

November 18, 2010

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660 – 0025

Title: FEMA Grant Administration Forms/Non-Disaster (ND) Grants System

Form Number(s): FEMA Forms: 112-0-2, Budget Information - Construction; 112-0-3, 112-0-3A, 112-0-3B, 112-0-3C, Summary Sheet for Assurances and Certifications; 112-0-4, Outlay Report and Request for Reimbursement for Construction Program; 112-0-5, Report of Government Property; 112-0-6, Reconciliation of Grants and Cooperative Agreements; 112-0-8, Budget Information—Non-construction; 112-0-7, Obligating Document for Award/Amendment; 089-9, Detailed Budget Worksheet

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.

Title 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 collect 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.

OMB Circular A-133 requires 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. Executive Order 12372 established that States which have established a review and comment procedure be given opportunity to evaluate all applications submitted.

The American Recovery and Reinvestment Act of 2009, Public Law 111-5, was created to promote financial stimulus throughout the United States. Opportunities include funding for port security and bus and rail projects. Funds from this Act can be in the form of grant opportunities or outright purchases, depending upon the program and the funding allocation.

With ND Grants, FEMA seeks to meet the intent of the E-Government initiative, authorized by Public Law 106-107 passed on November 20, 1999 that requires that all government agencies both streamline grant application processes and provide for the means to electronically create, review, and submit a grant application via the Internet.

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 and administrative information from States and local governments, universities, and non-profits 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, monitor ongoing performance and manage the flow of federal funds, and to appropriately close-out grants or cooperative agreements, when all work is completed.

The application module within ND Grants includes the information necessary for FEMA to assess the financial needs of the applicants as well as the projected benefits to be obtained from the use of grant funds for each of the non-disaster grant programs. The application will provide FEMA the required information to determine whether the activity proposed for funding meets eligibility criteria, including a benefit-cost analysis and environmental review. In addition, the applicant will provide FEMA responses to established questions which, combined with the activity eligibility criteria, will be used to objectively evaluate its merits.

Regulations for each of FEMA's grant programs requires grantees to report to FEMA on a regular basis – quarterly or semiannually depending on the grant program, certifying how the funds are being used and reporting on the progress of activities funded under the award made to the grantee by FEMA. Grantees also are responsible for documenting and reporting to FEMA that program funds are used in accordance with the all federal guidelines and requirements. FEMA will review the grantee's reports to ensure the activities are progressing on schedule. Any delays to the implementation and completion of grant awards must be noted in the report, including an explanation of the reason for the delay and a revised work schedule.

The following FEMA forms are administration documents with the burden calculated within this collection. The forms are used by staff to administer FEMA grants:

FEMA Form 089-9, Detailed Budget Worksheet – This form is used to lay out the budget for proposed investments and is used to evaluate cost effectiveness of applications. The Detailed Budget Worksheet is provided as a guide to assist applicants in the preparation of the budget and budget narrative, when required. This worksheet provides a detailed look of all costs that each grantee will incur against Federal funds and enables FEMA Grants Management Specialists to review all items charged to a grant to ensure they are allowable, reasonable, and necessary (per 2 CFR Parts 220, 225 and 230 and FAR Subpart 31.2). Applicants may submit the budget information using the form or in the format of their choice (plain sheets, own form, or variation of required form). All required information (including the budget narrative) must be provided.

FEMA Form 112-0-2, 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 112-0-3, 112-0-3A, 112-0-3B, and 112-0-3C Summary Sheet for Assurances and Certifications is used by States and other recipients to certify compliance with important Federal requirements.

FEMA Form 112-0-4, 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 112-0-5, 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 112-0-6, 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 112-0-8, 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 112-0-7, Obligating Document for Award/Amendment, must be signed by State representative and returned to FEMA.

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.

The following Standard Forms are used within the grant application process. Approval for use of these forms is provided for under the OMB No. listed at the end of each form description and the burden for each form is calculated within the OMB numbered collection:

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, and is approved for use under OMB No. 4040-0004.

SF-424A, Budget Information – Non-Construction Programs, is a standard form used by applicants to calculate Federal cost share of programs. It is approved for use under OMB No. 4040-0006.

SF-424B, Assurances for Non-Construction Programs, is a standard form used by applicants as a required agreement to comply with all requirements of the awarding agency. It is approved for use under OMB No. 4040-0007.

SF-424C, Budget Information – Construction Programs, is a standard form used by applicants to calculate Federal cost share of programs. It is approved for use under OMB No. 4040-0008.

SF-424D, Assurances for Construction Programs, is a standard form used by applicants as a required agreement to comply with all requirements of the awarding agency. It is approved for use under OMB No. 4040-0009.

SF-425, Federal Financial Report, State and local governments use this form to report the status of financial expenditures for FEMA grants. It is approved for use under OMB No. 0348-0061.

SF-LLL, Disclosure of Lobbying Activities, is a standard form used by applicants as a required agreement to comply with all requirements of the awarding agency. It is approved for use under OMB No. 0348-0046.

Standard Form 269, Financial Status Report (Long Form) is a standard form used by applicants to account for program funds awarded to applicant. It is approved for use under OMB No. 0348-0039.

Standard Form 270, Request for Advance or Reimbursement is a standard form used by applicants to request advancement or reimbursement of funds to be allocated from a grant. It is approved for use under OMB No. 0348-0004.

Standard Form 1199A, Direct Deposit Sign-Up Form, is a standard form used by applicants to sign up for direct deposit of grant funds to comply with the requirement of the awarding agency. It is used by Federal agencies to obtain application certification, and is approved for use under OMB No. 1510-0007.

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.

DHS/FEMA is seeking to improve the processes and systems it uses to track and distribute billions of dollars in non-disaster grants each year. Currently the processes rely on multiple separate grants management systems and manual processes to perform its grants management functions.

Because DHS/FEMA currently rely on separate systems, which are neither integrated, nor capable of supporting the full lifecycle of DHS/FEMA non-disaster grants (announcement through close-out), DHS/FEMA must separately collect and collate program, financial, and performance data from the two systems as well as external sources, to inform policy makers and assist decision-making at all levels. By fully integrating and automating these systems through ND Grants (<https://portal.fema.gov>), DHS/FEMA will obtain more efficient and effective operations that better serve the needs of both internal and external stakeholders.

With ND Grants, DHS/FEMA will implement a single, integrated, web-based, grants data collection and management system, combining all existing grant management functions of both grants systems, manual processes, and incorporate any additional functionality required by DHS. This will result in the capability to manage all activities associated with non-disaster grants processes within a single full lifecycle grants management system. This system will ease the burden on grantees, providing them the functionality to manage their organization, more easily submit their applications online, and report on their performance toward completing their objectives. The new system will interface with Grants.gov, retrieving the SF424 from Grants.gov. Applicants will then be notified via email to enter the system and review their applications. Grantees will then attach the detailed budget worksheet and the investment justifications.

FEMA will continue to post their grant solicitations on Grants.gov. This allows applicants to complete the SF424 data (www.grants.gov). After applicants have been completed all required SF424 data, it will be electronically submitted to FEMA through Grants.gov and uploaded into ND Grants where they will complete the application based on the data requirements for that program. ND Grants will ease the Grantees' application process as data will be pre-populated when possible. The system is designed to be user friendly and easily navigable. Grantees can access the system at any time to reference their application and provide performance data per their reporting requirements (which differ depending on the grant program).

FEMA forms, other than the Detailed Budget Worksheet, are submitted electronically as an attachment to the ND Grants 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.

