

January 23, 2021

**Supporting Statement for General Admissions
Application (Long and Short) and Stipend Forms
Paperwork Reduction Act Submissions**

OMB Control Number: 1660 - 0100

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

Form Number(s): FEMA Forms

119-25-0-1

119-25-3

119-25-4

119-25-5

119-25-0-6

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.

FEMA offers courses and programs that are delivered at the National Emergency Training Center (NETC) in Emmitsburg, Maryland, the Center for Domestic Preparedness (CDP) in Anniston, Alabama, and throughout the Nation in coordination with State and local training officials and local colleges and universities to carry out the authorities listed below. To facilitate meeting these requirements, FEMA collects information necessary to be accepted for courses and for the student stipend or travel reimbursement program for these courses. There are several organizations within the Federal Emergency Management Agency that deliver training and education in support of the FEMA mission.

1. 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.
2. 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. This training is conducted through the Emergency Management Institute (EMI).
3. Title XIV of the National Defense Authorization Act of 1997, PL 104-201, 110 Stat. 2432; Title I of the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act of 1998, PL 105-119, 111 Stat. 2440; Sections 403 and 430 of the Homeland Security Act of 2002, PL 107-296, 116 Stat. 2135; and Section 611 of the Post-Katrina Emergency Management Reform Act of 2006, PL 109-295, 120 Stat. 1355, all authorize the Center for Domestic Preparedness (CDP) to serve as a training facility for all relevant Federally supported training efforts that target state and local law enforcement, firefighters, emergency medical personnel, and other key agencies such as public works and state and local emergency management. The focus of the training is to prepare relevant state and local officials to deal with chemical, biological, or nuclear terrorist acts and handle incidents dealing with hazardous materials.
4. PL 110-53, Stat. 6 U.S.C. 1102 established a National Domestic Preparedness Consortium within the Department of Homeland Security. According to the enacting legislation, the members of the Consortium consist of the Center for Domestic Preparedness; the National Energetic Materials Research and Testing Center, New Mexico Institute of Mining and Technology; the National Center for Biomedical Research and Training, Louisiana State University; the National Emergency Response and Rescue Training Center, Texas A&M University; the National Exercise, Test, and Training Center, Nevada Test Site; the Transportation Technology Center, Incorporated, Pueblo, Colorado; and the National Disaster Preparedness Training Center, University of Hawaii. Other organizations have been added to the Consortium membership since the passage of the enacting legislation. The Consortium shall identify, test, and deliver training to State, local, and tribal emergency response providers, provide on-site and mobile training at

the performance, management, and planning levels, and facilitate the delivery of training by the training partners of the Department.

5. 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.

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 Form **119-25-0-1**, General Admissions Application (electronic or paper), is used to determine eligibility and to admit applicants to courses and programs offered at NETC, CDP, and other FEMA training locations throughout the United States. Applicants complete the FEMA Form 119-25-0-1 and send it to the respective Admissions Office (NETC, CDP, or Consortium partner). Information from the application is maintained securely in the respective admissions systems per the Privacy Act of 1974, 5 U.S.C. § 552a and applicable records management requirements.

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 offered by NFA or EMI. 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.

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

FEMA Form **119-25-5**, National Fire Academy Executive Fire Officer Program Application Admission, is used to admit individuals who have applied for and completed the first portion of the application process (FEMA Form 119-25-0-1) for the NFA Executive Fire Officer Program. 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 the Program.

FEMA Form **119-25-0-6**, General Admissions Application Short Form (electronic or paper), is used to admit applicants to courses and programs offered at CDP and other FEMA training locations throughout the United States. Applicants use these forms when less information is

necessary to enroll respondents into certain courses and programs where travel reimbursement does not apply. Information from the application is maintained securely in the Student Application and Registration Records System per the Privacy Act of 1974, 5 U.S.C. § 552a and applicable records management requirements.

FEMA may release information from the form to FEMA training agency staff and partners to analyze application and enrollment patterns; a physician providing medical assistance to students during training; Board of Visitors members to evaluate programmatic statistics; State, local, and tribal agencies to provide FEMA training statistics; Members of Congress; and FEMA training program contractors.**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 119-25-0-1, 119-25-5, and 119-25-0-6 are electronically accessible and can be downloaded for completion. The saved copy can be sent to FEMA via mail, email, or fax. Once the information has been returned, FEMA admissions staff enters the data into a Student Application and Registration Records System (SARRS) (the general public does not have access to the system). FEMA Forms 119-25-0-1 and 119-25-0-6 can also be completed and submitted electronically using the on-line application capability of the various training providers.

