

July 18, 2013

## Supporting Statement for Paperwork Reduction Act Submissions

**OMB Control Number: 1660 - 0100**

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

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

### General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When Item 17 or the OMB Form 83-I is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

### Specific Instructions

#### A. Justification

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information. Provide a detailed description of the nature and source of the information to be collected.**

Section 7 of Public Law 93-498, Federal Fire Prevention and Control Act, as amended, established the National Fire Academy (NFA) to advance the professional development of fire service personnel and of other persons engaged in fire prevention and control activities. Section 611.f. of Subchapter VI of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) as amended, 42 U.S.C. §§ 5121-5207, authorizes the Director to conduct or arrange, by contract or otherwise, for the training programs for the instruction of emergency preparedness officials and other persons in the organization, operation, and techniques of emergency preparedness; conduct or operate schools or classes, including the payment of travel expenses, in accordance with

subchapter I of chapter 57 of title 5, United States Code, and the Standardized Government Travel Regulations, and per diem allowances, in lieu of subsistence for trainees in attendance or the furnishing of subsistence and quarters for trainees and instructors on terms prescribed by the Director; and provide instructors and training aids as deemed necessary. Under the authorities of Exec. Order Nos. 12127 and 12148, the Administrator, Federal Emergency Management Agency, is responsible for carrying out the mandates of the public laws mentioned above. The Administrator established the National Emergency Training Center (NETC), located in Emmitsburg, Maryland, which houses the NFA and the Emergency Management Institute (EMI). FEMA offers courses and programs that are delivered on-campus at the NETC facility and throughout the Nation in coordination with State and local training officials and local colleges and universities. To facilitate meeting these requirements, FEMA collects information necessary to apply and be accepted for courses and for the student stipend reimbursement program for these courses.

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection. Provide a detailed description of: how the information will be shared, if applicable, and for what programmatic purpose.**

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

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

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

**Additional Documentation:** In addition to the required FEMA Form 119-25-5, applicants who apply for the NFA Executive Fire Officer Program must provide the following additional Documentation: Letter of Intent, Resume, Letter of

Recommendation, Diploma Photocopy, and Organizational Chart. The respondent is required to submit all of these forms and documentation to be considered for selection to attend training.

FEMA Form **119-25-3**, Student Stipend Agreement is used by FEMA to reimburse a portion of the expense of attendance in the form of a stipend which is available to eligible students who attend a course or program.

FEMA Form **119-25-4**, Student Stipend Agreement (Amendment), is used by FEMA to reimburse an additional portion of the expense for attendance for which the student may be eligible.

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

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

FEMA Forms 119-25-1, 119-25-2, and 119-25-5 are electronically accessible at <http://www.usfa.dhs.gov/> and can be downloaded for completion; and the saved copy can be sent back to FEMA via mail, email, or fax. Once the information has been returned, a FEMA admissions clerk enters the data into the Student Application and Registration Records System (SARRS) (the general public does not have access to the system). FEMA Forms 119-25-3 and 119-25-4, Student Stipend Agreement and Student Stipend Agreement (Amendment), information is provided by the student at the time and place of the course or program to individuals who have registered and have been accepted to attend FEMA courses for which a stipend is paid. The 119-25-3 and 119-25-4 are printed from the SARRS admissions system with the information already completed. The student provides the financial institution information, verifies, signs and dates the form. The student provides receipts for the expenses for which the student may be eligible to receive a stipend. Student application information is maintained securely in the Student Application and Registration Records System.

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

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.**

FEMA would not be able to meet the requirements Public Law 93-498, Exec. Order Nos. 12127 and 12148, and the Stafford Act which requires the establishment of programs to advance the professional development of fire service personnel and of other persons engaged in fire and control activities and disaster preparedness. It would also be difficult to maintain the records necessary to keep the American Council on Education (ACE) recommendation for college credit awards, since accreditation standards require documentation of an official and consistent admission process.

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

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

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

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

**(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 April 4, 2013, volume 78, number 65, page 20330. No comments were received for this collection of information.

A 30-day Federal Register Notice inviting public comments was published on June 25, 2013, , volume 78, number 122, Page 38067. No comments were 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.**

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

**c. Describe consultations with representatives of those from whom information is to be obtained or those who must compile records. Consultation should occur at least once every three years, even if the collection of information activities is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

All NFA and EMI students who participate in the courses are able to provide feedback at the time of the course. The courses are offered on a continuous basis and their comments, suggestions and feedback are reviewed for enhancement of the program.

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

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

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

Since the recordkeeping system contains personal information about the program participants, the security of this information is maintained through administrative and technological controls. Administratively, student data use is restricted to authorized employees who must access such information in their normal duties. Release of individual student information must be requested in writing by the individual or with his or her written approval. A Privacy Impact Assessment (Student Training/Exercise Application and Registration Records, (STARRS), DHS/FEMA PIA-022 was approved for this collection on March 29, 2012. An approved System Of Records Notice (Training and Exercise Program Records System) was published for this collection on April 6, 2011, volume 76, number 66, page 19107.