Currently within FEMA, grantees have to leverage multiple systems to provide their application and reporting information as well as reenter information into disparate systems. ND Grants represents FEMA's resolution to reduce duplication and streamline the grants management lifecycle process for grantees.

ND Grant's application module electronically records the data entered, and eliminates the need for re-entry of the same data for grantees that apply more than once or in subsequent years. This reduces potential duplicated efforts of grantees when applying for funding. Additionally, the system will pull forward relevant information for later performance reports that the grantee is required to submit per program guidance.

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 grants 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.

Without this collection activity, FEMA will not be able to implement its grant programs and will be unable to collect applications from Grantees or quarterly/semiannual reports in a uniform format. As a result, FEMA will be unable to effectively expend its annual appropriations of approximately \$4.6 billion for these programs. If FEMA could not request and obtain this information, FEMA could not exercise comprehensive programmatic and financial management, ensuring the efficient and effective use of Federal funds.

Without the approved web-based ND Grants for its non-disaster grant programs, FEMA will also reduce its ability to support information sharing, data collection, records management and financial management, and will be inhibited in its ability to accurately report the status of its programs to Congress or DHS. In addition, FEMA would not be able to provide appropriate oversight to the Grantees; ensure that awarded funds are being used appropriately; ensure that funded activities are proceeding in accordance with the conditions of the grant awards; and demonstrate that the grant programs are effective in achieving their goals.

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.

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 defined period of time. Notice is given to the recipient previous to requesting more frequent reporting as permitted in the Common Rule on grants. Historical data as evidence of less than one percent of grant recipients requiring more frequent reporting over the life of the grant.

(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.

(b) 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.

(c) 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 has 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 from it, or until the end of the regular 3-year period, which ever is later.

(d) 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.

A 60-day Federal Register Notice inviting public comments was published on November 17, 2009, Volume 74, Number 220, pp. 59217. 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 July 1, 2010, Volume 75, Number 126, 38115. 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 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. Additionally, FEMA has solicited participation from grantees for prototype review and system testing participation. FEMA will continue to reach out as the system capabilities expand.

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. Present the basis for the assurance in statute, regulation, or agency policy.

A Privacy Impact Assessment (PIA) was approved by DHS on July 14, 2009. A System of Records Notice (SORN) was published on August 7, 2009, (Volume 74, Number 151, Pages 39705-39708).

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 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.**

For some of the grant programs, 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 hours for the Fire Management Assistance Grant Program are based on an estimate of 94 Fire Management disasters declarations in a fiscal year. For other grant programs, the respondents include not-for-profit institutions or business or other for profit entities. As FEMA implements new grant programs, this burden estimate will be amended to incorporate additional burden hours. See the tables in 12(c) below for the details of the individual grant programs. Program information for each grant is approved for use in separate collections.

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.

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.

97.082 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 (AIDMATRIX) - 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.

97.067 Homeland Security Grant Program (HSGP) - enhance the ability of State, local, and tribal governments to prepare, prevent, respond to, and recover from terrorist attacks and other disasters. The Homeland Security Grant Program (HSGP) is a primary funding mechanism for building and sustaining national preparedness capabilities.

97.001 Interoperable Emergency Communications Grant Program (IECGP) - provides governance, planning, training and exercise, and equipment funding to States,

Territories, and local and tribal governments to carry out initiatives to improve interoperable emergency communications, including communications in collective response to natural disasters, acts of terrorism, and other man-made disasters. According to the legislation that created IECGP, all proposed activities must be integral to interoperable emergency communications and must be aligned with the goals, objectives, and initiatives identified in the grantee's approved Statewide Communication Interoperability Plans (SCIP). IECGP will also advance DHS near-term priorities that are deemed critical to improving interoperable emergency communications and are consistent with goals and objectives of the National Emergency Communications Plan. For FY 2009, two priority groups have been identified that are deemed critical for advancing interoperable emergency communications in alignment with the criteria established for the SCIP process: 1) Gaps in Leadership and Governance and Common Operational Planning and Protocols; 2) Emergency Responder Skills and Capabilities Development Through Training and Exercises.

97.052 Emergency Operations Center Grant Program (EOC) - improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, and interoperable Emergency Operations Centers (EOCs) with a focus on addressing identified deficiencies and needs.

97.008 Urban Areas Security Initiative Nonprofit Security Grant Program (USAISGP) - provides funding support for target-hardening activities to nonprofit organizations that are at high risk of terrorist attack and are located within one of the specific UASI-eligible Urban Areas.

97.067 Operation Stoneguard (OPSG) - provides funding to designated localities to enhance cooperation and coordination between Federal, State, local, and tribal law enforcement agencies in a joint mission to secure the United States borders along routes of ingress from International borders to include travel corridors in States bordering Mexico and Canada, as well as States and territories with International water borders. Local units of government at the county level or equivalent and Federally-recognized tribes may apply for funding from DHS through the State Administrative Agency (SAA).

97.075 Transit Security Grant Program (TSPG) - provides grant funding to the nation's key high-threat urban areas to enhance security measures for their critical transit infrastructure including bus, ferry and rail systems.

97.056 Port Security Grant Program (PSGP) - provides grant funding to port areas for the protection of critical port infrastructure from terrorism. PSGP funds are primarily intended to assist ports in enhancing maritime domain awareness, enhancing risk management capabilities to prevent, detect, respond to and recover from attacks involving improvised explosive devices (IEDs), weapons of mass destruction (WMDs) and other non-conventional weapons, as well as training and exercises and Transportation Worker Identification Credential (TWIC) implementation.

Freight Rail Security Grant Program (FRSGP) - is a component of the Transit Security Grant Program (TSGP) and funds security training for railroad frontline employees, the completion of vulnerability assessments, the development of security plans and the acquisition of GPS tracking on railroad cars within the freight rail industry. The FRSGP is one tool among a comprehensive set of measures authorized by Congress and implemented by the Administration to help strengthen the Nation's critical infrastructure against risks associated with potential terrorist attacks.

97.059 Trucking Security Program (TSP) - funding will be awarded to eligible applicants to implement security improvement measures and policies deemed valuable by DHS as indicated in the Security Action Items publication of June 26, 2008. These items are primarily focused on the purchase and installation or enhancement of equipment and systems related to tractor and trailer tracking systems. Additionally, the TSP will provide funding to develop a system for DHS to monitor, collect, and analyze tracking information; and develop plans to improve the effectiveness of transportation and distribution of supplies and commodities during catastrophic events.

97.057 Intercity Bus Security Grant Program (IBSGP) - provides funding to create a sustainable program for the protection of intercity bus systems and the traveling public from terrorism. The program seeks to assist operators of fixed-route intercity and charter bus services in obtaining the resources required to support security measures such as enhanced planning, facility security upgrades, and vehicle and driver protection.

97.111 Regional Catastrophic Preparedness Grant Program (RCPGP) - intended to support coordination of regional all-hazard planning for catastrophic events, including the development of integrated planning communities, plans, protocols, and procedures to manage a catastrophic event.

97.042 Emergency Management Performance Grants (EMPG) - assist State and local governments in enhancing and sustaining all-hazards emergency management capabilities.

97.078 Buffer Zone Protection Program (BZPP) - provides funding to increase the preparedness capabilities of jurisdictions responsible for the safety and security of communities surrounding high-priority pre-designated Tier 1 and Tier 2 critical infrastructure and key resource (CIKR) assets, including chemical facilities, financial institutions, nuclear and electric power plants, dams, stadiums, and other high-risk/high-consequence facilities, through allowable planning and equipment acquisition.