FEMA Forms 119-25-3 and 119-25-4, Student Stipend Agreement and Student Stipend Agreement (Amendment), information is provided 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 certain information already completed. The student provides the financial institution information, verifies the pre-printed information on the form, and 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 other 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.

If the information was not collected, FEMA would not be able to determine eligibility to attend FEMA training. There would also be no record of the names or number of individuals that would be likely to attend FEMA training or who did attend such training. There would also be no records to show that FEMA was meeting its training mission or an accounting for the funds expended for training. Reimbursement would not be possible as Federal Travel Regulations require the collection of specific information. 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. Applying for FEMA training is voluntary.

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 January 26, 2016, volume 81, number 16, page 4330. No comments were received for this collection of information.

A 30-day Federal Register Notice inviting public comments was published on April 27, 2016, volume 81, number 81, Page 24850. No comments were received for this collection of information. **(Update when notice is published)**

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. The Consortium, which consists of organizations outside the agency, also has the opportunity to provide their views.

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.

Most FEMA 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. Consultation also takes place on a regular basis with FEMA stakeholders.

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 Threshold Analysis (PTA) was approved on (insert date). A PIA for this collection (select: was or was not) determined to be needed and has been forwarded to the FEMA Privacy Office for review.

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.

Update information related to the Privacy Impact Assessment

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. Responding to the race and ethnicity questions is voluntary and has no impact on the disposition of an application.

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 119-25-0-1 will be completed by an estimated 52,000 respondents (fire department and emergency management personnel from the Federal, State, local, and Tribal Government, Business or other for-profit organizations, and not-for-profit institutions who are charged with fire prevention and control and emergency management activities). The average burden per response is estimated at 9 minutes per respondent, for a total Annual Burden Hour of 7,800 hours. This is an increase of 4,050 burden hours.

FEMA Form 119-25-2 will no longer be used and the FEMA Form 119-25-0-1 will be used in its place. This is a reduction of 8,000 burden 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 organizations, and not-for-profit Institutions who are charged with fire prevention and control activities). The average burden per response is estimated at 2 minutes, for a total Annual Burden Hour of 233 hours. There is no change in the burden 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 organizations, and not-for-profit Institutions who are charged with fire prevention and control activities) and the average burden per response is estimated at 2 minutes, for a total Annual Burden Hour of 17 hours. There is no change in the burden 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 organizations, and not-for-profit fire departments). These same 300 fire officer respondents will also submit supplemental information including a Letter of Intent, Letter of Recommendation, Diploma, organizational chart, possibly a short essay, and additional documentation. The average burden response time per response will be 3 hours, for a total burden of 900 hours. There is no change to the burden hours.

FEMA Form 119-25-0-6 will be completed by an estimated 154,500 respondents (fire department and emergency management personnel from the Federal, State, local, and Tribal Government, Business or other for-profit organizations, and not-for-profit institutions who are charged with fire prevention and control and emergency management activities). The average burden per response is estimated at 6 minutes per respondent, for a total Annual Burden Hour of 15,450 hours. This is a new form.

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

See the responses for the individual forms above.

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 organizations ; not-for-profit Institutions, Federal Government	General Admissions Application / FEMA Form 119-25-0-1	52,000	1	52,000	.15	7,800	\$41.16	\$321,048.
State, local, or Tribal Government; Business or other for profit organizations ; not-for-profit Institutions, Federal Government	General Admissions Application Short Form / FEMA Form 119-25-0-6	154,500	1	154,500	0.10	15,450	\$41.16	\$635,922
State, local,	National Fire	300	1	300	3	900	\$49.51	\$44,559

or Tribal Government; Business or other for profit organizations ; not-for-profit Institutions, Federal Government	Academy Executive Fire Officer Program Application Admission / FEMA Form 119-25-5 and other required documentation							
State, local, or Tribal Government; Business or other for profit organizations ; not-for-profit Institutions, Federal Government	Student Stipend Agreement / FEMA Form 119-25-3	7,000	1	7,000	0.03333	233	\$41.16	\$9,590
State, local, or Tribal Government; Business or other for profit organizations ; not-for-profit Institutions, Federal Government	Student Stipend Agreement (Amendment) / FEMA Form 119-25-4	500	1	500	.03333	17	\$41.16	\$700