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

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

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

**the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

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

FEMA Form 119-25-5 will be completed by an estimated 300 National Fire Academy Executive Fire Officers (fire department personnel from the Federal Government, and State, local or Tribal Governments, Business or other for-profit, and Not-for-profit Institutions fire departments) will complete this application. These same 300 fire officer respondents will also submit supplemental information include a Letter of Intent, Letter of Recommendation, Diploma, organizational chart, and possibly, a short essay. The average burden per response will be 300 fire officers x 2 hours, for a total burden of 600 hours. Respondents are also required to submit additional documentation with this application. It is estimated to take 1 hour to gather additional documentation for submission with the application. Therefore 300 respondents x 1 hour = 300; 300 respondents x 2 hours = 600. The total annual burden hours = 900 hours.

FEMA Form 119-25-2 will be completed by an estimated 80,000 respondents (fire department personnel from the Federal Government, State, local, and Tribal Government, Business or other for-profit, and Not-for-profit institutions fire departments who are charged with fire prevention and control activities). The average burden per response will be 6 minutes, for a total Annual Burden Hour of 8,000 hours.

FEMA Form 119-25-3 will be completed by an estimated 7,000 respondents (fire department personnel from the Federal Government, and State, local or Tribal Governments, Business or other for-profit, and Not-for-profit Institutions who are charged with fire prevention and control activities), The average burden per response will be 2 minutes, for a total Annual Burden Hour of 233 hours.

FEMA Form 119-25-4 will be completed by an estimated 500 respondents (fire department personnel from the Federal Government, and State, local or Tribal Governments, Business or other for-profit, and Not-for-profit Institutions who are charged with fire prevention and control activities) and the average burden per response will be 2 minutes, for a total Annual Burden Hour of 17 hours.

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

**c. Provide an estimate of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. NOTE: The wage-rate category for each respondent must be multiplied**

by 1.4 and this total should be entered in the cell for “Avg. Hourly Wage Rate”. The cost to the respondents of contracting out or paying outside parties for information collection activities should not be included here. Instead this cost should be included in Item 13.

Estimated Annualized Burden Hours and Costs								
Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate	Total Annual Respondent Cost
State, local, or Tribal Government ; Business or other for profit; Not-for-profit Institutions, Federal Government	General Admissions Application / FEMA Form 119-25-1	25,000	1	25,000	0.15 (9 minutes)	3,750	\$39.47	\$148,013.
State, local, or Tribal Government ; Business or other for profit; Not-for-profit Institutions, Federal Government	General Admissions Application Short Form / FEMA Form 119-25-2	80,000	1	80,000	0.1 (6 minutes)	8,000	\$39.47	\$315,760.
State, local, or Tribal Government ; Business or other for profit; Not-for-profit Institutions, Federal Government	National Fire Academy Executive Fire Officer Program Application Admission / FEMA Form 119-25-5 Additional Documentation	300  Additional Documents	2  1	300	3	900	\$48.47	\$43,623.



State, local, or Tribal Government ; Business or other for profit; Not-for-profit Institutions, Federal Government	Student Stipend Agreement / FEMA Form 119-25-3	7,000	1	7,000	0.03 (2 minutes)	233	\$39.47	\$9,197.
State, local, or Tribal Government ; Business or other for profit; Not-for-profit Institutions, Federal Government	Student Stipend Agreement (Amendment) / FEMA Form 119-25-4	500	1	500	0.033 (2 minutes)	17	\$39.47	\$671
<b>Total</b>		<b>113,100</b>		<b>112,800</b>		<b>12,900</b>		<b>\$517,264</b>

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

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

According to the U.S. Department of Labor, Bureau of Labor Statistics website ([www.bls.gov](http://www.bls.gov)) the wage rate category for Firefighters is \$21.76 and for First Line Supervisors/Managers of Firefighters \$34.62 ( $\$21.76 + \$34.62 = \$56.38 / 2 = \$28.19$  x the 1.4 multiplier is estimated to be \$39.47 per hour). Therefore the total cost burden is estimated to be 12,000 hours x \$39.47 = \$473,641.

The wage rate category for National Executive Fire Officers is estimated to be \$34.62 and using the 1.4 multiplier the wage is \$48.47 per hour. Therefore the total cost burden is estimated to be 900 hours x \$48.47 = \$43,623.

The total annual cost burden hour for this collection is estimated to be \$517,264

**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.

The cost estimates should be split into two components:

- a. **Operation and Maintenance and purchase of services component.** These estimates should take into account cost associated with generating, maintaining, and disclosing or providing information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred.
- b. **Capital and Start-up-Cost** should include, among other items, preparations for collecting information such as purchasing computers and software, monitoring sampling, drilling and testing equipment, and record storage facilities.

