

October 25, 2012

## **Supporting Statement for Paperwork Reduction Act Submissions**

**OMB Control Number: 1660 - 0073**

**Title: National Urban Search and Rescue Grant Program**

**Form Number(s): FEMA Workbook 089-0-10A thru I, FEMA Form 089-0-11, FEMA Form 089-0-12, FEMA Form 089-0-14, and FEMA Form 089-0-015**

### **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.**

44 CFR Part 208 implements the National Urban Search and Rescue System (US&R), 42 U.S.C. 5144, 5149, 5170b(a)(3)(B), and 5197(c), by which FEMA provides specialized lifesaving assistance during major disaster or emergencies that the President declares under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5121 through 5208. US&R operational activities include locating, extracting and providing on-site medical treatment to victims trapped in collapsed structures, weapons of mass destruction events and when assigned, incident command or coordination of other operational activities. Because a cooperative agreement, the National US&R System is subject to complying with the Uniform Administrative Requirements (44 CFR Part 13) and The Government Performance and Results Act (GPRA) of 1993 gives provision for systematically holding Federal agencies accountable for

achieving program results. This is accomplished by measuring program performance against those goals, reporting publicly on their progress, improving Federal program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction.

**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 following forms are used to support the functionality of the National Urban Search and Rescue Grant Program.

**FEMA Form 089-0-10A, B, C, D, E, F, G, H, and I: Workbook, Urban Search Rescue Response System (previously FEMA Form 089-10 Narrative Statement):** The Narrative Statement Workbook FEMA uses FEMA Form 089-0-10 to evaluate a grantee's proposed use of funds and is a requirement in order to receive Federal funding. FEMA Form 089-0-10A thru I are descriptions of the types of eligible activities the grantee will undertake and a plan for expending and monitoring funds. Sponsoring Agencies make this information available to FEMA when the solicitation is open.

**FEMA Form 089-0-11, Urban Search and Rescue Response System Semi-Annual Performance Report (previously FEMA Form 089-11 Performance Report):** FEMA program management staff use progress/performance reports to monitor overall progress on managing FEMA grant programs. The questions on this form are specific to the US&R System and glean necessary qualitative and quantitative information from each of the Task Force Sponsoring Agencies twice annually.

**FEMA Form 089-0-12, Urban Search and Rescue Amendment Form (previously FEMA Form 089-12, Extension/Budget Changes):** Grantees that want FEMA to consider changing the budget or extending the time of the performance period of a grant/cooperative agreement must request such changes or extensions in writing. FEMA uses this information to validate proper use of funds by the US&R Sponsoring Agencies, consistent within the cooperative agreement scope of work and in accordance with applicable laws and guidance.

**FEMA Form 089-0-14, Urban Search and Rescue Response System Task Force Self Evaluation Score sheet (previously FEMA Form 089-14, Self-Evaluations):** The Task Force Self-Evaluation serves as a preparatory measure to the Operational Readiness Evaluations conducted annually to ensure all task forces are ready to deploy to an incident when a federal activation is received. This information allows leadership to determine if task forces are appropriately prepared for deployment.

**FEMA Form 089-0-15, Urban Search and Rescue Response System Task Force Deployment Data (previously FEMA Form 089-15, Task force Deployment Data):** This form is used to prepare for events outside the continental United States (OCONUS), or a scenario where alternative transportation may be required. FEMA requires each task force to report

weights and cubes of their cache, as well as hazardous materials to provide to appropriate loadmasters, etc, for possible air/sea transport.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

FEMA uses the email system to provide the 28 US&R Sponsoring Agency with all the forms and information necessary to submit their budget narrative for approval. The US&R Task Forces are required to submit an initial application (automated SF424A) through Grants.gov. Once they are deemed “eligible”, the Task Force is sent notification through the NDGrants System. The Task Force then submits their FEMA Workbook 089-0-10(A-I), as an attachment through the Non-Disaster Grants System (ND Grants System), which is managed and maintained by the FEMA Grant Programs Directorate. . FEMA Form 089-0-11, and FEMA Form 089-0-12 are also submitted through NDGrants, as required/necessary throughout the period of performance. FEMA Form 089-0-14, and FEMA Form 089-0-15 are provided through email for submissions. The intent in the future is to have all of these forms available through 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.**

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

**5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize.**

This information collection does not have an impact on small businesses or other small entities.

**6. Describe the consequence to Federal/FEMA program or policy activities if the collection of information is not conducted, or is conducted less frequently as well as any technical or legal obstacles to reducing burden.**

The collection of this information by FEMA is to exercise comprehensive financial management, ensure that grantees are making efficient and effective use of Federal funds, and to maintain readiness and response standards. If FEMA did not request and obtain this information, FEMA could not comply with Federal Regulations nor meet OMB grant requirements.

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

- (a) Requiring respondents to report information to the agency more often than quarterly.**

If a recipient demonstrates a consistent pattern of non-compliance with the administrative requirements set forth in the Federal Regulations, FEMA would consider requiring more frequent reporting as permitted in the Common Rule on Cooperative Agreements (e.g., High Risk grantees) after appropriate efforts have been made to resolve the situation and appropriate notice has been provided to the recipient. In this situation, FEMA may require reporting information more often than quarterly.

The special circumstances contained in item 7(b) through 7(h) of the supporting statement are not applicable to this information collection.

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

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

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

**(e) In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study.**

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

**(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.**

**(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.**

#### **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 May 8, 2012, volume 77, number 86, page 27076 (77 FR 27076). There were no comments received for this collection of information.

A 30-day Federal Register Notice inviting public comments was published on July 17, 2012, volume 77, number 137, page 41992 (77 FR 41992). There were no comments received for this collection of information.

