

February 24, 2021

**Supporting Statement for  
Paperwork Reduction Act Submissions**

**OMB Control Number: 1660 – 0142**

**Title: Survivor Sheltering Assessment**

**Form Number(s): FEMA Form 009-0-42 and FEMA Form 009-0-42AV**

**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.**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, is the legal basis for FEMA to provide financial assistance and services to individuals who apply for disaster assistance benefits in the event of a major disaster. 44 C.F.R. § 206.110 implements the policy and procedures set forth in section 408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5174, as amended by the Disaster Mitigation Act of 2000. This program provides financial assistance and, if necessary, direct assistance to eligible individuals and households who, as a direct result of a major disaster or emergency, have uninsured or under-insured necessary expenses and serious needs and are unable to meet such expenses or needs

through other means. Individuals and households that apply for this assistance must provide information detailing their losses and need.

FEMA requires the ability to collect information regarding the housing needs of survivors in shelters to provide services and assistance to transition them out of shelters and into temporary housing solutions as quickly as possible. Survivor-specific data collected in the shelters would be compared to survivor registration data to determine:

- Has the survivor in the shelter registered for FEMA assistance?
- If registered, what is the status of the survivor's registration? Do they have resources such as Transitional Sheltering Assistance (TSA) eligibility or financial rental assistance, available to them?
- If registered and not eligible for FEMA assistance, is there casework that could be performed to find eligibility?
- If not registered, information would be provided to the Joint Field Office (JFO) to have a registration strike team travel to the shelter and register the survivor.

FEMA submits this revision to document the Public Assistance (PA) program's implementation of a new Policy: FEMA Emergency Non-Congregate Sheltering during the COVID-19 Public Health Emergency (Interim) FP 104-009-18. This policy defines the framework, policy details, and requirements for determining eligible work and costs for sheltering in response to declarations as defined in the Robert T. Stafford Act for PA or the Fire Management Assistance Grant (FMAG) programs.

FEMA provides Public Assistance (PA) funding to State, Tribal, and territorial (STT) governments (aka PA Applicants) for costs related to emergency sheltering for survivors. Typically, sheltering occurs in facilities with large open spaces, such as schools, churches, community centers, armories, or other similar facilities rather than in non-congregate environments, which are locations where each individual or household has living space that offers some level of privacy (e.g., hotels, motels, casinos, dormitories, retreat camps, etc.). However, FEMA recognizes that sheltering operations during the COVID-19 Public Health Emergency may require STT's to consider additional strategies to ensure that survivors are sheltered in a manner that does not increase the risk of exposure to or further transmission of COVID-19. FEMA will provide flexibility to STTs to take measures to safely conduct non-congregate sheltering activities.

FEMA will encourage STTs operating non-congregate shelters to collect basic shelter resident data. If there is a subsequent Major Disaster Declaration that includes the Individual Assistance (IA) program, FEMA and STTs may begin a bi-lateral exchange of data to coordinate and expedite assistance to shelter residents. This data exchange will

enable FEMA to share additional disaster survivor data on losses and needs to STT shelter managers facilitating a coordinated effort to provide resources to shelter residents. This data also provides STTs increased ability for shelter planning and shelter population management.

Aggregated reports resulting from the individualized data collection will support FEMA and STT planning activities for shelter depopulation to ensure that survivors are transitioned as quickly as possible to housing solutions that best meet their need.

**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 009-0-42, Survivor Sheltering Assessment:** When a major disaster or emergency occurs, impacted survivors often find themselves temporarily housed in shelters until they are able to return to their homes or find other housing solutions while they recover. A FEMA employee will interview individual survivors located in shelters regarding their registration status and housing situation using an electronic copy of **FEMA Form 009-0-42 Survivor Sheltering Assessment** to record the information in the Disaster Management Support Environment Cloud Environment (DMSE CE) database. The purpose of this survey is to help FEMA understand how best it can support survivors as they transition out of temporary shelters. No information given will be used to determine eligibility for assistance. Eligibility for assistance will only be determined through the separate registration process.

**FEMA Form 009-0-42 AV, Survivor Sheltering Assessment – Alternate Version:** This alternate process, includes an alternate streamlined form, **FEMA Form 009-0-42AV**, in an Excel format and an exchange of information process to request the following information from the Shelter Resident:

- Shelter Resident:
  - Head of Household: First Name
  - Head of Household: Last Name
  - Head of Household: Phone Number
  - Number of Individuals in Household
  - Damaged Dwelling Street Address
  - Damaged Dwelling City
  - Damaged Dwelling State
  - Damaged Dwelling Zip Code

- o FEMA Disaster Assistance Registration ID (if available)

Shelter residents matched to an IA program registration will:

- Have their FEMA registration updated with an accurate shelter location.
- Be notified of any additional available FEMA housing assistance that may be available (examples: Transitional Sheltering Assistance, Rental Assistance, etc.)
- Have essential FEMA registration and assistance data elements sent to STTs to facilitate continued management of non-congregate sheltering and/or transition to other forms of sheltering or housing assistance outside of FEMA assistance

Residents not matched to an IA program registration will:

- Have their record returned to STTs with a status indicating that no FEMA registration was matched. STTs can deliver a message to shelter residents that FEMA registration is available, and that additional assistance may be available.
- At the request of STTs, residents may also be contacted by FEMA to initiate FEMA registration.