97.073 State Homeland Security Program (Tribal) (SHSP) - provides supplemental funding to directly eligible tribes to help strengthen the Nation against risks associated with potential terrorist attacks. Pursuant to the 9/11 Act, "a directly eligible tribe applying for a grant under section 2004 [SHSP] shall designate an individual to serve as a tribal liaison with [DHS] and other Federal, State, local, and regional government officials concerning preventing, preparing for, protecting against, and responding to acts of terrorism."

90.089 Driver License Security Grant Program (DLSGP) - prevent terrorism, reduce fraud, and improve the reliability and accuracy of personal identification documents States and territories issue.

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.

FEMA Administrative Forms								
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 Number of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate (\$)	Total Annual Respondent Cost (\$)
Disaster Programs								
Public Assistance Grants								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	56	1	56	9.7	543	\$36.15	\$19,629.45
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	56	1	56	1.7	95	\$36.15	\$3,434.25
Subtotal				112		638		\$23,063.70
Multiply above subtotal by 57 - represents the number of disasters each grant applies to								
Total				6,384		36,366		\$1,314,630.90
S Crisis Counseling								

State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	17	1	17	9.7	165	\$55.30	\$9,124.50
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	17	1	17	1.7	29	\$55.30	\$1,603.70
Subtotal				34		194		\$10,728.20
Multiply above subtotal by 57 - represents the number of disasters each grant applies to								
Total				1938		11,058		\$611,507.40
Other Needs Assistance								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	40	1	40	9.7	388	\$43.11	\$16,726.68
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	40	1	40	1.7	68	\$43.11	\$2,931.48
Subtotal				80		456		\$19,658.16
Multiply above subtotal by 57 - represents the number of disasters each grant applies to								
Total				4560		25,992		\$1,120,515.12
Hazard Mitigation Grant Program								

State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	56	15	840	9.7	8,148	\$37.45	\$305,143
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	56	1	56	1.7	95.2	\$37.45	\$3,565
State, Local or Tribal Government	Outlay Report and Request for Reimbursement for Construction Programs / FEMA Form 112-0-4	56	15	840	17.2	14,448	\$37.45	\$541,078
State, Local or Tribal Government	Report of Government Property / FEMA Form 112-0-5	56	6	366	4.2	1,537.20	\$37.45	\$57,568
State, Local or Tribal Government	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	56	6	366	0.08	30.74	\$37.45	\$1,151
Subtotal				2,468		24,259.14		\$908,505
Multiply total by 57 - represents number of disasters grant applies to								
Total				140,676		1,382,771		\$51,784,773
Fire Management Assistance Grant Program								

State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	36	4	144	9.7	1397	\$37.58	\$52,499.26
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	36	4	144	1.7	245	\$37.58	\$9,207.10
State, Local or Tribal Government	Budget Information - Construction Forms / FEMA Form 112-0-2	36	4	144	17.2	2477	\$37.58	\$93,085.66
State, Local or Tribal Government	Report of Government Property / FEMA Form 112-0-5	36	4	144	4.2	605	\$37.58	\$22,735.90
State, Local or Tribal Government	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	36	4	144	0.08	12	\$37.58	\$450.96
Subtotal				720		4736		\$177,978.88
Multiply total by 94 - represents number of disasters grant applies to								
Total				67680		445,184		\$16,730,014.72
Totals for Disaster-Related Grants				221,238		1,901,371		\$71,561,441.34
Non-Disaster Grant Programs								
National Urban Search and Rescue Response System (97.025)								

State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	28	1	28	9.7	272	\$45.74	\$12,441.28
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	28	1	28	1.7	48	\$45.74	\$2,195.52
State, Local or Tribal Government	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	28	1	28	1.2	34	\$45.74	\$1,555.16
Total				84		354		\$16,191.96
Community Assistance Program - State Support Services Element (97.023)								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	56	1	56	9.7	543	\$36.15	\$19,629.45
State, Local or Tribal Government	Budget Information - Construction / FEMA Form 112-0-2	56	1	56	17.2	963	\$36.15	\$34,812.45
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	56	1	56	1.7	95	\$36.15	\$3,434.25

State, Local or Tribal Government	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	56	1	56	1.2	67	\$36.15	\$2,422.05
State, Local or Tribal Government	Report of Government Property / FEMA Form 112-0-5	56	1	56	4.2	235	\$36.15	\$8,495.25
State, Local or Tribal Government	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	56	1	56	0.08	5	\$36.15	\$180.75
Total			336			1,908		\$68,974.20
Chemical Stockpile Emergency Preparedness Program (97.040)								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	10	1	10	9.7	97	\$31.91	\$3,095.27
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	10	1	10	1.7	17	\$31.91	\$542.47
State, Local or Tribal Government	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	10	1	10	1.2	12	\$31.91	\$382.92

State, Local or Tribal Government	Report of Government Property / FEMA Form 112-0-5	10	1	10	4.2	42	\$31.91	\$1,340.22
State, Local or Tribal Government	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	10	1	10	0.08	1	\$31.91	\$31.91
Total				50		169		\$5,392.79
National Dam Safety Program								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	51	1	51	9.7	495	\$36.15	\$17,894.25
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	51	1	51	1.7	87	\$36.15	\$3,145.05
State, Local or Tribal Government	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	51	1	51	1.2	61	\$36.15	\$2,205.15
Total				153		643		\$23,244.45
Interoperable Communications Equipment (ICE) (97.055)								
Removed								
Earthquake Consortium (EqC) (97.082)								
Removed								
				0		0		0
Total				0		0		\$0.00
Disaster Donations Management Program (AIDMATRRIX) (97.098)								

State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	1	1	1	9.7	10	\$36.15	\$361.50
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	1	1	1	1.7	2	\$36.15	\$72.30
Total				2		12		\$433.80
Alternative Housing Pilot Program (AHPP) (97.087)								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	4	1	4	9.7	39	\$36.15	\$1,409.85
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	4	1	4	1.7	7	\$36.15	\$253.05
Total				8		46		\$1,662.90
Cooperating Technical Partners (CTP) (97.045)								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	20	1	20	9.7	194	\$36.15	\$7,013.10
State, Local or Tribal Government	Budget Information - Construction / FEMA Form 112-0-2	20	1	20	17.2	344	\$36.15	\$12,435.60

State, Local or Tribal Governm ent	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	20	1	20	1.7	34	\$36.1 5	\$1,229.10
Total				60		572		\$20,677.80

Map Modernization Management Support (MMMS) (97.070)

State, Local or Tribal Governm ent	Budget Information - Non-construction Programs / FEMA Form 112-0-8	20	1	20	9.7	194	\$36.1 5	\$7,013.10
State, Local or Tribal Governm ent	Budget Information - Construction / FEMA Form 112-0-2	20	1	20	17.2	344	\$36.1 5	\$12,435.60
State, Local or Tribal Governm ent	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	20	1	20	1.7	34	\$36.1 5	\$1,229.10
Total				60		572		\$20,677.80

New Repetitive Flood Claims (RFC) (97.092)

State, Local or Tribal Governm ent	Budget Information - Non-construction Programs / FEMA Form 112-0-8	56	1	56	9.7	543	\$36.1 5	\$19,629.45
State, Local or Tribal Governm ent	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	56	1	56	1.2	67	\$36.1 5	\$2,422.05

