

Narrative of Changes

The purpose of the Narrative of Changes is to clearly indicate changes to a collection since the previous approval.

Collection Title: Federal Assistance to Individuals and Households Programs
 OMB Control No.: 1660-0061
 Current Expiration Date: 10/31/2014
 Collection Instruments: FEMA Form 010-0-11; FEMA Form 010-0-12; FEMA Form 010-0-12S

The following are the changes to the collection:

Changes to the Stafford Act; specifically the ability of Indian Tribes to work directly with FEMA as a sovereign nation and the addition of child care as an eligible disaster expense under the IHP. FEMA Form 010-0-11 has been changed. See page 3 for changes to the form.

Supporting Statement:

- Question 1 – Updated to reflect new authority.
- Question 2 – Updated to reflect Tribes.
- Question 8a – FRN publication information.
- Question 10 – Updated to reflect current privacy information.
- Question 12 – Updated to reflect Tribes. See table below.
- Question 14 – Costs to the Federal Government updated.
- Question 15 – Updated

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
Individuals or Households	Request for Approval of Late Registration / No Form	6,389	1	6,389	0.75 (45 mins.)	4,792	\$31.30	\$149,989.60
Individuals or Households	Request for Continued Assistance / FEMA Form 010-0-12	76,640	4	306,560	1	306,560	\$31.30	\$9,595,328.00
Individuals or Households	Solicitud para Continuar la Asistencia de Vivienda Temporera / FEMA Form 010-0-12S	3,360	4	13,440	1	13,440	\$31.30	\$420,672.00
Individuals or Households	Appeal of Program Decision / No Form	234,591	1	234,591	0.75 (45 mins.)	175,943	\$31.30	\$5,507,015.90

State, Local or Tribal Government	Administrative Option Agreement (for the other needs provision of IHP) / FEMA Form 010-0-11	56	1	56	1.08	60.5	\$36.96	\$2,236.08
State, Local or Tribal Government	Development of State Administrative Plan for the other needs provision of IHP / No Form	6	1	6	2	12	\$36.96	\$443.52
Total		321,042		561,042		500,807.5		\$15,675,685.10

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

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
Request for Approval of Late Registration / No Form				4,792	4,792	0
Request for Continued Assistance / FEMA Form 010-0-12				306,560	306,560	0
Solicitud para Continuar la Asistencia de Vivienda Temporera / FEMA Form 010-0-12S				13,440	13,440	0
Appeal of Program Decision / No Form				175,943	175,943	0
Administrative Option Agreement (for the other needs provision of IHP) / FEMA Form 010-0-11				56	60.5	+4.5
Development of State Administrative Plan for the other needs provision of IHP / No Form				12	12	0
Total(s)				500,803	500,807.5	+4.5

Explain:

FEMA Form 010-0-11 now includes another line item, "Child Care Expense" that States/Tribes may choose as part of their IHP funding arrangement with FEMA. The burden has slightly increased but does not add significant burden to respondents.

FEMA Form 010-0-11, “Federal Assistance to Individuals and Households Program (IHP)”

LOCATION	CURRENT TEXT	REVISED TEXT
Page 1. PRIVACY ACT STATEMENT	<p>AUTHORITY: The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended, 42 U.S.C. § 5121 -5207 and Reorganization Plan No. 3 of 1978; 4 U.S.C. §§ 2904 and 2906; 4 C.F.R. § 206.2(a)(27); the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) and Executive Order 13411. DHS asks for your SSN pursuant to the Debt Collection Improvement Act of 1996, 31 U.S.C. § 3325(d) and § 7701(c) (1).</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA - 008 Disaster Recovery Assistance Files System of Records (September 24, 2009, 74 FR 48763) and upon written request, by agreement, or as required by law.</p>	<p>AUTHORITY: The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended, 42 U.S.C. § 5121-5207 and Reorganization Plan No. 3 of 1978; 4 U.S.C. §§ 2904 and 2906; 4 C.F.R. § 206.2(a)(27); the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) and Executive Order 13411. DHS asks for your SSN pursuant to the Debt Collection Improvement Act of 1996, 31 U.S.C. § 3325(d) and § 7701(c)(1).</p> <p>ROUTINE USE(S): The information on this form may be shared outside of FEMA as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes sharing this information with State, local, tribal and voluntary organizations to enable you to receive additional disaster assistance and as necessary and authorized by other routine uses published in DHS/FEMA-008 Disaster Recovery Assistance Files System of Records, 78 Fed. Reg. 25,282 (April 30, 2013), and upon written request, by agreement, or as required by law.</p>
Page 1. STATE'S SELECTION AND LINE ITEM MAXIMUM	<p>STATE'S SELECTION AND LINE ITEM MAXIMUM</p> <p>The State of _____ selects the following administrative option for the administration of the Other Needs Assistance provision of the Individuals and Households Program:</p> <ul style="list-style-type: none"> • FEMA Option: FEMA Administrators & Processes. • JOINT Option: State Administrators & FEMA Participates: <ul style="list-style-type: none"> • FEMA Processing System Auto-determination ON • FEMA Processing System Auto-determination OFF <p>STATE Option: State Administrators & Processes.</p> <p>The State approves the following line item amounts to be awarded for ONA:</p>	<p>STATE/INDIAN TRIBAL GOVERNMENT SELECTION AND LINE ITEM MAXIMUM</p> <p>The State/Indian Tribal Government of _____ selects the following administrative option for the administration of the Other Needs Assistance (ONA) provision of the Individuals and Households Program:</p> <ul style="list-style-type: none"> • FEMA Option: FEMA Administrators & Processes. • JOINT Option: State/Indian Tribal Government Administrators & FEMA Participates: <ul style="list-style-type: none"> •FEMA Processing System Auto-determination ON •FEMA Processing System Auto-determination OFF <p>STATE/INDIAN TRIBAL GOVERNMENT Option: State/Indian Tribal Government Administrators & Processes.</p>