Total		214,300		214,300		24,400		\$1,011,819.00
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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 Firefighters is \$23.44 and for First Line Supervisors/Managers of Firefighters \$35.36 ($\$23.44 + \$35.36 = \$58.80 / 2 = \29.40 x the 1.4 multiplier is estimated to be \$41.16 per hour). Therefore the total cost burden is estimated to be 23,500 hours x \$41.16 = \$967,260.

The wage rate category for National Executive Fire Officers is estimated to be \$35.36 and using the 1.4 multiplier the wage is \$49.51 per hour. Therefore the total cost burden is estimated to be 900 hours x \$49.51 = \$44,559.

The total annual cost burden hour for this collection is estimated to be \$1,011,819.

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.

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

Annual Cost to the Federal Government

Item	Cost (\$)
Contract Costs [Describe]	\$190,515
Staff Salaries*	1,408,511
Facilities [cost for renting, overhead, etc. for data collection activity]	189,091
Computer Hardware and Software [cost of equipment annual lifecycle]	71,981
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	20,937
Travel	16,067
Printing [number of data collection instruments annually]	14,166
Postage [annual number of data collection instruments x postage]	47,883
Other	104,827
Total	2,063,978

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

The information is broken down by organization in Appendix A.

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 119-25-0-1, General Admissions Application				3,750	7,800	+4,050
FEMA Form 119-25-2, General Admissions Application (Short Form)				8,000	0	-8,000
FEMA Form 119-25-0-6, General Admissions Application (Short Form)				0	15,450	+15,450
Total(s)				11,750	23,250	+11,500

Explain:

FEMA Form 119-25-0-1 has an increase in the number of respondents from 25,000 to 52,000 (+27,000) because FEMA is replacing the existing General Admissions Application (FEMA Form 119-25-1) and General Admissions Application Short Form (FEMA Form 119-25-2) forms with a single FEMA-wide form which will be submitted as a paper version or using an on-line application process. There was also an adjustment increase from 3,750 hours to 7,800 (+4,050) hours. The FEMA Form 119-25-0-6 (General Admissions Application Short Form Scannable Verion) has been created for those courses where less information is required from the respondent. It is expected that 154,500 respondents will used this form requiring 15,450

burden hours. The FEMA Form 119-25-2 (reduction of 80,000 respondents and 8,000 burden hours) is being eliminated and being replaced by the FEMA Form 119-25-0-1.

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 119-25-0-1, General Admissions Application				\$148,013	\$321,048.00	+\$173,035
FEMA Form 119-25-2, General Admissions Application (Short Form)				\$315,760	0	-\$315,760.00
FEMA Form 119-25-3, Student Stipend Agreement				\$9,197	\$9,590	+\$393
FEMA Form 25-4, Student Stipend Agreement (Amendment)				\$671	\$700	+\$29
FEMA Form 119-25-5, National Fire Academy Executive Fire Officer Program Application				\$43,623	\$44,559	+\$936
FEAM Form 119-25-0-6, General Admissions Application (Short Form)				0	\$635,922	+\$635,922
Total(s)				\$517,264	\$1,011,819	+\$494,555.

Explain:

FEMA Form 119-25-0-1 has an increase in the number of respondents from 25,000 to 52,000 (+27,000) because FEMA is replacing the existing General Admissions Application (FEMA Form 119-25-1) and the General Admissions Application Short Form (FEMA Form 119-25-2) with a single FEMA-wide form which will be submitted as a paper version or using an on-line

application process. There was also an adjustment increase from 3,750 hours to 7,800 (+4,050) hours. This has resulted in an annual cost burden increase of \$173,035. The FEMA Form 119-25-0-6 has been created for those courses where less information is required from the respondent. It is expected that 154,500 respondents will use this form requiring 15,450 burden hours. This has resulted in an annual cost burden increase of \$635,922. The FEMA Form 119-25-2 (reduction of 80,000 respondents and 8,000 burden hours) is being eliminated and being replaced by the FEMA Form 119-25-01. This has resulted in an annual cost burden decrease of \$315,760. The other adjustments are due to increases in the wage rates for the positions since the previous submission.