State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	56	1	56	1.7	95	\$36.15	\$3,434.25
State, Local or Tribal Government	Report of Government Property / FEMA Form 112-0-5	56	1	56	4.2	235	\$36.15	\$8,495.25
State, Local or Tribal Government	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	56	1	56	0.08	5	\$36.15	\$180.75
Total				280		945		\$34,161.75
Flood Mitigation Assistance (FMA) (97.029)								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	56	3	168	9.7	1630	\$36.15	\$58,924.50
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	56	1	56	1.7	95	\$36.15	\$3,434.25
State, Local or Tribal Government	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	56	3	168	1.2	202	\$36.15	\$7,302.30

State, Local or Tribal Government	Report of Government Property / FEMA Form 112-0-5	56	1	56	4.2	235	\$36.15	\$8,495.25
State, Local or Tribal Government	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	56	1	56	0.08	5	\$36.15	\$180.75
Total		504			2,167			\$78,337.05
Pre-Disaster Mitigation (PDM) (97.047)								
State, Local or Tribal Government	Budget Information - Construction / FEMA Form 112-0-2	56	1	56	17.2	963	\$36.15	\$34,812.45
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	56	2	112	9.7	1086	\$36.15	\$39,258.90
State, Local or Tribal Government	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	56	2	112	1.2	134	\$36.15	\$4,844.10
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	56	2	112	1.7	190	\$36.15	\$6,868.50

State, Local or Tribal Government	Outlay Report and Request for Reimbursement for Construction Programs / FEMA Form 112-0-4	56	20	1120	17.2	19264	\$36.15	\$696,393.60
State, Local or Tribal Government	Report of Government Property / FEMA Form 112-0-5	56	2	112	4.2	470	\$36.15	\$16,990.50
State, Local or Tribal Government	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	56	2	112	0.08	9	\$36.15	\$325.35
Total				1736		22,116		\$799,493.40
Assistance to Firefighters Grant (AFG) (97.044)								
Not-for-profit institutions	Budget Information - Non-construction Programs / FEMA Form 112-0-8	4,948	2	9,896	9.7	95,991	\$38.50	\$3,695,653.50
Not-for-profit institutions	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	4,948	2	9,896	1.2	11,875	\$38.50	\$457,187.50
Not-for-profit institutions	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	4,948	1	4,948	1.7	8,412	\$38.50	\$323,862.00

Not-for-profit institutions	Outlay Report and Request for Reimbursement for Construction Programs / FEMA Form 112-0-4	4,948	1	4,948	17.2	85,106	\$38.50	\$3,276,581.00
Not-for-profit institutions	Report of Government Property / FEMA Form 112-0-5	4,948	1	4,948	4.2	20,782	\$38.50	\$800,107.00
Not-for-profit institutions	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	4,948	1	4,948	0.08	416	\$38.50	\$16,016.00
Total				39584		222,582		\$8,569,407.00
Fire Prevention and Safety (FP&S) (97.044)								
Not-for-profit institutions	Budget Information - Non-construction Programs / FEMA Form 112-0-8	218	2	436	9.7	4229	\$38.50	\$162,816.50
Not-for-profit institutions	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	218	2	436	1.2	523	\$38.50	\$20,135.50
Not-for-profit institutions	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	218	1	218	1.7	371	\$38.50	\$14,283.50

Not-for-profit institutions	Outlay Report and Request for Reimbursement for Construction Programs / FEMA Form 112-0-4	218	1	218	17.2	3750	\$38.50	\$144,375.00
Not-for-profit institutions	Report of Government Property / FEMA Form 112-0-5	218	1	218	4.2	916	\$38.50	\$35,266.00
Not-for-profit institutions	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	218	1	218	0.08	18	\$38.50	\$693.00
Total				1744		9,807		\$377,569.50
Staffing for Adequate Fire and Emergency Response (SAFER) (97.083)								
Not-for-profit institutions	Budget Information - Non-construction Programs / FEMA Form 112-0-8	262	2	524	9.7	5083	\$44.24	\$224,871.92
Not-for-profit institutions	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	262	2	524	1.2	629	\$44.24	\$27,826.96
Not-for-profit institutions	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	262	1	262	1.7	445	\$44.24	\$19,686.80

Not-for-profit institutions	Outlay Report and Request for Reimbursement for Construction Programs / FEMA Form 112-0-4	262	1	262	17.2	4506	\$44.24	\$199,345.44
Not-for-profit institutions	Report of Government Property / FEMA Form 112-0-5	262	1	262	4.2	1100	\$44.24	\$48,664.00
Not-for-profit institutions	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	262	1	262	0.08	22	\$44.24	\$973.28
Total				2096		11,785		\$521,368.40
New Severe Repetitive Loss (SRL)								
State, Local or Tribal Government	Budget Information - Non-construction Programs / FEMA Form 112-0-8	56	1	56	9.7	543	\$36.15	\$19,629.45
State, Local or Tribal Government	Obligating Document for Awards/Amendments / FEMA Form 112-0-7	56	1	56	1.2	67	\$36.15	\$2,422.05
State, Local or Tribal Government	Assurances and Summary Sheet for Assurances / FEMA Forms 112-0-3,A,B,C	56	1	56	1.7	95	\$36.15	\$3,434.25

State, Local or Tribal Government	Report of Government Property / FEMA Form 112-0-5	56	1	56	4.2	235	\$36.15	\$8,495.25
State, Local or Tribal Government	Reconciliation of Grants and Cooperative Agreements / FEMA Form 112-0-6	56	1	56	0.08	5	\$36.15	\$180.75
Total				280		945		\$34,161.75
Homeland Security Grant Program (HSGP) (97.067)								
State, Local or Tribal Government	ND Grants System Uploading Documents	56	1	56	0.167	9	\$37.80	\$340.20
Total				56		9		\$340.20
Interoperable Emergency Communications Grant Program (IECGP) (97.001)								
State, Local or Tribal Government	ND Grants System Uploading Documents	56	1	56	0.167	9	\$36.15	\$325.35
Total				56		9		\$325.35
Emergency Operations Center Grant Program (EOC) (97.052)								
State, Local or Tribal Government	ND Grants System Uploading Documents	56	1	56	0.167	9	\$32.20	\$289.80
Total				56		9		\$289.80
Urban Areas Security Initiative Nonprofit Security Grant Program (USAIS NSGP) (97.008)								
State, Local or Tribal Government	ND Grants System Uploading Documents	56	1	56	0.167	9	\$32.20	\$289.80
Total				56		9		\$289.80
Operation Stonegarden (OPSG) (97.067)								

State, Local or Tribal Governm ent	ND Grants System Uploading Documents	39	1	39	0.167	7	\$37.8 0	\$264.60
Total				39		7		\$264.60
Transit Security Grant Program (TSGP) (97.075)								
Business or other for profit	Detailed Budget Worksheet / FEMA Form 089-9	123	1	123	0.28	34.44	\$33.6 0	\$1,157.18
State, Local or Tribal Governm ent	ND Grants System Uploading Documents	123	1	123	0.167	20.541	\$33.6 0	\$690.18
Total				246		55		\$1,847.36
Port Security Grant Program (PSGP) (97.056)								
State, Local or Tribal Governm ent	Detailed Budget Worksheet / FEMA Form 089-9	240	1	240	0.27	65	\$33.6 0	\$2,184.00
State, Local or Tribal Governm ent	ND Grants System Uploading Documents	240	1	240	0.167	40.08	\$33.6 0	\$1,346.69
Total				480		105		\$3,530.69
Freight Rail Security Grant Program (FRSGP)								
State, Local or Tribal Governm ent	Detailed Budget Worksheet / FEMA Form 089-9	400	1	400	3.3	1,320	\$30.3 1	\$40,009.20
State, Local or Tribal Governm ent	ND Grants System Uploading Documents	400	1	400	0.167	66.8	\$30.3 1	\$2,024.71
Total				800		1387		\$42,033.91
Trucking Security Program (TSP) (97.059)								

