,280	+5,280			
<b>Total(s)</b>	<b>0</b>	<b>308,136</b>	<b>+308,136</b>			

*Explain: This is a new collection tool that was not previously on the OMB inventory. Therefore, the burden hours are positive program changes.*

<b>Itemized Changes in Annual Cost Burden</b>						
<b>Data Collection Activity/Instrument</b>	<b>Program Change (cost currently on OMB Inventory)</b>	<b>Program Change (New)</b>	<b>Difference</b>	<b>Adjustment (cost currently on OMB Inventory)</b>	<b>Adjustment (New)</b>	<b>Difference</b>
HSGP Investment Justification, FF 089-1	0	\$2,673,244.00	+\$2,673,244.00			
Submission of written letter to DHS requesting tribal staff participation for overtime costs and fusion centers	0	\$257.60	+\$257.60			
Documentation from SAA on how operational overtime UASI funds held by State would support urban area	0	\$2,576.00	+\$2,576.00			
Multi-year Training & Exercise Plan	0	\$75,734.40	+\$75,734.40			
Urban Area Working Group Structure, including Points of Contact	0	\$6,346,468.80	+\$6,346,468.80			
UASI governance charter	0	\$623,700.00	+\$623,700.00			
UASI strategy	0	\$1,247,400.00	+\$1,247,400.00			
UAWG spending consensus	0	\$199,584.00	+\$199,584.00			
<b>Total(s)</b>	<b>0</b>	<b>\$11,168,964.00</b>	<b>+\$11,168,964.00</b>			

*Explain: This collection has not previously been approved for use by OMB and there was no previous Annual Cost Burden.*

**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.**

FEMA does not intend to employ the use of statistics or the publication thereof for this information collection.

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



FEMA will display the expiration date for OMB approval of this information collection.

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

FEMA does not request an exception to the certification of this information collection.

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

There is no statistical methodology involved in this collection.