

April 27, 2010

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660 - 0100

Title: General Admissions Application (Long and Short) and Stipend Forms

Form Number(s): FEMA Form 119-25-1, 119-25-2, 119-25-5, 119-25-3, 119-25-4

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.

Public Law 93-498, Federal Fire Prevention and Control Act, as amended, established the National Fire Academy (NFA) at the Federal Emergency Management Agency (FEMA) to advance the professional development of fire service personnel and those engaged in fire prevention and control activities through training opportunities, and authorizes the Superintendent of the NFA to promote this. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5121-5207, authorizes the President to establish “a program of disaster preparedness that utilizes services of all appropriate agencies and includes training and exercises. Under the authorities of Executive Order 12127 and 12148, the Administrator, Federal Emergency Management Agency, is

responsible for carrying out the mandates of the public laws mentioned above. The Administrator established the National Emergency Training Center (NETC), located in Emmitsburg, Maryland, which houses the NFA and the Emergency Management Institute (EMI). FEMA offers courses and programs that are delivered on-campus at the NETC facility and throughout the Nation in coordination with State and local fire training officials and local colleges and universities. To facilitate meeting these requirements, FEMA collects applicant information necessary to register for courses and to receive stipends for the courses.

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 uses FEMA Form **119-25-1 (formerly FEMA Form 75-5)** General Admissions Application, to admit applicants to courses and programs offered at NETC, the Noble Training Facility (NTF), and various locations throughout the United States. Applicants complete FEMA Form 119-25-1 and send it to the Office of Admissions. FEMA personnel use the application to determine eligibility for courses and programs. Information from the application is maintained securely in the Student Application and Registration Records System.

FEMA uses FEMA Form **119-25-2 (formerly FEMA Form 75-5A)**, General Admissions Application Short Form, to admit applicants to courses and programs offered at NETC, NTF, and various locations throughout the United States. Applicants use these forms when less information is necessary to enroll respondents into certain courses and programs where FEMA personnel does not need to determine eligibility for the courses and programs. Information from the application is maintained securely in the Student Application and Registration Records System.

FEMA uses FEMA Form **119-25-5 (formerly FEMA Form 95-22)**, National Fire Academy Executive Fire Officer Program Application Admission, to admit individuals who have applied for and completed the first portion of the application process (FEMA Form 119-25-1) for the NFA Executive Fire Officer Program; they complete a second essay-based application form.

In addition to the required FEMA Forms 119-25-1 and 119-25-5, only those applicants who apply for the NFA Executive Fire Officer Program must provide the following additional Documentation: Letter of Intent, Resume, Letter of Recommendation, Diploma Photocopy, and Organizational Chart. The respondent is required to submit all of these forms and documentation to be considered for selection to attend training.

FEMA forms **119-25-3 (formerly FEMA Form 75-3)** Student Stipend Agreement is used by FEMA to pay the amount of stipend available to eligible students. This stipend covers eligible travel costs incurred by the respondent to attend a course or program.

FEMA form **119-25-4 (formerly FEMA Form 75-3A)** Student Stipend Agreement (Amendment), is used by FEMA to pay an additional amount of stipend to the student when the previously paid amount is less than the verified total travel costs incurred by the student.

Certain financial information such as name and social security number of the student, the name of the financial institution, the name on the bank account for electronic payment purposes, the bank routing and account number, and the type of account to which the payment is being made is shared with the Department of the Treasury so that stipend payments can be made through the Treasury's direct deposit process.

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.

FEMA Forms 119-25-1, 119-25-2 and 119-25-5 are electronically accessible at <http://www.usfa.dhs.gov/> and can be downloaded for completion; and the saved copy can be sent back to FEMA via mail or fax. Once the information has been returned, a FEMA application specialist enters the data into the Student Application and Registration Records System (SARRS) (the general public does not have access to the system). FEMA is currently actively pursuing an electronic system to allow for electronic application submission of the information on-line through a web module to the admissions system. When this system is ready for use, the collection will be resubmitted for approval to reflect the burden change incurred from electronic submission.

FEMA Forms 119-25-3 and 119-25-4, Student Stipend Agreement and Student Stipend Agreement (Amendment), information is provided by the student at the time and place of the course or program to individuals who have registered and have been accepted to attend FEMA courses for which a stipend is paid. The 119-25-3 and 119-25-4 are printed from the SARRS admissions system with the information already completed. The student provides the financial institution information, verifies, signs and dates the form. The student provides receipts for the costs for which the student will receive the stipend. Student application information is maintained securely in the Student Application and Registration Records System.

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.