**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 survivor sheltering assessment process is completed by FEMA employees using an electronic copy of **FEMA Form 009-0-42 Survivor Sheltering Assessment** from their FEMA-issued mobile device. The electronic form is configured using a survey application. The FEMA employee must download the application to their mobile device and be provided access to the electronic **FEMA Form 009-0-42** in order to save the blank survey form to their device. During the interview, the FEMA employee records information on the electronic form and submits upon completion. This process is repeated for each interview. Once the submission of the individualized collection to the DMSE CE database is complete, the collection information is wiped from the phone, rendering it inaccessible to the FEMA employee(s) conducting the interview.

The survey application was chosen to minimize the training time for FEMA staff, speed collection by the use of closed response options and limiting open text fields, and provide a secure mechanism to collect, transmit, store and report on survivor sheltering

information. Additionally, the product enables FEMA to collect in limited or no-connectivity environments.

In the additional alternate method using **FEMA Form 009-0-42AV Survivor Sheltering Assessment-Alternate Version**, the STTs will provide the information to FEMA via a password protected (encrypted), emailed spreadsheet in accordance with DHS PII Safeguarding guidelines. Upon receipt of the spreadsheet, FEMA Recovery Reporting and Analytics Division (RAD) will use data matching queries against the FEMA Operational Data Store to match the data with the existing IA program registration data to determine which of the shelter residents on the list have registered for FEMA assistance.

This is the simplest, non-burdensome format available due to the extremely short time frame presented by the COVID-19 public health emergency.

**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 majority of the information collected in this form is not collected under any other approved collection. Non-sensitive PII (Registration ID, Name, Address, Mobile Phone number and Owner/Renter) included in this form is collected on the other FEMA Forms (see below), but neither form is accessible to the staff conducting the survey. Further, at times, the forms have not been collected because the survivor did not register for assistance prior to being interviewed.

- FEMA Form 009-0-1T (English) Tele-Registration, Disaster Assistance Registration
- FEMA Form 009-0-1Int (English) Internet, Disaster Assistance Registration
- FEMA Form 009-0-2Int (Spanish) Internet, Registro Para Asistencia De Desastre
- FEMA Form 009-0-1 (English), Paper Application / Disaster Assistance Registration
- FEMA Form 009-0-2 (Spanish), Solicitud en Papel / Registro Para Asistencia De Desastre
- FEMA Form 009-0-1S (English) Smartphone, Disaster Assistance Registration
- FEMA Form 009-0-2S (Spanish) Smartphone, Registro Para Asistencia De Desastre

There has not been a pandemic response anywhere close to this scale previously and there is no data to use; this alternate information method has never been utilized.

**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.**

Not applicable. The information collected is specific to individuals and does not impact 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.**

Information obtained using **FEMA Form 009-0-42 Survivor Sheltering Assessment** is only collected when the President has declared a major or emergency disaster that has affected individuals and households. To fulfill the requirements of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and provide disaster survivors with appropriate housing or rental assistance, FEMA must collect information on individual housing needs. Without collecting this information, FEMA would not be able to gauge survivors' needs to transition them out of temporary shelters.

Information obtained using **FEMA Form 009-0-42AV Survivor Sheltering Assessment-Alternate Version**, may be collected before or after the President has declared a major or emergency disaster. If this capability is not immediately made available, serious injury or death to American citizens may result due to the lack of special mass evacuation and major disaster sheltering required to minimize contraction of the COVID-19 virus.

**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 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 December 11, 2020, at 85 FR 80126. No comments were received.

A 30-day Federal Register Notice inviting public comments was published on February 24, 2021, at 86 FR 11310. The comment period is open until March, 26, 2021.

**b. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

FEMA frequently works with persons outside of the agency, who serve in a partnership role to provide financial assistance or other forms of assistance to survivors. The information included in this collection is not currently available through other partners, or if it is, it is not covered under existing information sharing agreements.