Business or other for profit	Detailed Budget Worksheet / FEMA Form 089-9	25	1	25	0.25	1	\$26.60	\$26.60
Business or other for profit	ND Grants System Uploading Documents	25	1	25	0.167	4.175	\$26.60	\$111.06
Total				50		5		\$137.66
Intercity Bus Security Grant Program (IBSGP) (97.057)								
Business or other for-profit	Detailed Budget Worksheet / FEMA Form 089-9	56	1	56	0.25	4	\$25.97	\$103.88
Business or other for profit	ND Grants System Uploading Documents	56	1	56	0.167	9.352	\$25.97	\$242.87
Total				112		14		\$346.75
Regional Catastrophic Preparedness Grant Program (RCPGP) (97.111)								
State, Local or Tribal Government	Detailed Budget Worksheet / FEMA Form 089-9	10	1	10	0.25	7	\$50.08	\$350.56
State, Local or Tribal Government	ND Grants System Uploading Documents	10	1	10	0.167	1.67	\$50.08	\$83.63
Total				20		9		\$434.19
Emergency Management Performance Grants (EMPG) (97.042)								
State, Local or Tribal Government	Detailed Budget Worksheet / FEMA Form 089-9	58	1	58	3.33	193	\$32.20	\$6,214.60

State, Local or Tribal Government	ND Grants System Uploading Documents	58	1	58	0.167	9.686	\$32.20	\$311.89
Total				116		203		\$6,526.49

Buffer Zone Protection Program (BZPP) (97.078)

State, Local or Tribal Government	ND Grants System Uploading Documents	56	1	56	0.167	9	\$36.15	\$325.35
Total				56		9		\$325.35

Driver License Security Grant Program (DLSGP) (90.089)

State, Local or Tribal Government	Detailed Budget Worksheet / FEMA Form 089-9	56	1	56	0.25	14	\$32.20	\$450.80
State, Local or Tribal Government	ND Grants System Uploading Documents	56	1	56	0.167	9.352	\$32.20	\$301.13
Total				112		23		\$751.93

Total for Non-Disaster Grant Programs	49,232	276,476	\$10,629,198.63
Totals for Disaster-Related Grants	221,238	1,901,371	\$71,561,441.34
Total for all Grant Programs	270,470	2,177,847	\$82,190,639.97

Grants Administration Forms	Total Number of Respondents	Frequency per response	Hours per Response	Total Number of Responses	Total Annual Burden Hours
FF -112-0-2	56	244.421	17.2	13688	235434
FF 112-0-3,3A,3B,3C	56	519.05	1.7	29067	49414

FF 112-0-4	56	971.936	17.2	54428	936162
FF-112-0-5	56	717.349	4.2	40172	168722
FF 112-0-6	56	717.36	0.08	40172	3214
FF 112-0-7	56	203.44	1.2	11393	13672
FF -112-0-8	56	1415.99	9.7	79295	769162
FF-089-9	56	17.2857	0.25	968	242
ND Grants System Upload Documents	56	22.9821	0.167	1287	215
Totals				270,470	2,176,237

The following Standard Forms are utilized for the FEMA grant programs, but the burden hours are not calculated nor submitted for approval within this collection.

Standard Forms								
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 Number of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate (\$)	Total Annual Respondent Cost (\$)
Disaster Programs								
Public Assistance Grants								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	56	1	56	0.75	42		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	56	1	56	0.167	9		
State, Local or Tribal Government	Federal Financial Report / SF 425	56	4	224	1.5	336		
Subtotal				336		387		
Multiply above subtotal by 57 - represents the number of disasters each grant applies to								
Total				19,152		22,079		
S Crisis Counseling								

State, Local or Tribal Government	Application for Federal Assistance / SF 424	17	1	17	0.75	13		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	17	1	17	0.167	3		
State, Local or Tribal Government	Federal Financial Report / SF 425	17	4	68	1.5	102		
				102		118		
Multiply above subtotal by 57 - represents the number of disasters each grant applies to								
Total				5,814		6,703		
Other Needs Assistance								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	40	1	40	0.75	30		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	40	1	40	0.167	7		
State, Local or Tribal Government	Federal Financial Report / SF 425	40	4	160	1.5	240		
Subtotal				240		277		
Multiply above subtotal by 57 - represents the number of disasters each grant applies to								
Total				13,680		15,771		
Hazard Mitigation Grant Program								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	56	1	56	0.75	45		

State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	56	1	56	0.167	9		
State, Local or Tribal Government	Federal Financial Report / SF 425	56	4	224	1.5	336		
				336		390		
Multiply total by 57 - represents number of disasters grant applies to								
Total				19,152		22,230		
Fire Management Assistance Grant Program								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	36	1	36	0.75	27		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	36	1	36	0.167	6		
State, Local or Tribal Government	Federal Financial Report / SF 425	36	4	144	1.5	216		
Subtotal				216		249		
Multiply total by 94 - represents number of disasters grant applies to								
Total				20,304		23,407		
Totals for Disaster-Related Grants				78,102		90,190		
Non-Disaster Grant Programs								
National Urban Search and Rescue Response System (97.025)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	28	1	28	0.75	21		

State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	28	1	28	0.167	5		
State, Local or Tribal Government	Request for Advance or Reimbursement / SF 270	28	1	28	1	28		
State, Local or Tribal Government	Federal Financial Report / SF 425	28	2	56	1.5	84		
Total				140		138		
Community Assistance Program - State Support Services Element (97.023)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	56	1	56	0.75	42		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	56	1	56	0.167	9		
State, Local or Tribal Government	Federal Financial Report / SF 425	56	2	112	1.5	168		
Total				224		219		
Chemical Stockpile Emergency Preparedness Program (97.040)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	10	1	10	0.75	8		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	10	1	10	0.167	2		

State, Local or Tribal Government	Federal Financial Report / SF 425	10	4	40	1.5	60		
Total				60		69		
National Dam Safety Program								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	51	1	51	0.75	38		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	51	1	51	0.167	9		
State, Local or Tribal Government	Request for Advance or Reimbursement / SF 270	51	1	51	1	51		
State, Local or Tribal Government	Federal Financial Report / SF 425	51	4	204	1.5	306		
Total				357		404		
Earthquake Consortium (EqC) (97.082)								
State, Local or Tribal Government	Federal Financial Report / SF 425	3	2	6	1.5	9		
Total				6		9		
Disaster Donations Management Program (AIDMATTRIX) (97.098)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	1	1	1	0.75	1		

State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	1	1	1	0.167	0		
State, Local or Tribal Government	Federal Financial Report / SF 425	1	4	4	1.5	6		
Total				6		7		
Alternative Housing Pilot Program (AHPP) (97.087)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	4	1	4	0.75	3		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	4	1	4	0.167	1		
State, Local or Tribal Government	Federal Financial Report / SF 425	4	4	16	1.5	24		
Total				24		28		
Cooperating Technical Partners (CTP) (97.045)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	20	1	20	0.75	15		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	20	1	20	0.167	3		
State, Local or Tribal Government	Federal Financial Report / SF 425	20	4	80	1.5	120		
Total				120		138		
Map Modernization Management Support (MMMS) (97.070)								

