

January 28, 2021

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 Form 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; 112-0-7, Obligating Document for Award/Amendment; 112-0-8, Budget Information—Non-construction; 112-0-9, Detailed Budget Worksheet; 112-0-10, FEMA Grants Application

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 a specified amount 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 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 112-0-7, Obligating Document for Award/Amendment, must be signed by State representative and returned to FEMA.

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 112-0-9, 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 112-0-10 Application for Federal Assistance, is a form used by applicants as a required face-sheet for pre-applications and applications submitted for assistance. It is also used by FEMA to obtain application certification

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-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. Applicants will 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. Application 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).

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 grant 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: The special circumstances contained in item 7(b), (c), (e), (f), (g), and (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.

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.

(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.

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, whichever is later.

(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 January 8 2014, volume 79, number 5, Page 1385. There was one comment was received (from M. V.) pertaining to emergency care and the implementation of “Obamacare” and stating their opinion on FEMA (supported by Medicare and Medicaid) developing a proposal for ensuring entities that provide medical services are willing and have the capacity to care for patients in the event of a disaster. The Department of Health and Human Services is responsible for the coordination of “medical needs” during an emergency or disaster situation with the support of other Federal agencies through the Emergency Support Function (ESF) #8 covering all aspects of health, medical and veterinary care.

A 30-day Federal Register Notice inviting public comments was published on April 16, 2014, volume 79, number 73, page 21477. No comments were received.

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.

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.

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.

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 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. FEMA have continue to closed-out some grant programs, therefore the burden estimate are amended to incorporate a decrease in 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.

97.087 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.

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

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. 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 No.	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
State, Local, Tribal Government	FEMA Form 112-0-2	56	17.41	975.0	17.2	16770	47.91	\$ 46,71
State, Local, Tribal Government	FEMA Form 112-0-3	56	63.8	3573	1.7	6074	47.91	\$ 171,18
State, Local, Tribal Government	FEMA Form 112-0-4	56	77.14	4320	17.2	74304	47.91	\$ 206,97
State, Local, Tribal Government	FEMA Form 112-0-5	56	52.125	2919	4.2	12260	47.91	\$ 139,84
State, Local, Tribal Government	FEMA Form 112-0-6	56	52.01	2913	0.1	233	47.91	\$ 139,56
State, Local, Tribal Government	FEMA Form 112-0-7	56	85.42	4784	1.2	5741	47.91	\$ 229,20
State, Local, Tribal Government	FEMA Form 112-0-8	56	121.96	6830	9.7	66251	47.91	\$ 327,22
State, Local, Tribal Government	FEMA Form 112-0-9	56	10.85	608	0.3	152	47.91	\$ 29,12
State, Local, Tribal Government	FEMA Form 112-0-10	56	64.05	3587	0.8	2690	47.91	\$ 171,85
ND Grants Uploading System		56	22.1	1238	1.67	207	47.91	\$ 59,31
Total		560		31747.0		184682		\$ 1,289,83

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

"Type of Respondent" should be entered exactly as chosen in Question 3 of the OMB Form 83-I

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

According to the U.S. Department of Labor, Bureau of Labor Statistics website (www.bls.gov) the wage rate category for State Business and Financial Representatives is estimated to be \$47.91 per hour including the wage rate multiplier, therefore, the

estimated burden hour cost to respondents for State Business and Financial Representatives is estimated to be \$1,289,832.77 annually.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. (Do not include the cost of any hour burden shown in Items 12 and 14.)

The cost estimates should be split into two components:

a. Operation and Maintenance and purchase of services component. These estimates should take into account cost associated with generating, maintaining, and disclosing or providing information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred.

There 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.

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

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 and sustainment]	
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]	\$ 932,000.00
Facilities [cost for renting, overhead, etc. for data collection activity]	\$ 9,953,692.00
Computer Hardware and Software [cost of equipment annual lifecycle]	
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	
Travel	
Total	\$ 10,885,692.00

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

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
FEMA Form 112-0-2	235451	16770	-218681			0
FEMA Form 112-0-3 A,B,C	49428	6074	-43354			0
FEMA Form 112-0-4			0	936179	74304	-861875
FEMA Form 112-0-5			0	168739	12260	-156479
FEMA Form 112-0-6			0	3369	233	-3136
FEMA Form 112-0-7			0	13760	5741	-8019
FEMA Form 112-0-8			0	769171	66251	-702920
FEMA Form 112-0-9			0	1638	152	-1486
FEMA Form 112-0-10	0	2690	2690			0
Total	284879	25534	-259345	1892856	158941	-1733915

Explain: There has been a major decrease in burden estimates due to the close-out of some the grant program and an increase due the use of existing FEMA Forms. The Standard Forms approved by OMB for SF 424, 424A, 424B, 424C, have been discontinued. The grant program office have determine that existing FEMA Forms 112-0-3A,B and C series will be used for grant business due to the discontinuation of the Standard Forms. FEMA has also determined that the Standard Form 424, Application for Federal Assistance is modified for FEMA’s grant programs. FEMA Form 112-0-10, Application for Federal Assistance is a new form used for grant applications due to discontinuation of FEMA Form 112-0-10. Because of the above mentioned program adjustments, the following grant forms activity have increase/decrease due to forms changes and grant closeouts.