**Annual Cost Burden to Respondents or Record-keepers**

<b>Data Collection Activity/Instrument</b>	<b>*Annual Capital Start-Up Cost</b> (investments in overhead, equipment and other one-time expenditures)	<b>*Annual Operations and Maintenance Cost</b> (such as recordkeeping, technical/professional services, etc.)	<b>Annual Non-Labor Cost</b> (expenditures on training, travel and other resources)	<b>Total Annual Cost to Respondents</b>
<b>Total</b>	0	0	0	0

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

**Annual Cost to the Federal Government**

<b>Item</b>	<b>Cost (\$)</b>
Contract Costs [Data entry, 50% of contract cost]	
Staff Salaries* [6 GS 4 , step_2_ employees spending approximately _75_ % of time annually to enter application data for this collection] [\$31,471 X 6 = \$188,826 plus 30% for fringe benefits = \$245,474 times 75% = \$184,106.	184,106
Facilities [cost for renting, overhead, ect. for data collection activity]	
Computer Hardware and Software [cost of equipment annual lifecycle]	
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	
Travel	
Printing [number of data collection instruments annually]	
Postage [annual number of data collection instruments x postage]	
Other	
<b>Total</b>	<b>\$184,10</b>

\* 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 119-25-1, General Admissions Application				2,250	3750	+1500
FEMA Form 119-25-1, General Admissions (automated)				1,333	0	-1,333
FEMA Form 119-25-2, General Admission Application (Short Form)				7,500	8,000	+500
FEMA Form 119-25-3 Student Stipend Agreement				267	233	-34
FEMA Form 119-25-4, Student Stipend Agreement (Amendment)				33	17	-16
FEMA Form 119-25-5, National Fire Academy Executive Fire Officer Program Application Admissions				400	900	+500
<b>Total(s)</b>						

***Explain:***

FEMA Form 119-25-1 has an increase in the number of respondents from 15,000 to 25,000 (+10,000) because FEMA Form 119-25-1 (automated) was not put into use due to problems with the computerized system that was being used to collect the input and the system not being put into operation. The individuals who were expected to use the FEMA Form 119-25-1 (automated) are using the FEMA Form 119-25-1. There was also an adjustment increase from 2,250 hours to 3,750 (+1,500) hours. Part of this is related to the 1,333 hours that were estimated for the FEMA Form 119-25-1 (automated) that was not being utilized. The additional 167 hours is due to the increase time (8 minutes to 9) to complete the FEMA Form 119-25-1 as compared to the FEMA Form 119-25-1 (automated).

FEMA Form 119-25-1 (automated) is no longer being used and the FEMA Forms 119-25-1 is being used for this purpose. This has resulted in a reduction of 10,000 respondents and a decrease of 1,333 burden hours for the FEMA Form 119-25-1 (automated).

FEMA Form 119-25-2 has a burden increase from 75,000 respondents to 80,000 respondents (+5,000) and a corresponding increase in burden hours from 7,500 to 8,000 (+500) due to the increased usage of this form. The number of respondents using this form has been steadily increasing since the last information collection budget submission. This is due to an increase in the number of off-campus course deliveries.

FEMA Form 119-25-3 has a burden decrease of 1,000 respondents to 7,000 respondents. This decrease is due to a reduction in the number respondents submitting requests for student stipend reimbursements. The burden hours for this collection has a decrease from 267 to 233 (-34) hours due to a reduction in the use of this form.

FEMA Form 119-25-3 was mistakenly entered into the ROCIS system twice with an estimation of 8000 respondents and 267 burden hours. The burden estimates were removed from this collection.

FEMA Form 119-25-4 has a decrease in respondents from 1000 to 500. The decrease is due to a reduction in the number of respondents submitting amendments to the student stipend reimbursement form (FEMA Form 119-25-3). The burden hours for this collection have an adjustment decrease from 33 to 17 (-16) hours due to a reduction in the number of respondents submitting stipend amendments.

FEMA Form 119-25-5 have a decrease from 400 to 300 (-100) respondents due to a reduction in the number of annual respondents applying for the Executive Fire Officer Program. The burden hours for this collection have an adjustment of 900 hours from 400 (+500) hours due to the amount of additional time required to assemble and complete the FEMA Form 119-25-5 and the required supplemental documentation (responses to the

questions on the form, letter of intent, resume, letters of recommendation, copies of diplomas, organizational chart, and a short essay).

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 119-25-1, General Admissions Application				\$147,113.	\$148,013.	\$900.
FEMA Form 119-25-3, Student Stipend Agreement				10,474.	\$9,197.	\$1,277.
FEMA Form 119-25-3				10,474.	0	0
FEMA Form 119-25,2, General Admissions Application – Short Form				\$294,225.	\$315,760	\$21,535.
FEMA Form 119-25-4, Student Stipend Agreement (Amendment)				\$1,295.	\$671.	\$624.
FEMA Form 119-25-5, National Fire Academy Executive Fire Officer Program Application Admissions				\$19,080.	\$43,623.	\$24,543.
<b>Totals</b>					<b>\$517,264</b>	<b>\$48,879</b>

**Explain:** The wage rate categories for respondents wages has increased and the burden estimates for this collection has changed. Therefore the burden hour cost for this collection has changed.

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

There are no outline plans for tabulation and publication of data for this information collection.

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

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

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

This collection does not seek exception to “Certification for Paperwork Reduction Act Submissions”.

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

THERE IS NO STATISTICAL METHODOLOGY INVOLVED IN THIS COLLECTION.