

August 26, 2022

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660 - 0061

Title: Federal Assistance to Individuals and Households Program

Form Number(s):

FEMA Form FF-104-FY-21-114 (formerly 010-0-11), Individuals and Households Program (IHP) - Other Needs Assistance Administrative Option Selection

Development of State/Tribal Administrative Plan (SAP) for Other Needs Provision of IHP

FEMA Form FF-104-FY-21-115 (English) (formerly 010-0-12), Individuals and Households Program Application for Continued Temporary Housing Assistance

FEMA Form FF-104-FY-21-115-A (Spanish) (formerly 010-0-12S), Programa de Individuos y Familias Solicitud Para Continuar La Asistencia de Vivienda Temporera

Request for Approval of Late Registration

Appeal of Program Decision

FEMA Form FF-104-FY-21-116 (English) (formerly 009-0-95), Request for Advance Disaster Assistance

FEMA Form FF-104-FY-21-116-A (Spanish) (formerly 009-0-95S), Solicitud de Adelanto de la Asistencia por Desastre

FEMA Form FF-104-FY-21-117 (English) (formerly 009-0-96), Request to Stop Payment and Reissue Disaster Assistance Check

FEMA Form FF-104-FY-21-117-A (Spanish) (formerly 009-0-96S), Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre

FEMA Form FF-104-FY-21-118 – (English) (formerly 140-003d-1S), Authorization for the Release of Information Under the Privacy Act

FEMA Form FF-104-FY-21-118-A – (Spanish) (formerly 140-003d-1S), Autorización para la Divulgación de Información bajo el Acta de Privacidad

General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(1)(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 (Stafford Act)*, Pub. L. 93-288, as amended, is the legal basis for the Federal Emergency Management Agency (FEMA) to provide financial assistance and services to individuals applying for disaster assistance benefits in the event of a federally declared disaster. Regulations in *44 CFR, § 206.110 - Federal Assistance to Individuals and Households (IHP)* implement the policy and procedures set forth in Section 408 of the *Stafford Act*, 42 U.S.C. 5174, as amended. 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.

This Supporting Statement is being submitted to show the updates to the information collection, specifically for assistance provided under the Housing Assistance and Other Needs Assistance provisions of the IHP, and the appropriate documentation required.

Under the Housing Assistance provision of the IHP, FEMA may provide the following types of assistance to individuals whose primary residence were impacted as a result of a Presidentially-declared disaster:

- **Lodging Expense Reimbursement:** Financial assistance to reimburse for hotels, motels, or other short-term lodging from their primary residence.

- Rental Assistance and Continued Temporary Housing Assistance: Financial assistance to rent alternative housing accommodations while an applicant is displaced from their primary residence.
- Home Repair Assistance: Financial assistance to repair an owner-occupied primary residence, utilities, and residential infrastructure, including privately-owned access routes (i.e., driveways, roads, or bridges), to a safe and sanitary living or functioning condition.
- Home Replacement Assistance: Financial assistance to help replace an owner-occupied primary residence when the residence is destroyed.

FEMA may provide Direct Housing Assistance when applicants are unable to use Rental Assistance due to a lack of available housing resources. Direct Housing Assistance does not count toward the financial Housing Assistance maximum award and may include:

- Multi-Family Lease and Repair: Allows FEMA to enter into lease agreements with owners of multi-family rental property located within or near declared areas to make repairs or improvements that provide temporary housing to applicants.
- Transportable Temporary Housing Units: A readily fabricated dwelling (i.e., a Recreational Vehicle or a Manufactured Housing Unit (MHU)), purchased or leased by FEMA and provided to eligible applicants for use as temporary housing for a limited period of time.
- Direct Lease: Existing ready-for-occupancy residential property leased for eligible applicants and, if necessary, modified or improved to provide a reasonable accommodation for an eligible applicant with a disability, for use as temporary housing.
- Permanent Housing Construction: Home repair and/or construction services provided in insular areas outside the continental U.S. and in other locations where no alternative housing resources are available; and where types of housing assistance FEMA normally provides, such as Rental Assistance or other forms of direct assistance, are unavailable, infeasible, or not cost-effective.

