

January 15, 2021

## **Supporting Statement for Paperwork Reduction Act Submissions**

**OMB Control Number: 1660 - 0054**

**Title: Assistance to Firefighters Grant Program and Fire Prevention and Safety Grants-Grant Application Supplemental Information**

**Form Number(s): FEMA Form 080-0-2; FEMA Form 080-0-2a; FEMA Form 080-0-2b; FEMA Form 080-0-3; FEMA Form 080-0-3a; FEMA Form 080-03b; FEMA Form 080-0-0-13, FEMA Form 080-0-0-16**

### **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 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.**

This package is a revision to the collection originally approved as the “Assistance to Firefighters Grant Program and Fire Prevention and Safety Grants-Grant Application Supplemental Information”, OMB Control Number: 1660-0054. The revisions include updates to “Semi-annual Performance Report”, FEMA Form 080-0-0-13, addition of a new form, “Final Performance Report”, FEMA Form 080-0-0-16, and an update to include the new collection instrument/system, “FEMA Grant Outcomes (GO)”.

Information sought under this submission will comprise the applications for Assistance to Firefighters Grant Program (AFG) and Fire Prevention and Safety (FP&S) grants and supplemental performance reports. The Federal Fire Protection and Control Act of 1974 (15 U.S.C. §§ 2201 et seq.), as amended, authorizes FEMA to fund fire department activities. The information collected is grant application information which is necessary to assess the needs of the applicant(s) as well as the benefits to be obtained from the use of funds. The information collected through the program's application is the minimum necessary to evaluate grant applications and is necessary for FEMA to comply with mandates delineated in the law. The collection includes details concerning the applicants' demographics, capabilities, and operational resources as well as details specific to their request. The collection also includes information concerning the progress of the FEMA funded project(s) and confirmation of adherence to applicable requirements and laws.

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

FEMA uses this information to ensure that FEMA's responsibilities under the legislation can be fulfilled, accurately and efficiently. FEMA must ensure that the funds are distributed among career and volunteer/combination departments proportionally equal to the percentage of the nation's population that those fire departments protect. The information will also be used to objectively evaluate each of the anticipated applicants to determine which of the applicants' proposals in each of the activities are the closest to the established program priorities. Lastly, the information will be used to confirm FEMA funded projects are completed within the guidelines of 2 CFR 200 and all other applicable laws and requirements.

### **Assistance to Firefighters Grant (AFG)**

**FEMA Form 080-0-2, AFG Application (General Questions and Narrative)** – The purpose of the AFG Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. Over the last eighteen years the program has provided direct financial assistance to eligible fire departments, nonaffiliated EMS organizations, and State Fire Training Academies (SFTA). The funds provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. . In the AFG application, there are three "program activities": "Operations and Safety," which includes training, wellness, equipment, personal protective equipment and modifications, "Vehicles Acquisition," and "Regional Projects," which involve multiple jurisdictions and may include both Operations and Safety activity and Vehicle activity

items. All applicants requesting funding under the AFG program must complete this form.

**FEMA Form 080-0-2a, Activity Specific Questions for AFG Vehicle Applicants –**

This form obtains the information from the applicant regarding the vehicle that the applicant wishes to purchase as well as information about the vehicle that will be replaced by the new vehicle. Applicants requesting a vehicle under the Vehicle Acquisition activity or Regional Projects activity must complete this form.

**FEMA Form 080-0-2b, Activity Specific Questions for AFG Operations and Safety Applications –**

This form obtains information about the specific items that the applicant wishes to purchase under the AFG Operations and Safety activity or Regional Projects activity, if awarded. The questions are sub-activity specific, thus applicants seeking training funds will answer questions about their training project; applicants seeking funds for equipment will answer questions about their equipment needs; applicants seeking funds for personal protective equipment will answer questions about their personal protective equipment needs; applicants seeking funds for modifications for facilities will answer questions regarding their modification project; and applicants seeking funds for wellness and fitness projects will answer questions regarding their wellness and fitness programs. Applicants requesting training, equipment, personal protective equipment, modifications to facilities, wellness and fitness projects under Operations and Safety Activity or Regional Projects Activity must complete this form.