	<p>Transportation Repair: \$ _____ Transportation Replace (Total loss): \$ _____ Funeral Maximum (Unmet Need): \$ _____</p> <ul style="list-style-type: none"> • The State approves the additional ONA Personal Property and/or Miscellaneous items. Attached is the list of additional items, the justification, and situations for use. 	<p>The State/Indian Tribal Government approves the following line item amounts to be awarded for ONA:</p> <p>Transportation Repair: \$ _____ Transportation Replace (Total loss): \$ _____ Funeral Maximum (Unmet Need): \$ _____ Child Care Assistance (Maximum): \$ _____</p> <ul style="list-style-type: none"> • The State/Indian Tribal Government approves the additional ONA Personal Property and/or Miscellaneous items. Attached is the list of additional items, the justification, and situations for use.
Page 1. SIGNATURE LINE	<p>STATE AUTHORIZING SIGNATURE</p> <p>Governor or Designee</p>	<p>STATE/INDIAN TRIBAL GOVERNMENT AUTHORIZING SIGNATURE</p> <p>Governor/Tribal Chief Executive or Designee</p>
Page 2. SUMMARY OF THE ADMINISTRATIVE OPTIONS	<p>SUMMARY OF THE ADMINISTRATIVE OPTIONS</p> <p>FEMA OPTION: Under this option, FEMA will be the administrator of Other Needs Assistance. The state shall coordinate ONA activities with FEMA. FEMA shall be responsible for functional elements 1 through 10.</p> <p>JOINT OPTION: Under this option, the state will be the administrator of Other Needs Assistance. FEMA shall participate in providing ONA with the state. FEMA shall be responsible for functional elements 1,2,3,& 8. The state shall be responsible for functional elements 4,5,6,7,9, & 10.</p> <p>STATE OPTION: Under this option, the state will be the administrator of Other Needs Assistance. The state shall report ONA activities to FEMA. The state shall be responsible for functional elements 1 through 10.</p>	<p>SUMMARY OF THE ADMINISTRATIVE OPTIONS</p> <p>FEMA OPTION: Under this option, FEMA will be the administrator of Other Needs Assistance. The State/Indian Tribal Government shall coordinate ONA activities with FEMA. FEMA shall be responsible for functional elements 1 through 10.</p> <p>JOINT OPTION: Under this option, the State/Indian Tribal Government will be the administrator of Other Needs Assistance. FEMA shall participate in providing ONA with the State/Tribe. FEMA shall be responsible for functional elements 1,2,3,& 8. The State/Indian Tribal Government shall be responsible for functional elements 4,5,6,7,9, & 10.</p> <p>STATE/INDIAN TRIBAL GOVERNMENT OPTION: Under this option, the State/Indian Tribal Government will be the administrator of Other Needs Assistance. The State/Indian Tribal Government shall report ONA activities to FEMA. The State/Indian Tribal Government shall be responsible for functional elements 1 through 10.</p>
Page 2. DESCRIPTION OF FUNCTIONAL ELEMENTS	<p>DESCRIPTION OF FUNCTIONAL ELEMENTS</p> <p>This section explains the 10 functional elements that must be addressed to successfully implement the Other Needs Assistance mission.</p> <p>Functional Element 1: <i>Registration Intake</i> is a systematic procedure for accepting applications</p>	<p>DESCRIPTION OF FUNCTIONAL ELEMENTS</p> <p>This section explains the 10 functional elements that must be addressed to successfully implement the Other Needs Assistance mission.</p> <p>Functional Element 1: <i>Registration Intake</i> is a</p>