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”. This collection does not use efficient statistical survey methodology or use of information technology. Statistical Survey methodology "is not applicable" Question #3 in the supporting statement justifies the non-use of information technology.

Appendix A

Annual Cost to the Federal Government

National Emergency Training Center, Emmitsburg MD (NETC)

Staff Salaries

Admissions Clerk, \$22,967 @75%	\$17,225
Admissions Clerk, \$45,934 @75%	\$34,451
Admissions Clerk, \$45,934 @75%	\$34,451
Admissions Clerk, \$45,934 @75%	\$34,451
Admissions Clerk, \$45,934 @75%	\$34,451
Admissions Clerk, \$55,978 @75%	\$41,983
Total	\$197,010

Center for Domestic Preparedness, Anniston AL (CDP)

Contract Costs

3 Admissions Clerks, \$94,360 x75%
\$70,770

Staff Salaries

Program Specialist, \$77,213 @10%	\$7,721
Program Specialist, \$77,213 @10%	\$7,721
Program Specialist, \$77,213 @10%	\$7,721
Total Salaries	\$23,163
Total	\$93,933

National Emergency Response and Rescue Training Center, Texas A&M University (NER&RTC)

Staff Salaries

Customer Service Representative \$54,328 @50%	\$27,164
Customer Service Representative \$54,328 @50%	\$27,164
Customer Service Representative \$54,328 @50%	\$27,164
Customer Service Representative \$54,328 @50%	\$27,164
Customer Service Representative \$54,328 @50%	\$27,164
Customer Service Representative \$54,328 @50%	\$27,164
Customer Service Representative \$54,328 @50%	\$27,164
Customer Service Representative \$54,328 @50%	\$27,164
Customer Service Representative \$54,328 @50%	\$27,164

Customer Service Representative \$54,328 @50%	\$27,164
Total Salaries	\$271,642
Facilities	\$76,289
Computer Hardware and Software	\$31,700
Printing - 27,052 x \$.06	\$1,623
Postage - 993 x \$31	\$30,783
Total	\$412,037

Transportation Technology Center, Incorporated, Pueblo CO (TTCI)

Contract Costs	\$6,120
Staff Salaries	
Data Coordinator, \$81,725 @ 8%	\$6,538
Data Coordinator, \$81,725 @ 8%	\$6,538
Data Coordinator \$81,725 @ 8%	\$6,538
Data Coordinator \$81,725 @ 8%	\$6,538
Total Salaries	\$26,152
Facilities	\$7,227
Computer Hardware and Software	\$7,227
Equipment Maintenance	\$7,227
Total	\$53,953

National Exercise, Test, and Training Center, Nevada Test Site (NETTC)

Staff Salaries	
Business Assistant III, \$48,527 @75%	
\$36,395	
Senior Business Assistant, \$71,817 @40%	\$28,727
Senior Business Assistant, \$71,817 @40%	\$28,727
Total Salaries	\$93,849

Facilities	\$5,570
Printing	\$700
Total	\$100,119

National Center for Biomedical Research and Training, Louisiana State University (NCBRT)

Contract Costs	\$5,000
Staff Salaries	
Post Services Coordinator, \$67,341 x 50%	\$33,671
Data Center Coordinator, \$53,988 x 100%	\$53,988
Data Center Coordinator, \$53,988 @100%	\$53,988
Data Center Coordinator, \$54,739 x75%	\$41,054
Data Center Assistant Manager, \$72,100 x 20%	\$14,420
Computer Analyst, \$74,263 x 15%	\$11,139
Student Worker, 20 hours/week, \$8.50/hour	\$8,840
Student Worker, 20 hours/week,\$8.50/hour	\$8,840

Total Salaries \$225,941

Facilities \$63,520

Computer Hardware and Software \$3,600

Equipment Maintenance \$750

Printing \$3,019

Postage - 300 x \$20 \$6,000

Total \$307,830

Naval Postgraduate School (NPS)

Contract Costs \$1,125

Staff Salaries

 Admissions Director, \$105.25/hour x 5 hours
 \$526

Total \$1,651

National Energetic Materials Research and Testing Center, New Mexico Institute of Mining and Technology (NEMRTC)