The NFA Courses are only available through FEMA and information collected in SARRS is only used to admit respondents to courses; the information that is in within SARRS would not be available 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.

FEMA would not be able to meet the requirements Executive Orders 12127 and 12148 and the Stafford Act which requires the establishment of a program of disaster preparedness to include training for the advancement of professional firefighters and those engaged in fire prevention and control activities. It would also be impossible difficult to maintain the records necessary to keep the American Council on Education (ACE) recommendation for college credit awards, since accreditation standards require documentation of an official and consistent admission process.

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.

Potential students only complete the information when requested to do so. This does not occur 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.

There is no requirement to provide a response for these application and stipend forms in fewer than 30 days.

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

Students are not required to provide more than the original 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.

Respondents are not required to retain any records in connection with the application process.

(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.

Admissions applications or stipend forms are not statistically analyzed.

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

Statistical data classifications have not been utilized by these forms.

(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 involve a pledge of confidentiality that is not supported by regulatory authority.

(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 is no requirement to submit proprietary trade secrets or other 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 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 February 24, 2010, Volume 75 pp 8386. 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 May 5, 2010, Volume 75 pp 24722. 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.

The American Council on Education (ACE) reviews Academy courses and makes recommendations for credit equivalencies. Through the ACE's Program on Non-Collegiate Sponsored Instruction, ACE reviews formal training developed outside colleges and universities and publishes its recommendations in "The National Guide to Educational Credit for Training Programs," a guide used by educational institutions throughout the country.

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.

All students who participate in the courses are able to provide feedback at the time of the course. The courses are offered on a continuous basis and their comments, suggestions and feedback are reviewed for enhancement of the program. The students complete the Emergency Management Institute Follow-Up Evaluation Survey, controlled under OMB number 1660-0044, that provides for feedback of the courses taken.

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

No gifts or payments were provided.

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

Since the recordkeeping system contains personal information about the program participants, the security of this information is maintained through administrative and technological controls. Administratively, student data use is restricted to authorized employees who must access such information in their normal duties. Release of individual student information must be requested in writing by the individual or with his or her written approval. A privacy act statement is present on each form to ensure each applicant that the confidentiality of information provided will be maintained. A Privacy Impact Assessment is currently being reviewed for the collection of this information. An approved SORN (Student Application and Registration (SARRS)) was previously approved on October 5, 2004 at Volume 69 FR 59609 and is currently being reviewed by DHS for any necessary updates.

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.

The questions regarding race and ethnicity of the applicant are in compliance with the Standards for the Classification of Federal Data on Race and Ethnicity.

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.

FEMA Form 119-25-1 will be completed by an estimated 25,000 respondents (fire department personnel from the Federal level, State, local governments and Tribal departments, also persons from business or not-for-profit institutions who are charged with fire prevention and control activities) and the average burden per response will be 9 minutes, for a total Annual Burden Hour of 3,750 hours.

FEMA Form 119-25-2 will be completed by an estimated 75,000 respondents (fire department personnel from the Federal level, State, local governments and Tribal departments, also persons from business or not-for-profit institutions who are charged with fire prevention and control activities) and the average burden per response will be 6 minutes, for a total Annual Burden Hour of 7,500 hours.

FEMA Form 119-25-5 will be completed by an estimated 800 Fire Officers respondents (fire department personnel from the Federal level, State, local governments and Tribal departments) and the average burden per response will be 1 hour, for a total Annual Burden Hour of 800 hours.

FEMA Form 119-25-5 will be completed by an estimated 800 Fire Officers respondents (fire department personnel from the Federal level, State, local governments and Tribal departments) and the average burden per response will be 1 hour, for a total Annual Burden Hour of 800 hours.

FEMA Form 119-25-3 will be completed by an estimated 8,000 respondents (fire department personnel from the Federal level, State, local governments and Tribal departments, also persons from business or not-for-profit institutions who are charged

with fire prevention and control activities) and the average burden per response will be 2 minutes, for a total Annual Burden Hour of 267 hours.

FEMA Form 119-25-4 will be completed by an estimated 1,000 respondents (fire department personnel from the Federal level, State, local governments and Tribal departments, also persons from business or not-for-profit institutions who are charged with fire prevention and control activities) and the average burden per response will be 2 minutes, for a total Annual Burden Hour of 33 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.

c. Provide an estimate of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. NOTE: The wage-rate category for each respondent must be multiplied by 1.4 and this total should be entered in the cell for “Avg. Hourly Wage Rate”. 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.