**Fire Prevention and Safety (FP&S) Grants**

**FEMA Form 080-0-3, Activity Specific Questions for Fire Prevention and Safety Applicants –**

FP&S grants provide funding for an array of prevention activities aimed at protecting the health and safety of the public and firefighting personnel. Grant funds are available to fire departments as well as national, state, local, tribal, or nonprofit organizations that specialize in prevention activities. FEMA has a separate application period for interested parties seeking grants for Fire Prevention and Safety (FP&S) activities. Fire prevention and safety activities include: public education and awareness, enforcement of fire codes, arson prevention and detection, and research and development into areas that would protect firefighters from fire and fire related hazards. All applicants requesting funding under the FP&S grant must complete this form.

**FEMA Form 080-0-3a, Fire Prevention and Safety –** This form obtains information about the applicant’s public education and awareness, enforcement of fire codes, and/or arson prevention and detection project(s). This information includes equipment, materials, and/or supplies needed to complete the proposed project. Applicants requesting funding for public education and awareness, enforcement of fire codes, and/or arson prevention and detection project(s) funding under FP&S grant must complete this form.

**FEMA Form 080-0-3b, Research and Development –** This form obtains information about the applicant’s planned research project, the anticipated results of the research project, and the plans for dissemination of the results of the project. Applicants

requesting funding for research and development under the FP&S grant must complete this form.

**FEMA Form 080-0-0-13, Semi-Annual Performance Report** – This form obtains information used for monitoring a grant award such as project updates, milestones accomplished, or possible problems. Applicants that receive a grant award must complete this form every six months during the grant period of performance.

**FEMA Form 080-0-0-16, Final Performance Report** – This form obtains a summary of grant activities throughout its period of performance. It accounts for all expenses made with the federal share and matching funds. This form allows FEMA to validate that the grant funds have been spent on allowable costs, within the period of performance, and many or some other qualified version of requirements have been met. Applicants that receive a grant award must complete this form at the end of their period of performance.

**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.**

The information is currently collected via a web-based application through the FEMA Integrated Security and Access Control System. Applications can be accessed at <https://portal.fema.gov/famsVuWeb/home>. Instructions and guidance on how to complete these forms can be found on the FEMA website at <http://www.fema.gov/firegrants>.

FEMA Grants Outcomes (GO) is the new system of record for grants within FEMA. The Grants Management Modernization (GMM) program office is developing FEMA GO using agile development methods, meaning the team ships software iteratively, rather than waiting for the entire system to be developed before launching. The first grant programs in FEMA GO are fire preparedness grants: the Assistance to Firefighter Grants (AFG) and Fire Prevention and Safety Grants (FP&S), which fall under this collection; Staffing for Adequate Fire and Emergency Response grant program (SAFER) is transitioning as well, which falls under collection 1660 - 0135. Following the implementation of these three programs, FEMA GO will incorporate the other 40+ grant programs FEMA manages.

FEMA GO will be a single web-based application for all grants management within FEMA. It will streamline grant programs across the agency and reduce the burden for grant recipients.

FEMA GO will enable the following burden reductions for the public:

- Information sharing across grant programs

- Pre-populating recipient information as appropriate
- Conditional logic so users only need to respond to questions relevant to them
- Algorithms that do financial calculations automatically
- Plain language questions that are easier to understand

**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.**

The U.S. Fire Administration has an incident reporting system that is used to compile fire-related statistics. The National Fire Incident Reporting System (NFIRS) is approved under OMB No.1660-0069, and participation in the NFIRS is completely voluntary. The NFIRS is a fire incident collection instrument and does not involve a fire department's fiscal concerns or operational needs; therefore, there is little information that would overlap with our collection, which is primarily financially and operationally based. NFIRS is voluntary and does not give an accurate account of all functions performed on a yearly basis by a grant applicant. Due to this incomplete data, NFIRS would incorrectly restrict awards to deserving respondents. But, to the extent possible, the information in NFIRS will be used for those applicants that have participated in the past in lieu of requiring those applicants to resubmit the same information.

**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 collection is not conducted, there would be no basis under which the applications for assistance could be evaluated, thus funds available for the programs' purposes cannot be awarded and the benefits of the activities associated with each of the grant purposes would not be achieved. The information is also necessary to assess the financial needs of the applicants and the projected benefits obtained from the use of the grant funds. If the information collection is not conducted, there would be no way to track progress of projects or mitigate issues found through active monitoring. The results would also track gross fraud, waste, and abuse of federal funding. There would also be no way to validate that all applicable laws and regulations were followed.