FEMA is including this alternate addition to include revisions to the existing collection in accordance with new guidance due to COVID-19. Typically, FEMA collects information directly from individuals at shelters so that FEMA can provide assistance to transition survivors out of shelters and into temporary housing solutions. State, tribal, and territorial

governments also collect information separately for their own purposes, such as shelter management. Due to COVID-19, FEMA is unable to visit sheltering locations and collect information directly from survivors. The Non-Congregate Sheltering policy allows STTs to exchange information with FEMA to assist with transitioning payment for the sheltering from PA funding to FEMA temporary sheltering assistance.

FEMA will provide this alternate version of the form to STTs as an optional method of collecting basic information from survivors. STTs already collect information from survivors, and already may provide information to FEMA, but using this form will provide a standardized method of providing the information and enabling data matching. FEMA will manually compare submitted information with existing IA registration to determine which survivors have and haven't registered for FEMA assistance, so that FEMA can conduct outreach and registration processes remotely. It will also assist the STT with determining survivors' unmet needs for assistance available through the STT as well as with shelter planning and population management. Information from the form will be loaded into the FEMA Operational Data Store and will then be compared with NEMIS data. If the shelter residents have a FEMA registration it is possible information in NEMIS-IA may be updated.

**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.**

Under Executive Order 12862, Federal Agencies are to develop a customer service standard for use in the implementation of their programs. In accordance with Executive Order 12862, FEMA reviews customer service performance and provides customer service feedback through the Customer Satisfaction Surveys. The data collection for these surveys are approved under OMB Control Number 1660-0107 *FEMA Public Assistance Program Customer Satisfaction Surveys* and 1660-0143 *Individual Assistance Customer Satisfaction Surveys*.

**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) for **FEMA Form 009-0-42 Survivor Sheltering Assessment** was approved on August 28, 2017. This form is covered by an existing PIA, DHS/FEMA/PIA-027 National Emergency Management Information System; DHS/FEMA/PIA-012a Disaster Assistance Improvement Plan (DAIP). The SORN coverage is DHS/FEMA-008 Disaster Recovery Assistance Files April 30, 2013, 78 FR 25282.

A Privacy Threshold Analysis (PTA) for **FEMA Form 009-0-42AV Survivor Sheltering Assessment-Alternate Version** was approved on July 20, 2020. Coverage is provided by DHS/FEMA/PIA-049 Individual Assistance, which discusses FEMA's collection and use of information for the purpose of implementing Individual Assistance. SORN coverage is provided by DHS/FEMA-008 Disaster Recovery Assistance Files April 30, 2013, 78 FR 25282.

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 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.**

Using **FEMA Form 009-0-42 Survivor Sheltering Assessment**, FEMA anticipates surveying approximately 31,200 individuals during a catastrophic event. While this

number may seem low compared to the total sheltering population during a catastrophic event, FEMA will not be conducting a 100 percent coverage survey; instead, FEMA will survey a sample of the total sheltering population.

Because many survivors reside in shelters during a catastrophic event because of mandatory evacuations, not because of damage to their homes, this survey generally will begin after the “natural” depopulation of the shelters is underway (i.e. after the mandatory evacuation order is lifted and survivors who can are returning to their homes.) The survey data gathered through **FEMA Form 009-0-42**, is intended to help FEMA frame the shelter depopulation strategy to determine what issues are impeding the remaining survivors from returning home.

FEMA’s survey sample size for catastrophic events is estimated to be 31,200, which is based on sheltering data from previous catastrophic events. FEMA estimates that it takes approximately 10 minutes to complete a survey resulting in a total annual hour burden for the collection process of 5,201 hours.

Using **FEMA Form 009-0-42AV Survivor Sheltering Assessment-Alternate Version**, FEMA anticipates the STTs will collect data from approximately 20,000 shelter residents during a COVID-19 or a pandemic event instead of FEMA surveying in person using the electronic tool. FEMA estimates that it takes approximately 10 minutes to complete the alternate collection method resulting in a total annual hour burden of 3,334 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.**

This request does utilize two versions of similar forms, one electronic with FEMA collecting the data and the alternate version in a spreadsheet with STTs collecting the data; however the agency will determine which version is appropriate to use for the respondent based on the type of disaster.

The alternate version of the form collects less data during COVID-19 or a pandemic event in an Excel format. The respondents are the survivors who are in shelters whose information would be gathered in the original electronic format in person if the event was not a COVID-19 or a pandemic event.

**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.**

This information is voluntary, but the table below represents an estimated cost for the respondent to provide the information.

