

Changes to Collection OMB No. 1660-0004

The following questions have been updated since the last OMB Approval:

The FEMA Form number has changed from FEMA Form 81-64 to FEMA Form Number 086-0-30.

8b. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

The Risk Reduction Division, Floodplain Management Branch attends the annual National Flood Conference and Association of State Floodplain Management conferences. The Branch also holds its own conference known as the Floodplain Management Summit, which meets every two years to provide our partners an opportunity to work with us to improve floodplain management as a whole.

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

A SORN was published on December 19, 2008 at 73 FR 77747, National Flood Insurance Program System of Records. A new Privacy Impact Assessment is currently being generated for DHS approval by the FEMA Privacy Office. A privacy act statement will be needed for FEMA Form 086-0-30 which is currently being reviewed by the FEMA Privacy Office. The status of this information remains the same as of February 2011.

12. Provide estimates of the hour burden of the collection of information. The statement should:

a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated for each collection instrument (separately list each instrument and describe information as requested). Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desired. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

For FEMA Form 086-0-30, it is estimated that it 237 Community Officials will complete this form once annually. It is estimated that it will require 4 hours per response and the total annual hour burden will be $237 \times 4 \text{ hours} = 948 \text{ hours}$.

b. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

c. Provide an estimate of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. NOTE: The wage-rate category for each respondent must be multiplied by 1.4 and this total should be entered in the cell for “Avg. Hourly Wage Rate”. The cost to the respondents of contracting out or paying outside parties for information collection activities should not be included here. Instead this cost should be included in Item 13.

Estimated Annualized Burden Hours and Costs								
Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate	Total Annual Respondent Cost
State, local or Tribal Government	FEMA Form 086-0-30 / Application for Participation in the National Flood Insurance Program and Supporting Documentation	237	1	237	4 hours	948	\$44.74	\$42,414
Total		237		237		948		\$42,414

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

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for Community Official is estimated to be (\$31.96 x 1.4=) \$44.74 per hour including the wage rate multiplier, therefore, the estimated burden hour cost to respondents Environmental Engineer is estimated to be \$42,414 annually.

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 [Describe]	
HQ Staff Salaries* 3 of GS 13, step 1 employees spending approximately 20% of time annually reviewing document and making determinations for this data collection (GS 13 step 1 = 89,033 x 1.4 = \$124,646 x 3 employees = \$373,939 x 20% =) \$74,788.	\$74,788
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	\$74,788

* **Note:** The "Salary Rate" includes a 1.4 multiplier to reflect a fully-loaded wage rate.

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

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

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

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

Itemized Changes in Annual Burden Hours						
Data collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
FEMA Form 086-0-30 / Application for Participation in the National Flood Insurance Program and Supporting Documentation				748	948	+200
Total(s)				748	948	+200

Explain:

For FEMA Form 086-0-30, the previously approved hour burden was 748 hours; the requested burden is now 948 hours an increase of 200 hours. The increase in burden hours results from an increase in responses due to the map modernization initiative. The map modernization initiative has resulted in an increase in the number of communities being mapped for the first time or remapped. The mapping process raises the awareness of the NFIP program by communities throughout the United States, resulting in an increase in enrollments.

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
FEMA Form 086-0-30 / Application for Participation in the National Flood Insurance Program and Supporting Documentation				\$16,328	\$42,414	+\$26,086
Total(s)				\$16,328	\$42,414	+\$26,086

* Note: The "Salary Rate" includes a 1.4 multiplier to reflect a fully-loaded wage rate.

Explain:

For FEMA Form 086-0-30, the previously approved cost burden was \$16,328. The new cost burden is \$42,414 which is an increase of +\$26,086. This increase is due to the increase in number of respondents and due to the application of the 1.4 multiplier.