State, Local or Tribal Government	Application for Federal Assistance / SF 424	20	1	20	0.75	15		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	20	1	20	0.167	3		
State, Local or Tribal Government	Federal Financial Report / SF 425	20	2	40	1.5	60		
Total				80		78		
New Repetitive Flood Claims (RFC) (97.092)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	56	1	56	0.75	42		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	56	1	56	0.167	9		
State, Local or Tribal Government	Federal Financial Report / SF 425	56	4	224	1.5	336		
Total				336		387		
Flood Mitigation Assistance (FMA) (97.029)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	56	3	168	0.75	126		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	56	1	56	0.167	9		

State, Local or Tribal Government	Federal Financial Report / SF 425	56	4	224	1.5	336		
Total				448		471		
Pre-Disaster Mitigation (PDM) (97.047)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	56	2	112	0.75	84		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	56	2	112	0.167	19		
State, Local or Tribal Government	Federal Financial Report / SF 425	56	4	224	1.5	336		
Total				448		439		
Assistance to Firefighters Grant (AFG) (97.044)								
Not-for-profit institutions	Application for Federal Assistance / SF 424	4,948	1	4,948	0.75	3,711		
Not-for-profit institutions	Disclosure of Lobbying Activities / SF LLL	4,948	1	4,948	0.167	826		
Not-for-profit institutions	Federal Financial Report / SF 425	4,948	2	9,896	1.5	14,844		
				0		0		
Total				19792		19,381		
Fire Prevention and Safety (FP&S) (97.044)								

Not-for-profit institutions	Application for Federal Assistance / SF 424	218	1	218	0.75	164		
Not-for-profit institutions	Disclosure of Lobbying Activities / SF LLL	218	1	218	0.167	36		
Not-for-profit institutions	Federal Financial Report / SF 425	218	4	872	1.5	1308		
Total				1308		1,508		
Staffing for Adequate Fire and Emergency Response (SAFER) (97.083)								
Not-for-profit institutions	Application for Federal Assistance / SF 424	262	1	262	0.75	197		
Not-for-profit institutions	Disclosure of Lobbying Activities / SF LLL	262	1	262	0.167	44		
Not-for-profit institutions	Federal Financial Report / SF 425	262	4	1048	1.5	1572		
Total				1572		1,812		
New Severe Repetitive Loss (SRL) (xx.xxx)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	56	1	56	0.75	42		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	56	1	56	0.167	9		

State, Local or Tribal Government	Federal Financial Report / SF 425	56	4	224	1.5	336		
Total				336		387		
Homeland Security Grant Program (HSGP) (97.XXX)								
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		
Total				840		873		
Interoperable Emergency Communications Grant Program (IECGP) (97.001)								
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		
Total				616		761		
Emergency Operations Center Grant Program (EOC) (97.052)								
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		
Total				616		761		
Urban Areas Security Initiative Nonprofit Security Grant Program (USAII NSGP) (97.008)								

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 Program / SF 424B	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		
Total				728		691		
Operation Stonegarden (OPSG) (97.067)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	39	1	39	0.75	29		

State, Local or Tribal Government	Budget Information - Non-Construction Programs / SF 424A	39	1	39	3	117		
State, Local or Tribal Government	Assurances - Non-Construction Programs / SF 424B	39	1	39	0.25	10		
State, Local or Tribal Government	Budget Information - Construction Programs / SF 424C	39	1	39	3	117		
State, Local or Tribal Government	Assurances - Construction Programs / SF 424D	39	1	39	0.25	10		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	39	1	39	0.167	7		
State, Local or Tribal Government	Direct Deposit Sign-Up Form / SF 1199A	39	1	39	0.167	7		
State, Local or Tribal Government	Federal Financial Report / SF 425	39	4	156	1.5	234		

State, Local or Tribal Government	Financial Status Report / Standard Form 269	39	4	156	0.5	78		
Total				585		608		
Transit Security Grant Program (TSGP) (97.075)								
Business or other for profit	Application for Federal Assistance / SF 424	123	1	123	0.75	92.25		
Business or other for profit	Budget Information - Non-Construction Programs / SF 424A	123	1	123	3	369		
Business or other for profit	Assurances - Non-Construction Programs / SF 424B	123	1	123	0.25	30.75		
Business or other for profit	Budget Information - Construction Programs / SF 424C	123	1	123	3	369		
Business or other for profit	Assurances - Construction Programs / SF 424D	123	1	123	0.25	30.75		
Business or other for profit	Disclosure of Lobbying Activities / SF LLL	123	1	123	0.167	20.541		

Business or other for profit	Direct Deposit Sign-Up Form / SF 1199A	123	1	123	0.167	20.541		
Business or other for profit	Federal Financial Report / SF 425	123	4	492	1.5	738		
Business or other for profit	Financial Status Report / Standard Form 269	123	4	492	0.5	246		
Total				492		738		
Port Security Grant Program (PSGP) (97.056)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	240	1	240	0.75	180		
State, Local or Tribal Government	Budget Information - Non-Construction Programs / SF 424A	240	1	240	3	720		
State, Local or Tribal Government	Assurances - Non-Construction Programs / SF 424B	240	1	240	0.25	60		
State, Local or Tribal Government	Budget Information - Construction Programs / SF 424C	240	1	240	3	720		

State, Local or Tribal Government	Assurances - Construction Programs / SF 424D	240	1	240	0.25	60		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	240	1	240	0.167	40		
State, Local or Tribal Government	Direct Deposit Sign-Up Form / SF 1199A	240	1	240	0.167	40		
State, Local or Tribal Government	Federal Financial Report / SF 425	240	4	960	1.5	1,440		
State, Local or Tribal Government	Financial Status Report / Standard Form 269	240	4	960	0.5	480		
Total				3600		3,740		
Freight Rail Security Grant Program (FRSGP)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	400	1	400	0.75	300		
State, Local or Tribal Government	Budget Information - Non-Construction Programs / SF 424A	400	1	400	3	1,200		

State, Local or Tribal Government	Assurances - Non-Construction Programs / SF 424B	400	1	400	0.25	100		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	400	1	400	0.167	67		
State, Local or Tribal Government	Direct Deposit Sign-Up Form / SF 1199A	400	1	400	0.167	67		
State, Local or Tribal Government	Federal Financial Report / SF 425	400	4	1600	1.5	2,400		
State, Local or Tribal Government	Financial Status Report / Standard Form 269	400	4	1600	0.5	800		
Total				5200		4,934		
Trucking Security Program (TSP) (97.059)								
Business or other for profit	Application for Federal Assistance / SF 424	25	1	25	0.75	19		
Business or other for profit	Budget Information - Non-Construction Programs / SF 424A	25	1	25	3	75		

Business or other for profit	Assurances - Non-Construction Programs / SF 424B	25	1	25	0.25	6		
Business or other for profit	Disclosure of Lobbying Activities / SF LLL	25	1	25	0.167	4		
Business or other for profit	Direct Deposit Sign-Up Form / SF 1199A	25	1	25	0.167	4		
Business or other for profit	Federal Financial Report / SF 425	25	4	100	1.5	150		
Business or other for profit	Financial Status Report / Standard Form 269	123	4	492	0.5	246		
Total				717		504		
Intercity Bus Security Grant Program (IBSGP) (97.057)								
Business or other for-profit	Application for Federal Assistance / SF 424	56	1	56	0.75	42		
Business or other for-profit	Budget Information - Non-Construction Programs / SF 424A	56	1	56	3	168		