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; Business or other for profit; Not-for-profit Institutions, Federal Government	General Admissions Application / FEMA Form 119-25-1	25,000	1	25,000	.15 (9 minutes)	3,750	\$39.23	\$147,113
State, local, or Tribal Government; Business or other for profit; Not-for-profit Institutions, Federal Government	General Admissions Application Short Form / FEMA Form 119-25-2	75,000	1	75,000	0.1 (6 minutes)	7,500	\$39.23	\$294,225

State, local, or Tribal Government; Business or other for profit; Not-for-profit Institutions, Federal Government	National Fire Academy Executive Fire Officer Program Application Admission / FEMA Form 119-25-5	400	1	400	1	400	\$47.70	\$19,080
State, local, or Tribal Government; Business or other for profit; Not-for-profit Institutions, Federal Government	Additional Documentation: Letter of Intent, Resume, Letter of Recommendation, Diploma Photocopy, Organizational Chart / No Form	400	1	400	1	400	\$47.70	\$19,080
State, local, or Tribal Government; Business or other for profit; Not-for-profit Institutions, Federal Government	Student Stipend Agreement / FEMA Form 119-25-3	8,000	1	8,000	0.033 (2 minutes)	267	\$39.23	\$10,474
State, local, or Tribal Government; Business or other for profit; Not-for-profit Institutions, Federal Government	Student Stipend Agreement (Amendment) / FEMA Form 119-25-4	1,000	1	1,000	.033 (2 minutes)	33	\$39.23	\$1,295
Total		109,800		109,800		12,350		\$491,267

- Note: The “Avg. Hourly Wage Rate” for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.
- “Type of Respondent” should be entered exactly as chosen in Question 3 of the OMB Form 83-I

Instruction for Wage-rate category multiplier: Take each non-loaded “Avg. Hourly Wage Rate” from the BLS website table and multiply that number by 1.4. For example, a non-loaded BLS table wage rate of \$42.51 would be multiplied by 1.4, and the entry for the “Avg. Hourly Wage Rate” would be \$59.51.

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for Firefighters (\$21.97), and First Line Supervisors/Managers of Fire Fighting Workers (\$34.07) is estimated to be \$28.02 (based

on wage rates of $\$21.97 + \$34.07 = \$56.04 / 2 = \28.02 and using the 1.4 multiplier the wage is estimated to be $\$39.23$ per hour including the wage rate multiplier, therefore, the estimated burden hour cost is estimated to $\$453,107$ annually. This is based on the average wages for all those respondents that would utilize the forms to apply for admission and stipends in this collection.

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for “First Line Supervisors/Managers of Fire Fighting Workers” is estimated to be 34.07 and using the 1.4 multiplier the wage is estimated to be $\$47.70$ per hour including the wage rate multiplier, therefore, the estimated burden hour cost to respondents ” First Line Supervisors/Managers of Fire Fighting Workers” is estimated to $\$38,160$ annually.

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 are no estimated operation or maintenance costs to the respondents for this collection.

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 capital or start-up costs to the respondents 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, etc.)	Annual Non-Labor Cost (expenditures on training, travel and other resources)	Total Annual Cost to Respondents

Total	0	0	0	0

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 [Data entry, 50% of contract cost]	307,000
Staff Salaries* [_#_ of GS __ , step__ employees spending approximately ___% of time annually(description)..... for this data collection] [show calculations for this here and erase this]	
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]	500
Postage [annual number of data collection instruments x postage]	
Other	
Total	\$307,500

* Note: The "Salary Rate" 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 an 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).

"Adjustment" denotes a change in burden hours due to factors over which the government has no control, such as population growth, or in factors which do not affect what information the government collects or changes in the methods used to estimate burden or correction of errors in burden estimates.

Itemized Changes in Annual Burden Hours
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Data collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
General Admissions Application / FEMA Form 119-25-1				2,250	3,750	+1,500
General Admissions Application Short Form / FEMA Form 119-25-2				6,000	7,500	+1,500
National Fire Academy Executive Fire Officer Application for Admissions / FEMA Form 119-25-5				67	400	+333
General Admissions Application / FEMA Form 119-25-1 (electronic)				1,333	0	-1,333
General Admissions Application Short Form / FEMA Form 119-25-2 (electronic)				1,250	0	-1,250
Additional Documentation: Letter of Intent, Resume, Letter of Recommendation, Diploma Photocopy, Organizational Chart / No Form				0	400	+400
Student Stipend Agreement (Amendment) / FEMA Form 119-25-4	0	33	+33			
				0	400	+400
Total(s)	0	33	+33	10,900	12,050	+1,150

Explain:

FEMA Form 119-25-1 (formerly 75-5) has combined the paper and electronic submission methods previously listed due to the single method currently available to submit the information. This results in an increase of 1,500 hours for non-electronic submission and a decrease of 1,333 for elimination of the former electronic submission option. The annual hour burden for the collection activity has an overall net increase of 167 hours.