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	Survivor Sheltering Assessment - FEMA Form 009-0-42	31,200	1	31,200	0.1667 (10 mins.)	5,201	\$37.55	\$195,298
Individuals or Households	Survivor Sheltering Assessment – Alternate Version FEMA Form 009-0-42AV	20,000	1	20,000	0.1667 (10 mins.)	3,334	\$37.55	\$125,192
Total		51,200		51,200		8,535		\$320,490

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 1.46. 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,<sup>1</sup> the May 2019 Occupational Employment and Wage Estimates the wage rate category for **All Occupations** is estimated to be \$25.72 per hour. Including the wage rate multiplier of

<sup>1</sup> May 2019 National Occupational Employment and Wage Rates, National File (xls), **All Occupations** (OCC Code: 00-0000, Average, Column Title: Mean Hourly Wage). Accessed February 16, 2021. [https://www.bls.gov/oes/current/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/current/oes_nat.htm#00-0000)

1.46,<sup>2,3</sup> the fully-loaded wage rate is \$37.55 per hour ( $\$25.72 \times 1.46 = \$37.55$ ). Therefore, the estimated cost to respondents is \$320,490 annually and the total estimated burden is 8,535 hours.

**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 to respondents or recordkeepers associated with this information collection.

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

There are no additional annual costs to the federal government for this collection above the cost and hours of burden identified in Question 12.c. Electronic tools that will be

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<sup>2</sup> For the purpose of determining a wage rate multiplier: Bureau of Labor Statistics: Employer costs for employee compensation for **civilian** workers averaged \$37.73 per hour worked in September 2020, released December 17, 2020. Wages and salaries cost employers \$26.25 while benefit costs were \$12.01. <https://www.bls.gov/news.release/pdf/ecec.pdf>

<sup>3</sup> The per hour benefits multiplier is calculated by dividing total compensation for **civilian** workers (\$38.26, December 17, 2020) by wages and salaries for all workers (\$26.25), which yields a per hour benefits multiplier. For December 17, 2020, the multiplier is 1.46. ( $\$37.73 \div \$25.91 = 1.45619$ , rounded to 1.46). Fully-loaded wage rates are calculated by multiplying the per hour benefits multiplier by the applicable wage rate from the applicable National Occupational Employment and Wage Rates report. (1.46 per hour benefits multiplier x hourly wage rate = fully-loaded hourly wage)

used to complete this collection are already purchased and supported within FEMA and require no additional cost above what is already included in an approved program baseline.

The Recovery Reporting and Analytics Division (RAD) staff will be performing the functions of matching data as part of their regular work responsibilities to match alternate shelter resident data to the FEMA Operational Data Store.

Annual Cost to the Federal Government	Cost (\$)
Contract Costs	\$60,000
Staff Salaries [25 GS 9, step 5 employees in Washington DC spending approximately 10% of their time (208 hours) annually to collect data/survey individuals for this data collection. The 2021 hourly rate for a GS 9 step 5 employee in Washington DC <sup>4</sup> is \$32.65 per hour which when multiplied by a load factor of 1.46 to account for benefits equals \$47.67 per hour. Total staff salaries equals \$231,036 (25 employees x 208 hours/year x \$47.67 = \$247,884)]	\$247,884
Facilities [Cost of renting, overhead, etc., for data collection activity]	\$0
Computer Hardware and Software [cost of equipment annual lifecycle]	\$0
Equipment and Maintenance [cost of annual maintenance/service agreements for equipment]	\$0
Travel	\$0
Printing [number of data collection instruments annually]	\$0
Postage [annual number of data collection instruments x postage]	\$0
Other	\$0
<b>Total</b>	<b>\$307,884</b>

**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 a 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*

<sup>4</sup> Office of Personnel Management 2021 Pay and Leave Tables for Washington-Baltimore-Arlington. Effective January 2021. Accessed February 16, 2021. [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/21Tables/html/DCB\\_h.aspx](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/21Tables/html/DCB_h.aspx)

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	Explanation
Survivor Sheltering Assessment - FEMA Form 009-0-42				5,201	0	0	No Change
Survivor Sheltering Assessment – Alternate Version FEMA Form 009-0-42AV				0	3,334	3,334	Alternate method
<b>Total(s)</b>				<b>5,201</b>	<b>3,334</b>	<b>3,334</b>	

**Explain:**

For the Survivor Sheltering Assessment collection, previously approved burden hours were estimated at 5,201 for the full collection. The burden hours are increased by 3,334 to add the alternative version for the COVID-19 sheltering data for a total of 8,535 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	Explanation
Survivor Sheltering Assessment - FEMA Form 009-0-42	0	0	0	\$181,203	\$195,298	\$14,095	Difference due to increased salary + benefits cost from May 2017 to May 2019
Survivor Sheltering Assessment – Alternate Version FEMA Form 009-0-42AV				0	\$125,192	\$125,192	Addition of Alternate Version Cost
<b>Total</b>	0	0	0	\$181,203	\$320,490	\$139,287	

**Explain:** The change in this revision is to add the alternative version collection instrument used for collecting the COVID-19 sheltering data.

**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.**

FEMA does not intend to employ the use of statistics or the publication thereof 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.**

There is no statistical methodology involved in this collection.