Business or other for-profit	Assurances - Non-Construction Programs / SF 424B	56	1	56	0.25	14		
Business or other for-profit	Budget Information - Construction Programs / SF 424C	56	1	56	3	168		
Business or other for-profit	Assurances - Construction Programs / SF 424D	56	1	56	0.25	14		
Business or other for-profit	Disclosure of Lobbying Activities / SF LLL	56	1	56	0.167	9		
Business or other for-profit	Direct Deposit Sign-Up Form / SF 1199A	56	1	56	0.167	9		
Business or other for-profit	Federal Financial Report / SF 425	56	4	224	1.5	336		
Business or other for-profit	Financial Status Report / Standard Form 269	56	4	224	0.5	112		
Total				616		761		
Regional Catastrophic Preparedness Grant Program (RCPGP) (97.111)								

State, Local or Tribal Government	Application for Federal Assistance / SF 424	10	1	10	0.75	8		
State, Local or Tribal Government	Budget Information - Non-Construction Programs / SF 424A	10	1	10	3	30		
State, Local or Tribal Government	Assurances - Non-Construction Programs / SF 424B	10	1	10	0.25	3		
State, Local or Tribal Government	Budget Information - Construction Programs / SF 424C	10	1	10	3	30		
State, Local or Tribal Government	Assurances - Construction Programs / SF 424D	10	1	10	0.25	3		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	10	1	10	0.167	2		
State, Local or Tribal Government	Direct Deposit Sign-Up Form / SF 1199A	10	1	10	0.167	2		

State, Local or Tribal Government	Federal Financial Report / SF 425	10	4	40	1.5	60		
State, Local or Tribal Government	Financial Status Report / Standard Form 269	10	4	40	0.5	20		
Total				110		156		
Emergency Management Performance Grants (EMPG) (97.042)								
State, Local or Tribal Government	Application for Federal Assistance / SF 424	58	1	58	0.75	44		
State, Local or Tribal Government	Budget Information - Non-Construction Programs / SF 424A	58	1	58	3	174		
State, Local or Tribal Government	Assurances - Non-Construction Programs / SF 424B	58	1	58	0.25	15		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	58	1	58	0.167	10		
State, Local or Tribal Government	Direct Deposit Sign-Up Form / SF 1199A	58	1	58	0.167	10		
State, Local or Tribal Government	Federal Financial Report / SF 425	58	4	232	1.5	39		

State, Local or Tribal Government	Financial Status Report / Standard Form 269	58	4	232	0.5	39		
Total				754		329		
Buffer Zone Protection Program (BZPP) (97.078)								
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	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		

Total			728		691		
Driver License Security Grant Program (DLSGP) (90.089)							
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	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	
Total			728		691		
State Homeland Security Program (SHSP) Tribal							

State, Local or Tribal Government	Application for Federal Assistance / SF 424	240	1	240	0.75	180		
State, Local or Tribal Government	Budget Information - Non-Construction Programs / SF 424A	240	1	240	3	720		
State, Local or Tribal Government	Assurances - Non-Construction Programs / SF 424B	240	1	240	0.25	60		
State, Local or Tribal Government	Budget Information - Construction Programs / SF 424C	240	1	240	3	720		
State, Local or Tribal Government	Assurances - Construction Programs / SF 424D	240	1	240	0.25	60		
State, Local or Tribal Government	Disclosure of Lobbying Activities / SF LLL	240	1	240	0.167	40		
Total				1,680		1,820		
Total for Non-Disaster Grant Programs				42,427		42,659		
Totals for Disaster-Related Grants				78,102		90,190		
Total for all Grant Programs				120,529		132,849		

The following Wage Rate information applies to these grants programs:

Public Assistance Grants, 97.023 Community Assistance Program-State Support Services Element (CAP-SSSE), 97.041 National Dam Safety Program (NDSP), 97.082 Earthquake Consortium (EqC), 97.098 Disaster Donations Management Program (AIDMATRRIX), 97.087 Alternative Housing Pilot Program (AHPP), 97.045 Cooperating Technical Partners (CTP), 97.070 Map Modernization Management Support (MMMS), 97.092 New Repetitive Flood Claims (RFC), 97.029 Flood Mitigation Assistance (FMA), 97.047 Pre-Disaster Mitigation (PDM), 97.092

New Severe Repetitive Loss (SRL), 97.001 Interoperable Emergency Communications Grant Program (IECGP), 97.078 Buffer Zone Protection Program (BZPP).

According to the U.S. Department of Labor, Bureau of Labor Statistics Website (www.bls.gov) the wage rate category for State Business and Financial Representatives is estimated to be \$25.82 per hour, applying the 1.4 multiplier produces a fully loaded wage of \$36.15. The total estimated annual cost to respondents is \$2,397,106.50.

The following wage rate categories apply to the grant program listed:

97.008 Urban Areas Security Initiative Nonprofit Security Grant Program (USAI NSGP)

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site (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 total estimated annual cost to respondents is \$289.80.

97.044 Assistance to Firefighters Grant (AFG)

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for University Level Environmental Research Scientists is estimated to be \$27.50 per hour and applying the multiplier results in a wage of \$38.50. The total estimated annual cost to respondents is \$8,569,407.00.

97.052 Emergency Operations Center Grant Program (EOC)

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site (www.bls.gov) the wage rate category for State Representatives is estimated to be \$23 per hour and applying the multiplier results in a wage of \$32.20. The total estimated annual cost to respondents is \$289.80.

HSGP

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site (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 total estimated annual cost to respondents is \$340.20.

DLSGP

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site (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 total estimated annual cost to respondents is \$751.93.

RCPGP

According to the U.S. Department of Labor, Bureau of Labor Statistics Website (www.bls.gov) the wage rate category for State Emergency Management Specialist is estimated to be \$35.77 per hour; in addition, a 1.4 multiplier for benefits has been included, resulting in a total wage rate of \$50.08. The total estimated annual cost to respondents is \$434.19.

IBSGP

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site (www.bls.gov) the wage rate category for Private Bus Transit System Representatives is estimated to be \$18.55 per hour; in addition, a 1.4 multiplier for benefits has been included, resulting in a total wage rate of \$25.97. The total estimated annual cost to respondents is \$346.75.

TSGP

According to the U.S. Department of Labor, Bureau of Labor Statistics Website (www.bls.gov) the wage rate category for Local Transit Agency Representatives is estimated to be \$24 per hour, applying the 1.4 multiplier produces a fully loaded wage of \$33.60. The total estimated annual cost to respondents is \$1,847.36.

S Crisis Counseling

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for State Disaster Mental Health Coordinator is estimated to be \$55.30 per hour including the wage rate multiplier. The total estimated annual cost to respondents is \$611,507.40.

ONA

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for Executive, Administrator or Manager positions is estimated to be \$30.79 per hour and applying the multiplier results is a wage of \$43.11. The total estimated annual cost to respondents is \$1,120,515.12.

HMGP

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for Urban or Regional planners is estimated to be \$30.00 per hour and applying the multiplier results in a wage of \$42.00. The total estimated annual cost to respondents is 51,784,773.00.