**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 with the National Urban Search and Rescue Strategic Group and Advisory Committee Work Groups, including its Grant and Legal Issues Work Group, on a semi annual basis. These consultations involve discussions as to the nature of the information that FEMA needs to manage in the cooperative agreements. The work groups and the advisory committee are both comprised of federal, state, and local officials, as well as representatives of labor organizations, some of whose members serve on Task Forces.

**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.**

The information being collected is obtained from Sponsoring Agencies of US&R. Each of the Sponsoring Agencies and US&R Task Forces has experience with Cooperative Agreement administrative and financial reporting data collection element requirements in 44 CFR Part 208. Consultation with FEMA, Sponsoring Agencies and teams with data collection requirements are provided as necessary. To ensure each collection tool is as efficient and streamlined as possible, FEMA US&R consults with representatives of the 28 Task Forces and members of the Grants Work Group. The Grants Work Group is comprised of 9 task force members, who have extensive involvement in grant management within their respective sponsoring agencies.

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

There is no offer of monetary or material value for this information collection.

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

A Privacy Threshold Analysis (PTA) was submitted to the FEMA Privacy Office on July 4, 2012 for review and approval. The program is waiting for a response from the FEMA Privacy Office to determine if a Privacy Impact Assessment (PIA) or System Of Records Notice (SORN) is required for this collection of information.

**11. Provide additional justification for any question of a sensitive nature (such as sexual behavior and attitudes, religious beliefs and other matters that are commonly considered private). This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

There are no questions of sensitive nature.

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

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

FEMA National Urban Search and Rescue Response program is currently comprised of 28 US&R sponsoring agencies, which are required to submit information to support the functionality of the US&R grant program. This collection consists of FEMA forms used to monitor the overall progress of US&R grant activities. FEMA has estimated a total of 364 burden hours for the administration of this collection. The following burden hours has been estimated for each FEMA form:

**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.**

**FEMA Form 089-0-10A, B, C, D, E, F, G, H, and I: Workbook, Urban Search and Rescue Response System** is completed once annually by 28 grantees with an average burden estimate of 4 hours per response. (28 respondents x 1 annual response x 4 hours = 112 annual hours).

**FEMA Form 089-0-11, Urban Search and Rescue Response System Semi-Annual Performance Report** is completed semi-annually by 28 grantees with an average burden estimate of 2 hours per response. (28 respondents x 2 responses annually x 2 hours per response = 112 annual hours).

**FEMA Form 089-0-12, Urban Search and Rescue Amendment Form** is estimated to be completed semi-annually by 28 grantees with an average burden estimate of 1 hour per response. (28 respondents x 2 annual responses x 1 hour per response = 56 annual hours).

**FEMA Form 089-0-14, Urban Search and Rescue Response System Task Force Self Evaluation Scoresheet** is completed once annually by 28 grantees with an average estimated burden of 2 hours per response. (28 respondents x 1 annual response x 2 hours = 56 annual hours).

**FEMA Form 089-0-15, Urban Search and Rescue Response System Task Force Deployment Data** is completed once annually by 28 grantees with an average estimated burden of 1 hour per response. (28 respondents x 1 annual response x 1 hour = 28 annual hours)

**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.**

Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate (\$)	Total Annual Respondent Cost (\$)
State, Local or Tribal Government (US&R Task Forces)	FEMA Form 089-0-10A thru I: Workbook	28	1	4	112	\$48.41	\$5,422
State, Local or Tribal Government (US&R Task Forces)	FEMA Form 089-0-11	28	2	2	112	\$48.41	\$5,422
State, Local or Tribal Government (US&R Task Forces)	FEMA Form 089-0-12	28	2	1	56	\$48.41	\$2,711
State, Local or Tribal Government	FEMA Form 089-0-14	28	1	2	56	\$48.41	\$2,711

(US&R Task Forces)							
State, Local or Tribal Government (US&R Task Forces)	FEMA Form 089-0-15	28	1	1	28	\$48.41	\$1,355
Total		28			364		\$17,621

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

According to the U.S. Department of Labor, Bureau of Labor Statistics website ([www.bls.gov](http://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 hourly wage rate for respondents is \$48.41, including the 1.4 multiplier. This is based on the respondent occupational categories: job titles for Program Manager and Grant Manager (or equivalent). Therefore, the estimated burden hour cost to respondents is estimated to be 364 total burden hours x 48.41 = \$17,621 total burden hour cost.

**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.)**

There are no recordkeeping, capital, start-up or maintenance costs associated with this information collection.

**14. Provide estimates of annualized cost to the federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing and support staff), and any other expense that would have been incurred without this collection of information. You may also aggregate cost estimates for Items 12, 13, and 14 in a single table.**

Annual Cost to the Federal Government

Item	Cost (\$)
Contract Costs [Describe]	
Staff Salaries One (1) GS 13 employee spending approximately 70 % of time annually reviewing and analyzing information collected for this data collection, 1 of GS 9 employees spending approximately 80% of time annually reviewing and analyzing information collected for this data collection	\$120,349
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	\$120,349

**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 hours currently on OMB Inventory	Program Change (New)	Difference	Adjustment hours currently on OMB Inventory	Adjustment (New)	Difference
	476				364	-112
<b>Total(s)</b>	<b>476</b>				<b>364</b>	<b>-112</b>

**Explain:** FEMA Form 089-13, Memorandum of Agreement Revision (MOA) was consolidated with FEMA Form 089-0-10A thru I Workbook. The memorandum is a sample format used to describe the relationship of the parties with respect to the National Urban Search and Rescue

Response System. Therefore; an adjustment decrease of -112 burden hours has been removed from this collection of information.

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
Total(s)						

***Explain:***

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

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

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

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

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

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

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

There is no statistical methodology involved in this collection.