FEMA Form 119-25-2 (formerly 75-5A) has combined the paper and electronic submission methods previously listed due to the single method currently available to submit the information. This results in an increase of 1,500 hours for non-electronic

submission and a decrease of 1,250 for elimination of the former electronic submission. The annual hour burden for the collection activity has an overall net increase of 250 hours.

FEMA Form 119-25-5 (formerly FEMA Form 95-22) has an increase in annual hour burden due to the addition of the 67 annual hours burden approved in this collection to the 333 annual hours burden approved in collection OMB Control Number 1660-0021. The annual hour burden for the collection activity has an overall net increase of 333 hours.

“Additional Documentation: Letter of Intent, Resume, Letter of Recommendation, Diploma Photocopy, Organization Chart” is a collection activity added to this collection due to the requirement for this information in combination with FEMA Form 119-25-5. This results in an increase in 400 annual burden hours.

FEMA Form 119-25-4 (Student Stipend Amendment, formerly FEMA Form 75-3A) has increased by 33 annual hours burden. The annual hour burden was inadvertently not added into the last collection request and is now reported.

Itemized Changes in Annual Cost Burden						
Data collection Activity/Instrument	Program Change (cost currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (cost currently on OMB Inventory)	Adjustment (New)	Difference
General Admissions Application / FEMA Form 119-25-1				\$75,712	\$147,113	+\$71,401
General Admissions Application Short Form / FEMA Form 119-25-2				\$137,040	\$294,225	+\$157,185
National Fire Academy Executive Fire Officer Application for Admissions / FEMA Form 119-25-5				\$2,255	\$19,080	+\$16,825
General Admissions Application / FEMA Form 119-25-1 (electronic)				\$44,855	0	-\$44,855
General Admissions Application Short Form / FEMA Form 119-25-2 (electronic)				\$28,550	0	-\$28,550
Additional Documentation: Letter of Intent, Resume, Letter of Recommendation, Diploma Photocopy,				\$0	\$19,080	+19,080

Organizational Chart / No Form						
Student Stipend Agreement / FEMA Form 119-25-3				\$7,543	\$10,474	+\$2,931
Student Stipend Agreement (Amendment) / FEMA Form 119-25-4	0	\$939	+\$939			
Total(s)	0	\$939	+\$939	\$295,955	\$489,972	+\$194,017

Explain:

FEMA Form 119-25-1 (formerly 75-5) has combined the paper and electronic submission methods previously listed due to the single method currently available to submit the information. This results in an increase of \$30,976 for non-electronic submission and a decrease of -\$44,855 for elimination of the former electronic submission option. Also, the 1.4 multiplier has been applied to the wage rate. The annual cost burden for the collection activity has an overall net increase of +\$26,546.

FEMA Form 119-25-2 (formerly 75-5A) has combined the paper and electronic submission methods previously listed due to the single method currently available to submit the information. This results in an increase of \$157,185 for non-electronic submission and a decrease of \$28,550 for elimination of the former electronic submission. Also, the 1.4 multiplier has been applied to the wage rate. The annual cost burden for the collection activity has an overall net increase of +\$128,635.

FEMA Form 119-25-5 (formerly FEMA Form 95-22) has an increase in annual cost burden due to the addition of the 67 annual hours burden approved in this collection to the 333 annual hours burden approved in collection OMB Control Number 1660-0021. Also, the 1.4 multiplier has been applied to the wage rate. The annual cost burden for the collection activity has an overall net increase of +\$16,825.

“Additional Documentation: Letter of Intent, Resume, Letter of Recommendation, Diploma Photocopy, Organization Chart” is a collection activity added to this collection due to the requirement for this information in combination with FEMA Form 119-25-5. The total annual cost burden for this collection activity of +\$19,080 is added to this collection.

FEMA Form 119-25-3 (Student Stipend, formerly FEMA Form 75-3) has had the 1.4 multiplier applied to this collection activity. This results in an increase of +\$2,931.

FEMA Form 119-25-4 (Student Stipend Amendment, formerly FEMA Form 75-3A) has \$939 increase in annual cost burden added to this collection. The annual cost burden was inadvertently not added into the last collection request and is now reported.

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 of data 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.

This collection does not seek approval to not display the expiration date for OMB approval.

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 “Certification for Paperwork Reduction Act Submissions”.

B. Collections of Information Employing Statistical Methods.

THERE IS NO STATISTICAL METHODOLOGY INVOLVED IN THIS COLLECTION.