Under the Other Needs Assistance provision of the IHP, FEMA may provide the following types of assistance to individuals for other disaster-caused expenses and serious needs:

- Funeral Assistance: Financial assistance to individuals and households for disaster-related funeral or reinternment expenses.
- Medical and Dental Assistance: Financial assistance to individuals and households for disaster-related medical or dental expenses.
- Child Care Assistance: Financial assistance to individuals and households who have a disaster-caused increased financial burden for childcare.
- Assistance for Miscellaneous Items: Financial assistance to individuals and households with certain disaster-caused miscellaneous expenses.

- Moving and Storage Assistance: Financial assistance for moving and storage expenses incurred on or after the incident period start date to avoid additional disaster damage.
- Critical Needs Assistance: Financial assistance to applicants who have immediate or critical needs because they are displaced from their primary residence or to applicants who need assistance in order to leave their pre-disaster primary residence to temporarily shelter elsewhere.
- Clean and Sanitize Assistance: Financial assistance to applicants with disaster-caused real property damage that did not render the home uninhabitable.
- Personal Property Assistance: Financial assistance to repair or replace personal property damaged or destroyed due to a disaster.
- Transportation Assistance: Financial assistance to individuals and households with disaster-caused vehicle repair or replacement expenses.
- Group Flood Insurance Policy (GFIP): FEMA will directly purchase GFIP certified on behalf of applicants who are required to purchase and maintain flood insurance but who may not otherwise be able to purchase a policy.

Applicants may submit a written appeal if they disagree with any FEMA determination. Applicants, however, must appeal initial eligibility determinations within 60 days after the date on their eligibility notification letter. An applicant may appeal:

- Initial eligibility determinations for Housing Assistance and Other Needs Assistance, including:
 - The amount or type of Housing Assistance and Other Needs Assistance an applicant received;
 - The decision to withdraw an application for FEMA disaster assistance;
 - The recovery of funds improperly awarded to an applicant; or
 - The denial of a late application request for assistance.
- A denial for Continued Temporary Housing Assistance.
- Direct Housing Assistance determinations, including:
 - The termination of eligibility to remain in a temporary housing unit;
 - FEMA's intent to collect rent or the amount of rent collected from occupants of a FEMA-provided temporary housing unit;
 - A denial of a request to purchase a FEMA-provided MHU;
 - The sales prices of a FEMA-provided MHU the applicant may want to purchase; or
 - Any Individual Assistance eligibility or participation-related determination, action, or inaction.

FEMA does not accept multiple appeals for the same reason, but may request additional information and conduct additional reviews as new information is received.

This information collection provides disaster survivors the opportunity to request approval of late applications, continued temporary housing assistance, request advance disaster assistance, stop payments not received in order to be reissued funds, and to appeal program decisions. This collection also allows for the establishment of an annual agreement between FEMA and states, territories, and tribal governments regarding how the Other Needs Assistance provision of IHP will be administered: by FEMA, by the state, territory, or tribal government, or jointly. If the information in this collection is not collected, a delay in assistance provided to disaster survivors would occur.

An emergency request was granted by the Office of Management and Budget on February 14, 2022, allowing FEMA to expand the types of documents accepted as part of a survivor's Appeal of Program Decision. And as a result, expanding the documents that are now accepted will be a permanent fixture from this request.

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.

The information collected is used to ensure disaster survivors are provided with eligible assistance for disaster related necessary expenses or serious needs that are unable to be met through other means in an efficient and timely manner.

FEMA Form 104-FY-21-114 (formerly 010-0-11) – States, territories, and tribal governments must submit an *IHP ONA Administrative Option Selection* form, which includes a *Standard Personal Property List* for the calendar year, to FEMA annually. This form establishes the state, territory, or tribal government's proposed level of support and participation in the delivery of assistance under Section 408 of the Stafford Act. The FEMA Regional Director or designee and the state, territory, or tribal government use the agreement for planning purposes and to develop program implementation procedures to be used during the upcoming calendar year for programs under Section 408 of the Stafford Act. This agreement also includes the determination if an *Administrative Plan* is warranted.

Development of State/Tribal Administrative Plan for the Other Needs provision of IHP – When the state, territory, or tribal government's request for a FEMA grant to provide financial assistance to individuals and households under the Other Needs provision of IHP is approved, the state, territory, or tribal government must provide an

Administrative Plan to address the necessary level of managerial and resource support. This ensures FEMA can effectively monitor and account for program costs and ensure equitable and timely delivery of assistance.