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

- (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.**

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

**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 [June 17, 2019, 84 FR 28067](#). **No comments were received.**

A 30-day Federal Register Notice inviting public comments was published on [August 29 2019, 84 FR 45510](#). **[Select one---No comments were received OR x number of comments related to (state topic of 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.**

Representatives from the nine major fire service organizations are nominated by their respective organizations to provide advice and recommendations regarding the implementation of the AFG, FP&S, and SAFER programs. The nine organizations are:

- Congressional Fire Services Institute (CFSI);
- International Association of Arson Investigators (IAAI);
- International Association of Fire Chiefs (IAFC);
- International Association of Firefighters (IAFF);
- International Society of Fire Service Instructors (ISFSI);
- National Association of State Fire Marshals (NASFM);
- National Fire Protection Association (NFPA);
- National Volunteer Fire Council (NVFC); and
- North American Fire Training Directors (NAFTD).

As part of the consultation required by the Federal Fire Prevention and Control Act of 1974, as amended, FEMA consults twice a year with this panel of subject matter experts regarding the burdens the collection may have on the applicants. These experts, by consensus, developed the form, format, and content of the grant program's applications. The panel agreed that the data collected is the absolute minimum necessary to evaluate the applications fairly and equitably.

In addition, as part of developing the Assistance to Firefighter Grant Program in FEMA GO, the team worked with countless grant applicants and recipients through direct observation and non-standardized oral communication in connection with these observations to test the usability of the application. This included getting feedback on the clarity of the instructions, the reporting format, and the collected data. Their feedback was incorporated into the design of this collection. This feedback did not need OMB

approval per 5 C.F.R. 1320.3(h)(3). Exclusions to the regulatory definition of “information” under Paperwork Reduction Act (September 5, 2014).

**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.**

As part of the consultation required by the Federal Fire Prevention and Control Act of 1974, as amended, FEMA annually convenes a panel of experts to review the grant programs’ processes and priorities twice a year. The panel also reviews the necessity of the information collected and develops criteria for each of the eligible activities.

**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 completed by FEMA and adjudicated by the DHS Privacy Office on July 31, 2017.

This collection is covered by an existing Privacy Impact Assessment (PIA), DHS/FEMA 013 – Grant Management Programs, approved by DHS on February 19, 2015. The existing System of Record Notice (SORN) is DHS/FEMA-004 – Non-Disaster Grant Management Information Files System of Records published in the Federal Register on March 13, 2015 at 80 FR 13404.

There are no assurances of confidentiality provided to the respondents for this information collection.

**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.**

*The Assistance to Firefighter Grant (AFG) application packet has three components: the AFG general questionnaire and narrative application (FEMA Form 080-0-2), the AFG vehicle questionnaire (FEMA Form 080-0-2a), and the operations and safety questionnaire (FEMA Form 080-0-2b). For a complete application submission, either the AFG vehicle questionnaire or the AFG operations and safety questionnaire is required along with the AFG general questionnaire.*

**FEMA Form 080-0-2, AFG general questionnaire form** –takes approximately 9 hours to complete. It has been estimated that a total of 10,000 local fire departments will submit one AFG general questionnaire form, for a total of 10,000 respondents. Each respondent will complete one AFG general questionnaire annually. Total respondents 10,000 x 9 burden hours = 90,000 total burden hours.

**FEMA Form 080-0-2a, AFG vehicle questionnaire** – takes approximately 11 hours to complete. It has been estimated that 2,600 local fire departments will submit one AFG vehicle questionnaire form, for a total of 2,600 respondents. Each respondent will complete one AFG vehicle questionnaire annually with their AFG general questionnaire. Total respondents 2,600 x 11 burden hours = 28,600 total burden hours.

**FEMA Form 080-0-2b, AFG operations and safety questionnaire form** – takes approximately 4.6 hours to complete. It has been estimated that 7,400 local fire departments will submit one AFG operations and safety questionnaire form, for a total of 7,400 respondents. Each respondent will complete one AFG vehicle questionnaire annually with their AFG general questionnaire. Total respondents 7,400 x 4.6 burden hours = 34,040 total burden hours.

*The Fire Protection and Safety (FP&S) grant program has three components: the FP&S general questionnaire (FEMA Form 080-0-3); the FP&S activity questionnaire and*

*narrative (FEMA Form 080-0-3a); and the research and development activity questionnaire and narrative (FEMA Form 080-0-3b). For a complete application submission, either the FP&S activity questionnaire or the research and development activity questionnaire is required along with the FP&S general questionnaire.*

**FEMA Form 080-0-3, FP&S general questionnaire form** – takes approximately 2.5 hours to complete. It has been estimated that 820 local fire departments and 180 Not-for-profit institutions will submit one FP&S general questionnaire form, for a total of 1,000 respondents. Each respondent will complete one FP&S general questionnaire annually. Total respondents 1,000 x 2.5 burden hours = 2,500 total burden hours.