Staff Salaries

Data Analyst, \$32,992 x 100%
\$32,992

Facilities	\$3,623
Printing	\$2,942
Postage	\$2,881
Total	\$42,438

Frederick Community College (FCC)

Staff Salaries

Admissions Staff, \$56.18/hour x 185 hours
\$10,394

Total	\$10,394
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Texas State University (TSU)

Staff Salaries

Grant Senior Secretary, \$33.03/hour x 19.5 hours \$644

Facilities	\$6,500
Computer Hardware and Software	\$2,000
Equipment Maintenance	\$1,200
Printing – 1000 x \$.15	\$150
Postage – 13 x \$5	\$65
Total	\$10,559

University of Maryland (UMD)

Staff Salaries

Training Manager, \$105,000 x 10%
\$10,500

Facilities	\$774
Other	\$2,681
Total	\$13,955

Center for Rural Development/Rural Development Preparedness Consortium (CRD/RDPC)

Contract Costs	\$2,500
Staff Salaries	
Clerical Staff, \$78,721 @ 10%	\$7,872
Clerical Staff, \$78,721 @ 10%	\$7,872
Clerical Staff, \$78,721 @ 10%	\$7,872
Clerical Staff, \$78,721 @ 50%	\$39,360
Clerical Staff, \$78,721 @ 50%	\$39,360
Clerical Staff, \$78,721 @ 20%	\$15,744

Total Salaries	\$118,081
Facilities	\$3,483
Computer Hardware and Software	\$600
Equipment Maintenance	\$500
Printing	\$2,060
Postage	\$7,262
Other	\$21,750
Total	\$156,236

National Disaster Preparedness Training Center, University of Hawaii (NDPTC)

Staff Salaries	
Clerical Staff, \$44,304 @62.5%	\$38,766
Clerical Staff, \$44,304 @62.5%	\$38,766
Clerical Staff, \$44,304 @64.3%	\$39,882
Clerical Staff, \$44,304 @64.3%	\$39,882
Total Salaries	\$157,297

Computer Hardware and Software	\$25,654
Other	\$26,500
Total	\$209,451

International Association of Fire fighters (IAFF)

Contract Costs	\$50,000
Staff Salaries	
Clerical Staff, \$46,420 @ 100%	
\$46,420	
Clerical Staff, \$46,420 @ 100%	\$46,420
Total Salaries	\$92,840
Equipment Maintenance	\$10,500
Printing	\$1,000
Postage – 100 x \$2.25	\$225
Total	\$154,565

International Association of Chiefs of Police (IACP)

Contract Costs	\$55,000
Staff Salaries	
Division Director, \$187,454 x 2%	\$3,749
Program Manager, \$132,787 x 40%	\$53,115
Program Manager, \$116,480 x 30%	\$34,944
Project Coordinator, \$72,800 x 50%	\$36,400
Total Salaries	\$128,208
Facilities	\$20,157
Travel	\$14,131
Printing - \$25 x 12	\$300
Postage - \$25 x 12	\$300

Other	\$52,105
Total	\$270,201

International Association of Fire Chiefs (IAFC)

Staff Salaries	
Program Coordinator, \$77,854 x 10%	
\$7,785	
Total	\$7,785,118

Illinois Emergency Management Agency (IEMA)

Staff Salaries	
Program Coordinator, \$75,600 x 3%	\$2,268
Facilities - \$1,281 x 12 x 3%	\$461
Computer Hardware and Software	\$400
Travel	\$1,936
Printing	
Registration form, evaluation, pre-test, and post-test	\$2,260
Postage – 24 locations x \$15	\$360
Other	\$360
Total	\$8,045

University of Texas San Antonio (UTSA)

Staff Salaries	
Program Coordinator, \$53,200 x 10%	
\$5,320	
Facilities - \$4,872 x 10%	\$487
Computer Hardware and Software	\$300
Equipment Maintenance	\$10
Printing – 224 participants x \$.50	\$112

Postage – 7 deliveries x \$1.	\$7
Other	\$1,431
Total	\$7,667

American College of Emergency Physicians (ACEP)

Staff Salaries	
Program Coordinator, \$77,980 x 5%	\$3,899
Facilities	\$1,000
Computer Hardware and Software	\$500
Equipment Maintenance	\$750
Total	\$6,149