FMAGP

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for State Hazard Mitigation Office Staff Worker is

estimated to be \$26.84 and applying the 1.4 multiplier results in a wage rate of \$37.58 per hour including the wage rate multiplier, therefore, the estimated burden hour cost to respondents State Hazard Mitigation Office Staff Worker is estimated to \$16,730,014.72 annually.

National Urban Search and Rescue

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category, using figures derived by taking the average salary of every full-time employee within each task force, the estimated burden hour cost to respondents is \$32.67 per hour and applying the multiplier results in a wage of \$45.74. This is based on the following respondent occupational categories: job titles for these individuals are Program Manager (\$37.47), Grant Manager (\$41.97), Logistician (\$34.62) and Administrative Support (\$16.62). The total estimated annual cost to respondents is \$16,191.96

CSEPP

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for emergency management-related fields is estimated to be \$22.79 per hour and applying the multiplier results in a wage of \$31.91. The total estimated annual cost to respondents is \$5,392.79.

EMPG

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site (www.bls.gov) the wage rate category for State Representatives is estimated to be \$23 per hour and applying the 1.4 multiplier results in a wage of \$32.20. The total estimated annual cost to respondents is \$6,526.49.

TSP

According to the U.S. Department of Labor, Bureau of Labor Statistics Website (www.bls.gov) the wage rate category for Specialized Trucking is estimated to be \$19.00 per hour and applying the multiplier results in a wage of \$26.60. The total estimated annual cost to respondents is \$137.66.

FRSGP

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for Rail Transportation is estimated to be \$21.65 and applying the 1.4 wage rate multiplier equals a wage rate of \$30.31 per hour including the wage rate multiplier. The total estimated annual cost to respondents is \$42,033.91.

PSGP

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site (www.bls.gov) the wage rate category for Local Transit Agency Representatives is

estimated to be \$24 per hour and applying the multiplier results in a wage of \$33.60. The total estimated annual cost to respondents is \$3,530.69.

OPSG

According to the U.S. Department of Labor, Bureau of Labor Statistics Web site (www.bls.gov) the wage rate category for State Representatives is estimated to be \$23.00 per hour and applying the multiplier results in a wage of \$37.80. The total estimated annual cost to respondents is \$264.60.

SAFER

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for 1st Line Supervisor/Manager Firefighting and Prevention Worker is estimated to be \$31.60 per hour and applying the multiplier results in a wage of \$44.24. The total estimated annual cost to respondents is \$521,368.40.

FP&S

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for University Level Environmental Research Scientists is estimated to be \$27.50 per hour and applying the multiplier results in a wage of \$38.50. The total estimated annual cost to respondents is \$377,569.50.

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.

- 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 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.

Annual Cost to the Federal Government

Item	Cost (\$)
Contract Costs [system development; sustainment]	\$932,000
Staff Salaries [82 GS-13 employees spending approximately 75% of time annually for this administrative and financial data collection; 59 GS-12 employees spending approximately 75% of time annually for this administrative and financial data collection in the Regions]	\$9,953,692
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	
Total	\$10,885,692

The contract costs relate to the development of ND Grants to support application submission through award. The sustainment of the system covers needed maintenance on the system and minor updates to ensure the system will continue to support FEMA's needs.

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						
Data collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
SF 424				19,927	0	-19,927
SF LLL				4,816	0	-4,816
SF 270				79	0	-79
FEMA Form 20-10				55,694	0	-55,694
FEMA Form 112-0-2				235,434	235,452	+18
FEMA Form 112-0-3A, B, C				49,026	49,427	+401
FEMA Form 112-0-4				877,338	936,170	+58,832
FEMA Form 112-0-5				155,795	168,740	+12,945
FEMA Form 112-0-6				3,116	3,366	+250
FEMA Form 112-0-8				735,988	769,175	+33,187
FEMA Form 112-0-7				13,672	13,761	+89
Detailed Budget Worksheet	0	1,638	+1,638			
ND Grants System Uploading Information	0	207	+207			
Total(s)	0	1,845	+1.845	2,150,885	2,175,994	+25,109

Explain: The burden adjustment for **FEMA Form 20-10** (-55,694 hours) is due to the program office discretion to use Standard Form 425 to collect this information

There is a burden adjustment decrease of -4816 burden hours for **Standard Form LLL**, -79 hours for **Standard Form 270** and -19,927 hours for **Standard Form 424**. These forms were removed from this collection. The burden hours for these forms are included in a government-wide data collection sponsor by the Office of Management and Budget.

There is a burden program increase of +1,638 to include the new Detailed Budget Worksheet used for non-disaster grant programs. There has also been a program burden increase of +207 hours to include the new burden for uploading of existing documents into the Non-Disaster (ND) Grants System.

There has been a burden adjustment for the following FEMA Forms due to an increase in responses:

- FEMA Form 112-0-2 (formerly FEMA Form 20-15) has a burden adjustment of +18 hours
- FEMA Form 112-0-3 A,B,C (formerly FEMA Form 20-16 A,B,C) has a burden adjustment of +401
- FEMA Form 112-0-4 (formerly FEMA Form 20-17) has a burden adjustment of +58,832 hours
- FEMA Form 112-0-5 (formerly FEMA Form 20-18) has an adjustment of +12,945 hours
- FEMA Form 112-0-6 (formerly FEMA Form 20-19) has an adjustment of +250 hours
- FEMA Form 112-0-7 (formerly FEMA Form 76-10A) has an adjustment of +89 hours
- FEMA Form 112-0-8 (formerly FEMA Form 20-20) has an adjustment of +33,187 hours

Overall there has been a burden adjustment (decrease) due to program changes of 78,671 hours. There has been a change in burden adjustment (increase) due to agency estimates of 105,722.

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
SF 424				\$547,875.00	\$0.00	-\$547,875.00
SF LLL				\$136,210.00	\$0.00	-\$136,210.00
SF 270				\$1,975.00	\$0.00	-\$1,975.00
FEMA Form 20-10				\$1,473,990.00	\$0.00	-\$1,473,990.00
FEMA Form 112-0-				\$7,050,040.00	\$8,844,548.14	+\$1,794,508.14

2						
FEMA Form 112-0-3A, B, C				\$1,386,940.00	\$1,910,047.98	+\$523,017.98
FEMA Form 112-0-4				\$22,399,950.00	\$35,158,118.24	+\$12,758,168.24
FEMA Form 112-0-5				\$4,293,215.00	\$6,354,907.30	+\$2,061,692.30
FEMA Form 112-0-6				\$85,820.00	\$126,771.92	+\$40,951.92
FEMA Form 112-0-8				\$19,582,805.00	\$29,210,096.57	+\$9,627,291.57
FEMA Form 112-0-7				\$406,935.00	\$528,705.74	+\$121,770.74
FEMA Form 089-9				0	\$50,497	+\$50,497
ND Grants System Uploading Information				0	\$6,947	+\$7,012
Total(s)	0	\$57,444.08	+\$57,491.00	\$57,365,755.00	\$82,190,639.97	+\$24,824,931.89

Explain: The burden for the Standard Forms 424, LLL and 270 have been removed from the inventory as the burden for these are calculated in other non-FEMA collections. The burden for FEMA Form 20-10 is removed as Standard Form 425 collects this information. The burden for the detailed budget worksheet has been added as well as the cost burden for the uploading of information into the ND Grants System. Also, the overall annual cost burden has increased due to the addition of the 1.4 wage multiplier incorporated into each wage rate category. The cost has also increased due to the increase in respondents per the explanation for the burden hour increase above.

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 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.