**FEMA Form 080-0-3a, FP&S activity questionnaire and narrative** – takes approximately 2.5 hours to complete. It has been estimated that 820 local fire departments and 130 Not-for-profit institutions will submit one FP&S activity questionnaire form, for a total of 950 respondents. Each respondent will complete one FP&S activity questionnaire with their FP&S general questionnaire annually. Total respondents 950 x 2.5 burden hours = 2,375 total burden hours.

**FEMA Form 080-0-3b, FP&S research and development questionnaire and narrative** – takes approximately 21.5 hours to complete. It has been estimated that 50 Not-for-profit institutions will submit one FP&S research and development questionnaire with their FP&S general questionnaire annually. Total respondents 50 x 21.5 burden hours = 1,075 total burden hours.

*The Assistance to Firefighter Grant (AFG) program and Fire Protection and Safety (FP&S) grant program require semi-annual reporting on the progress of a funded project. The Semi-Annual Performance Report (FEMA Form 080-0-0-13) is used for this reporting requirement. Only 25% of the applications submitted are funded with a one to three year period of performance for completion of the funded project. Thus, only 25% of the respondents for the FEMA Form 080-0-3, FP&S general questionnaire form will become recipients and therefore be required to submit a semi-annual performance report.*

**FEMA Form 080-0-0-13, Semi-Annual Performance Report** – takes approximately .1667 hours (10 minutes) to complete. It has been estimated that 2600 local fire departments .1667 x 2600 = 433 and 10 Not-for-profit institutions 10 x .1667 = 1.67 will submit one Semi-Annual Performance Report twice a year. 433 x 2 = 866 and 1.67 x 2 = 3.34. 866 + 3.34 = 870. Total respondents 2,610 x .1667 burden hours 866 + 3.34 = 869 total burden hours.

**FEMA Form 080-0-0-16, Final Performance Report** – It takes approximately 3 hours to complete. It has been estimated that 2600 local fire departments and 10 Not-for-profit institutions will submit one Semi-Annual Performance Report annually. Total respondents 2610 x 3 hours = 7,830 burden hours.

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

c. Provide an estimate of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. NOTE: The wage-rate category for each respondent must be multiplied by 1.46 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	Assistance to Firefighters Grants (AFG) Application (General Questions and Narrative) / FEMA Form 080-0-2	10,000	1	10,000	9 hours	90,000	\$56.37	\$5,073,300.00
State, Local or Tribal Government	Activity Specific Questions for AFG Vehicle Applicants / FEMA Form 080-0-2a	2,600	1	2,600	11 hours	28,600	\$56.37	\$1,612,182.00
State, Local or Tribal Government	Activity Specific Questions for AFG Operations and Safety Applications / FEMA Form 080-0-2b	7,400	1	7,400	4.6 hours	34,040	\$56.37	\$1,918,834.80

State, Local or Tribal Government	Activity Specific Questions for Fire Prevention and Safety (FPS) Applicants / FEMA Form 080-0-3	820	1	820	2.5 hours	2,050	\$56.37	\$115,558.50
Not-for-profit Institutions	Activity Specific Questions for Fire Prevention and Safety (FPS) Applicants / FEMA Form 080-0-3	180	1	180	2.5 hours	450	\$54.46	\$24,507.00
State, Local or Tribal Government	Fire Prevention and Safety / FEMA Form 080-0-3a	820	1	820	2.5 hours	2,050	\$56.37	\$115,558.50
Not-for-profit Institutions	Fire Prevention and Safety / FEMA Form 080-0-3a	130	1	130	2.5 hours	325	\$54.46	\$17,699.50
Not-for-profit Institutions	Research and Development / FEMA Form 080-0-3b	50	1	50	21.5 hours	1,075	\$54.46	\$58,544.50
State, Local or Tribal Government	Semi-Annual Performance Report / FEMA Form 080-0-0-13	2600	2	5200	.1667	867	\$56.37	\$48,872.79
Not-for-profit Institutions	Semi-Annual Performance Report / FEMA Form 080-0-0-13	10	2	20	.1667	3.34	\$54.46	\$181.57
State, Local	Final	2600	1	2600	3	7800	\$56.37	\$439,686.00

or Tribal Government	Performance Report FEMA Form 080-0-0-16							
Not-for-profit Institutions	Final Performance Report FEMA 080-0-0-16	10	1	10	3	30	\$54.46	\$1,633.80
<b>Total</b>		<b>27,220</b>		<b>29,830</b>		<b>167,290.34</b>		<b>\$9,426,559.74</b>

Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.46 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 1.46, and the entry for the "Avg. Hourly Wage Rate" would be \$59.51.**

According to the U.S. Department of Labor, Bureau of Labor Statistics website ([www.bls.gov](http://www.bls.gov)) the wage rate category for [First-Line Supervisor/Manager of Fire Fighting and Prevention Workers](#) is estimated to be \$38.61 x 1.46 multiplier for a total of \$56.37 per hour including the wage rate multiplier. The First-Line Supervisor/Manager of Fire Fighting and Prevention Workers category accurately represents the majority of State, Local or Tribal Government and Not-for-profit institutions respondents. The wage rate category for [Environmental Scientists and Specialists](#) is estimated to be \$37.30 x 1.46 multiplier for a total of \$54.46 per hour including the wage rate multiplier. The Environmental Scientists and Specialists category accurately represents the respondents for the Research and Development / FEMA form 080-03b. Approximately 25% of the applicants will be selected for a grant award. Those selected will be required to complete FEMA form 080-0-0-13 Semi-Annual Performance report and FEMA Form 080-0-0-16, Final Performance Report as a stipulation of accepting the grant award. The estimated burden hour cost to respondents is \$9,426,540.20 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.

**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.**

There are no record keeping, capital, start-up or maintenance costs associated with this information collection.

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

**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 [Systems Engineering and Technical Assistance (SETA) Contract Costs. Information Systems Security Officer – The contractor is responsible for providing IT related services as it relates to the Certification and Accreditation (C&A), Plan of Actions and Milestones (POA&Ms), and security of the Assistance to Firefighters Grants System (AFG).]	
Contract Support - Net America - {Customer Service, Technical Assistance, Systems Access, Enterprise Operations Service, System Training, and overhead.	\$ 432,258.00
Staff Salaries* [One of GS 14, step 1 employee (base salary) spending approximately 25% of time annually developing, maintaining, and monitoring electronic system for the data collection (Annual Salary x 25%)x 1.46; (\$90,621 x 25%) x 1.46 ]	\$ 33,076.75
IBM EADIS Contract]	\$ 2,700,000.00
Computer Hardware and Software [AFG Website]	\$ 150,000.00
<b>Total</b>	<b>\$ 3,315,334.75</b>

\* Note: The "Salary Rate" includes a 1.46 multiplier to reflect a fully-loaded wage rate.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I in a narrative form. Present the itemized changes in hour burden and cost burden according to program changes or adjustments in Table 5. Denote a program increase as a positive number, and a program decrease as a negative number.**

A "**Program increase**" is an additional burden resulting from an federal government regulatory action or directive. (e.g., an increase in sample size or coverage, amount of information, reporting frequency, or expanded use of an existing form). This also includes previously in-use and unapproved information collections discovered during the ICB process, or during the fiscal year, which will be in use during the next fiscal year.

A "**Program decrease**", is a reduction in burden because of: (1) the discontinuation of an information collection; or (2) a change in an existing information collection by a Federal agency (e.g., the use of sampling (or smaller samples), a decrease in the amount of information requested (fewer questions), or a decrease in reporting frequency).

"**Adjustment**" denotes a change in burden hours due to factors over which the government has no control, such as population growth, or in factors which do not affect what information the government collects or changes in the methods used to estimate burden or correction of errors in burden estimates.

Itemized Changes in Annual Burden Hours						
Data collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
Assistance to Firefighters Grants						

(AFG) Application (General Questions and Narrative) / FEMA Form 080-0-2						
Activity Specific Questions for AFG Vehicle Applicants / FEMA Form 080-0-2a						
Activity Specific Questions for AFG Operations and Safety Applications / FEMA Form 080-0-2b						
Activity Specific Questions for Fire Prevention and Safety (FPS) Applicants / FEMA Form 080-0-3						
Activity Specific Questions for Fire Prevention and Safety (FPS) Applicants / FEMA Form 080-0-3						
Fire Prevention and Safety / FEMA						