	<p>(Application/Registration for Disaster Assistance FEMA Form 90-69) from disaster victims who are in need of Federal disaster assistance. The Procedures must provide for the acceptance of late applications, up to the prescribed time limitation as described in 44 CFR 206.112.</p> <p>Functional Element 2: <i>Inspection Services</i> is a standard procedure for inspecting and verifying individually reported disaster-related damages, which will be used to determine the level of Federal disaster assistance.</p> <p>Functional Element 3: <i>Processing System</i> is a prearranged procedure for making uniformed eligibility determinations, to include methods for determining cost for personal property and tracking eligibility decisions.</p> <p>Functional Element 4: <i>Disbursing Awards</i> is a set procedure for issuing funds to applicants.</p> <p>Functional Element 5: <i>Staffing</i> includes the responsibility for having adequate space and an appropriate number of trained personnel. It also includes the responsibility for having appropriate equipment necessary to process assistance (i.e. computers, phones and facsimile machines).</p> <p>Functional Element 6: <i>Recovery of Funds</i> is an arranged procedure for collecting erroneously awarded funds.</p> <p>Functional Element 7: <i>Case Processing</i> is a standard system to process applications and respond to applicant inquiries.</p> <p>Functional Element 8: <i>Mail Processing</i> is a standard procedure for sending program decisions and receiving incoming mail.</p> <p>Functional Element 9: <i>Appeals</i> is an official protocol for evaluating an applicant request to have a program decision reviewed.</p> <p>Functional Element 10: <i>Preparation of Closeout Material</i> involves the preparation of the narrative and statistical documents that compromise a model closeout package. The duties of this function include ensuring that there are no cases pending and that all funds are reconciled for grants and reimbursement of state expense.</p> <p>Auto-Determination is the process of allowing the NEMIS business rules to routinely process information received from registrations and</p>	<p>systematic procedure for accepting applications (Application/Registration for Disaster Assistance FEMA Form 90-69) from disaster survivors who are in need of Federal disaster assistance. The Procedures must provide for the acceptance of late applications, up to the prescribed time limitation as described in 44 CFR 206.112.</p> <p>Functional Element 2: <i>Inspection Services</i> is a standard procedure for inspecting and verifying individually reported disaster-related damages, which will be used to determine the level of Federal disaster assistance.</p> <p>Functional Element 3: <i>Processing System</i> is a prearranged procedure for making uniformed eligibility determinations, to include methods for determining cost for personal property and tracking eligibility decisions.</p> <p>Functional Element 4: <i>Disbursing Awards</i> is a set procedure for issuing funds to applicants.</p> <p>Functional Element 5: <i>Staffing</i> includes the responsibility for having adequate space and an appropriate number of trained personnel. It also includes the responsibility for having appropriate equipment necessary to process assistance (i.e. computers, phones and facsimile machines).</p> <p>Functional Element 6: <i>Recovery of Funds</i> is an arranged procedure for collecting erroneously awarded funds.</p> <p>Functional Element 7: <i>Case Processing</i> is a standard system to process applications and respond to applicant inquiries.</p> <p>Functional Element 8: <i>Mail Processing</i> is a standard procedure for sending program decisions and receiving incoming mail.</p> <p>Functional Element 9: <i>Appeals</i> is an official protocol for evaluating an applicant request to have a program decision reviewed.</p> <p>Functional Element 10: <i>Preparation of Closeout Material</i> involves the preparation of the narrative and statistical documents that compromise a model closeout package. The duties of this function include ensuring that there are no cases pending and that all funds are reconciled for grants and reimbursement of State/Indian Tribal Government expense.</p> <p>Auto-Determination is the process of allowing</p>
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	inspections and make an eligibility determination without manual intervention.	the NEMIS business rules to routinely process information received from registrations and inspections and make an eligibility determination without manual intervention.
Page 3. ADDITIONAL ONA ITEMS	<p>ADDITIONAL ONA ITEMS</p> <p>If the state is requesting additional ONA Personal Property, Essential Tools, and/or Miscellaneous items, list the additional items below, provide the justification, and situation for use.</p>	<p>ADDITIONAL ONA ITEMS</p> <p>If the State/Indian Tribal Government is requesting additional ONA Personal Property, Essential Tools, and/or Miscellaneous items, list the additional items below, provide the justification, and situation for use.</p>