

Narrative of Changes

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

Collection Title: Disaster Assistance Registration

OMB Control No.: 1660-0002

Current Expiration Date: 5/31/2014

Collection Instruments: See listed below.

FEMA Form 009-0-1T (English) Tele-Registration;
FEMA Form 009-0-1Int (English) Internet;
FEMA Form 009-0-2Int (Spanish) Internet;
FEMA Form 009-0-1 (English) Paper Application;
FEMA Form 009-0-2 (Spanish) Solicitud en Papel;
FEMA Form 009-0-1S (English) Smartphone;
FEMA Form 009-0-2S (Spanish) Smartphone;
FEMA Form 009-0-3 (English), Declaration and Release;
FEMA Form 009-0-4 (Spanish), Declaración Y Autorización;
FEMA Form 009-0-5 (English), Receipt for Government Property;
FEMA Form 009-0-6 (Spanish), Recibo de la Propiedad del Gobierno

The following are the changes to the collection:

FEMA Form 009-0-5 (English) and FEMA Form 009-0-6 (Spanish) – Both of these forms have been revised to better convey the rules and requirements to applicants.

Supporting Statement:

Question 2 – Updated to reflect the Request for Information letter that is sent to disaster survivors if they have incurred disaster related expenses related to childcare, medical, dental, transportation, and moving and storage.

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of forms respondents has increased. See Question 15 for explanation.

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	Tele-registration Application for Disaster Assistance / (English) FEMA Form 009-0-1T	1,151,255	1	1,151,255	0.3 (18 mins.)	345,377	\$30.66	\$10,589,258
Individuals or Households	Internet application for Disaster Assistance / (English and Spanish) FEMA Forms 009-0-1Int and 009-0-02Int	323,040	1	323,040	0.3 (18 mins.)	96,912	\$30.66	\$2,971,321.90
Individuals or Households	Paper Application for Disaster Assistance / (English and Spanish) FEMA Forms 009-0-1 and 009-0-2	51,549	1	51,549	0.3 (18 mins.)	15,465	\$30.66	\$474,156.90
Individuals or Households	Smartphone Application for Disaster Assistance / (English and Spanish) FEMA Forms 009-0-1S and 009-0-2S	192,447	1	192,447	0.3 (18 mins.)	57,734	\$30.66	\$1,770,124.40
Individuals or Households	Declaration and Release (English and Spanish) / FEMA Forms 009-0-3 and 009-0-4	1,099,706	1	1,099,706	.033 (2 mins.)	36,657	\$30.66	\$1,123,903.60
Individuals or Households	Receipt of Government Property (English and Spanish) FEMA Forms 009-0-5 and 009-0-6	17,183	1	17,183	0.25 (15 mins.)	4,296	\$30.66	\$131,715.36
Individuals or Households	Request for Information (RFI), English and Spanish	429,573	1	429,573	0.166666 (10 mins.)	71,595	\$30.66	\$2,195,102.70
Total		3,264,753		3,264,753		628,036		\$19,255,579

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

Question 15 – Burden hours increase explained below.

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
Tele-registration Application for Disaster Assistance / (English) FEMA Form 009-0-1T				345,377	345,377	0
Internet application for Disaster Assistance / (English and Spanish) FEMA Forms 009-0-1Int and 009-0-02Int				96,912	96,912	0
Paper Application for Disaster Assistance / (English and Spanish) FEMA Forms 009-0-1 and 009-0-2				15,465	15,465	0
Smartphone Application for Disaster Assistance / (English and Spanish) FEMA Forms 009-0-1S and 009-0-2S				57,734	57,734	0
Declaration and Release (English and Spanish) / FEMA Forms 009-0-3 and 009-0-4				36,657	36,657	0
Receipt of Government Property (English and Spanish) FEMA Forms 009-0-5 and 009-0-6				2,864	4,296	+1,432
Request for Information (RFI), English and Spanish				71,595	71,595	0
Total(s)				626,604	628,036	+1,432

Explain:

The burden for this collection has since increased. FEMA changed FEMA Form 009-0-5 (and Spanish version FEMA Form 009-0-6) to better convey the rules and requirements to applicants who receive manufactured housing units from FEMA for use as temporary housing. Pursuant to 408(c)(1)(B)(iii) and (iv) of the Stafford Act and in accordance with 44 CFR 206.110(e) and 206.117(b)(1)(ii)(F), the form now notifies applicants that when FEMA extends the period of assistance beyond 18 months, FEMA will charge rent for manufactured housing use during the extension period. In accordance with 44 CFR 206.117(b)(1)(ii)(G) and (H), the form explains that FEMA may terminate direct assistance if the applicant fails to comply with the terms of the license and charge any appropriate fees upon termination of direct assistance. Therefore, the form notifies applicants of potential penalty fees if they do not move out by the end of the assistance period or when their direct assistance/license has been terminated; and damage fees if the applicant causes damage to the unit beyond normal wear and tear due to negligence or violation of the license terms. The form states that FEMA may repossess the unit upon license

revocation or termination of direct assistance pursuant to 408(c)(1)(B)(iii) of the Stafford Act, and in accordance with FEMA regulations at 44 CFR 206.117(b)(1)(ii)(G). These changes add approximately 5 minutes more of burden time (15 minutes total) to respondents but do not change the total number of estimated annual responses.