FEMA Form 112-0-2, Budget Information-Construction Programs - The number of responses has decreased from 13,689 to 975, due to close out of grant construction activities and grant close-outs. Therefore the burden hour estimates have decreased from 235,451 to 16,770 burden hours.

FEMA Form 112-0-3A,B,C, Summary Sheet for Assurances and Certifications -The number of responses has decreased from 29,075 to 3,573, due to close out of grant programs. Due to the elimination of Standard Forms 424A, B, and C, the grant program office are using FEMA Form 112-0-3A,B, and C Summary Sheets for Assurances and Certification for grant programs. Therefore the burden hour estimates have decrease from 49,428 to 6,074 burden hours.

FEMA Form 112-0-4, Outlay Report and Request for Reimbursement for Construction Program – The number of responses decrease from 4,320 to 54,429 due to the number of grant programs close-outs. Therefore, the burden hour estimates have decrease from 936,179 to 74,304 burden hours.

FEMA Form 112-0-5, Report of Government Property - The number of responses decrease from 40,176 to 2,919 due to the number of grant programs close-outs. Therefore, the burden hour estimates have decrease from 168,739 to 12,260 burden hours.

FEMA Form 112-0-6, Reconciliation of Grants and Cooperative Agreements - The number of responses decrease from 42,112 to 2,913 due to the number of grant programs close-outs. Therefore, the burden hour estimates have decrease from 3,369 to 233 burden hours.

FEMA Form 112-0-8, Budget Information Non-Construction Programs - The number of responses decrease from 79,296 to 6,830 due to the number of grant programs close-outs. Therefore, the burden hour estimates have decrease from 769,171 to 66,251 burden hours.

FEMA Form 112-0-7, Obligating Document for Awards/Amendments - The number of responses decrease from 11,467 to 4,784 due to the number of grant programs close-outs. Therefore, the burden hour estimates have decrease from 13,760 to 5,741 burden hours.

FEMA Form 112-0-9, Detailed Budget Worksheet - The number of responses decrease from 6,552 to 608 due to the number of grant programs close-outs. Therefore, the burden hour estimates have decrease from 1,638 to 152 burden hours.

FEMA Form 112-0-10, Application for Federal Assistance - The number of responses is +3,587 responses due to the elimination for Standard Form 424. This is a new form, therefore the program hours are +2,690 burden hours.

Itemized Changes in Annual Cost Burden						
Data Collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
<u>FEMA Form 112-0-2</u>			\$ -	\$ 8,844,548.14	\$ 46,712.00	\$ (8,797,836.14)
FEMA Form 112-0-3A, B, C			\$ -	\$ 1,910,047.98	\$ 171,182.43	\$ (1,738,865.55)
FEMA Form 112-0-4			\$ -	\$ 35,158,118.24	\$ 206,971.20	\$ (34,951,147.04)
FEMA Form 112-0-5			\$ -	\$ 6,354,907.30	\$ 139,849.29	\$ (6,215,058.01)
FEMA Form 112-0-6			\$ -	\$ 126,771.92	\$ 139,561.83	\$ 12,789.91
FEMA Form 112-0-7			\$ -	\$ 229,201.00	\$ 229,201.44	\$ 0.44
FEMA Form 112-0-8			\$ -	\$ 29,210,096.57	\$ 327,225.30	\$ (28,882,871.27)
FEMA Form 112-0-9			\$ -	\$ 50,497.00	\$ 29,129.28	\$ (21,367.72)
FEMA Form 112-0-10			\$ -	\$ -	\$ 171,853.17	\$ 171,853.17
ND Grants System Uploading Information			\$ -	\$ 6,947.00		\$ (6,947.00)
Total	\$ -	\$ -	\$ -	\$ 81,891,135.15	\$ 1,461,685.94	\$ (80,572,987.66)

Explain: An average of wage rate of \$47.91 have been estimated for respondents wage rate categories and due to a decrease in the number of responses, a decrease of \$80,572,987.66 Burden hour cost is estimated for this collection of information.

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 of information does not employ the use of statistical methodology.