Form 080-0-3a						
Fire Prevention and Safety / FEMA Form 080-0-3a						
Research and Development / FEMA Form 080-0-3b						
Semi-Annual Performance Report / FEMA Form 080-0-0-13				176	870	694
Final Performance Report/FEMA Form 080-0-0-16	0	7,830	7,830			
<b>Total(s)</b>		<b>7,830</b>	<b>7,830</b>		<b>159,425</b>	<b>694</b>

**Explain:**

There is a significant increase in the number of awards from 1,100 in FY 2014 to 2,630 in FY 2017. We attribute this increase to a program change to allow incentives for voluntarily applying for grants under \$50,000. So far this has not increased our number of applicants as we hoped but it has increased in the number of awards. As a result, we have an increase in the number of respondents who need to complete Semi-Annual Performance Report, 080-0-0-13 and Final Performance Report, FEMA Form 080-0-0-16. The Semi-Annual Performance Report is being completed twice annually by our grant recipients. The increase in burden hours for the Semi-Annual Performance report is from 176 to 870. Also, additional questions have been added to the Semi-Annual Performance report. There are no expected changes to the burden hours based on these additional questions.

The Final Performance Report, FEMA Form 080-0-0-16, has been added to this ICR due to the requirement for grant recipients to complete this form at the end of the grant cycle. There is a 7,830-burden hour increase due to the addition of this collection instrument.

There is a total increase of 8,524 annual burden hours.

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
Assistance to Firefighters				\$4,455,000.00	\$5,073,300.00	\$618,300.00

Grants (AFG) Application (General Questions and Narrative) / FEMA Form 080-0-2						
Activity Specific Questions for AFG Vehicle Applicants / FEMA Form 080-0-2a				\$1,415,700.00	\$1,612,182.00	\$196,482.00
Activity Specific Questions for AFG Operations and Safety Applications / FEMA Form 080-0-2b				\$1,684,980.00	\$1,918,834.80	\$233,854.80
Activity Specific Questions for Fire Prevention and Safety (FPS) Applicants / FEMA Form 080-0-3				\$101,475.00	\$115,558.50	\$14,083.50
Activity Specific Questions for Fire Prevention and Safety (FPS) Applicants / FEMA Form 080-0-3				\$22,275.00	\$25,366.50	\$3,091.50
				\$101,232.00	115,558.50	\$14,326.50

Fire Prevention and Safety / FEMA Form 080-0-3a						
Fire Prevention and Safety / FEMA Form 080-0-3a				\$23,100.00	\$17,696.25	-\$5,403.75
Research and Development / FEMA Form 080-0-3b				\$52,137.50	\$58,533.75	\$6,396.25
Semi-Annual Performance Report / FEMA Form 080-0-0-13				\$8,710.40	\$46,899.84	\$38,189.44
Semi-Annual Performance Report / FEMA Form 080-0-0-13				0	\$174.24	\$174.24
Final Performance Report/FEMA Form 080-0-0-16	\$0	\$439,686.00	\$439,686.00	0		
Final Performance Report/FEMA Form 080-0-0-16	0	\$1,633.50	\$1,633.50			
<b>Total(s)</b>	<b>\$0</b>	<b>\$441,319.50</b>	<b>\$441,319.50</b>	<b>\$7,864,609.90</b>	<b>\$8,984,104.38</b>	<b>\$1,119,494.48</b>

**Explain:**

There is a significant increase in the number of awards from 1,100 in FY 2014 to 2,630 in FY 2017. We attribute this increase to a program change to allow incentives for voluntarily applying for grants under \$50,000. So far this has not increased our number of applicants as we hoped but it has increased in the number of awards. As a result, we have an increase in the number of respondents who need to complete Semi-Annual Performance Report, 080-0-0-13 and Final Performance Report, FEMA Form 080-0-0-16. The Semi-Annual Performance Report is being completed twice annually by our grant recipients. The increase in burden cost for the Semi-Annual Performance report is from \$8,710.40 to \$47,073.58. Also, additional questions have been added to the Semi-Annual Performance report. There are no expected changes to the burden cost based on these additional questions.

The Final Performance Report, FEMA Form 080-0-0-16, has been added to this ICR due to the requirement for grant recipients to complete this form at the end of the grant cycle. There is a \$441,319.50 burden cost increase due to the addition of this form.

Other burden cost changes are the result of either an increase or decrease in the loaded wage rate at the time this information was collected.

The result is a cost burden increase of \$1,119,494.48.

**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.**

FEMA will display the expiration date for OMB approval of this information collection.

**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.”