FEMA Forms FF-104-FY-21-115 (English) (formerly 010-0-12) and FF-104-FY-21-115-A (Spanish) (formerly 010-0-12S) – After initial assistance is provided to an individual, FEMA may provide continued rental assistance based on need. Applicants requesting continued rental assistance are required to submit a signed *Application for Continued Temporary Housing Assistance* (English) or *Solicitud para Continuar la Asistencia de Vivienda Temporera* (Spanish) which includes gross income information, household expenses, and a plan for permanent housing. FEMA caseworkers review the submitted information in accordance with established program criteria and procedures to determine the individual’s eligibility for continued rental assistance.

Request for Approval of Late Registration – After the registration period for a declared disaster ends (60 days from date of declaration), FEMA will accept late registration requests for an additional 60 days. For FEMA to effectively review the late registration request, the individual’s request must explain the reason(s) for the registration delay and must be provided in writing to FEMA.

Appeal of Program Decision – After an initial eligibility decision is made, FEMA provides applicants with the opportunity to inquire or appeal any assistance eligibility determination. For FEMA to effectively respond to an applicant’s signed appeal, the applicant must indicate what determination is being appealed, the reason, and must submit the appeal in writing. A FEMA Appeals Officer reviews the information submitted in accordance with established program criteria and procedures to determine the validity of the appeal and if the applicant should be awarded further disaster assistance as a result of the appeal.

FEMA Forms FF-104-FY-21-116 (English) (formerly 009-0-95) and FF-104-FY-21-116-A (Spanish) (formerly 009-0-95S) – For an applicant with homeowners, renters, mobile home, or condominium insurance to be determined eligible for rental assistance, the applicant must provide FEMA with verifiable documentation confirming insurance does not cover Additional Living Expenses (ALE) for temporary housing costs, the full policy ALE coverage/amount has been exhausted, there is less than one month Fair Market Rent (FMR) coverage remaining, or ALE is denied for the applicable cause of damage. The *Request for Advance Disaster Assistance* (English) and *Solicitud de Adelanto de la Asistencia por Desastre* (Spanish) forms allow the applicant the option to request advanced rental assistance for insured disaster related expenses if the insurance company takes longer than 30 days to provide the verifiable documentation needed by FEMA.

FEMA Forms FF-104-FY-21-117 (English) (formerly 009-0-96) and FF-104-FY-21-117-A (Spanish) (formerly 009-0-96S) – When an applicant is determined eligible for IHP financial assistance but did not select the electronic funds transfer option to receive payment, the award check is sent via postal mail to the applicant’s mailing address. If the applicant contacts FEMA and indicates the award check has not been received more than 14 days after the check was issued, the applicant can complete the *Request to Stop Payment and Reissue Disaster Assistance Check* (English) or *Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre* (Spanish) form to request FEMA stop payment on the previous check issued, and to reissue the award to the applicant for the same amount. The form also allows the applicant to confirm the current mailing address to ensure the new award check is sent to the correct location.

FEMA Form FF-104-FY-21-118 – (English) (formerly 140-003d-1), Authorization for the Release of Information Under the Privacy Act; FEMA Form FF-104-FY-21-118-A – (Spanish) (formerly 140-003d-1S), Autorización para la Divulgación de Información bajo el Acta de Privacidad – FEMA must have written consent from an applicant or co-applicant to release registration information to a third party, unless otherwise allowed by law. Currently, there is not a standard OMB approved form for applicants or co-applicants to use to provide written consent. An applicant or co-applicant must submit either a handwritten or typed statement outlining personal identifying information, what information can be released, the parties the information can be released to, the applicant or co-applicant’s signature, and must either be notarized or include a declarative statement regarding the validity of the information in the written statement. The creation of the *Authorization for the Release of Information Under the Privacy Act* and *Autorización para la Divulgación de Información bajo el Acta de Privacidad* reduces applicant burden by providing them with a standardized form, which will save the applicant or co-applicant time and reduce confusion regarding what information is necessary for written consent.

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 Form FF-104-FY-21-114 (formerly 010-0-11) – This form, and the *Standard Personal Property List* for the calendar year included with the form, must be submitted to FEMA via email annually by states, territories, and tribal governments. The form is

emailed to a designated FEMA Program Management Section (PMS) distribution list and requires original signatures by the Governor or Tribal Chief Executive or designee, and the FEMA Regional Administrator or designee.

Development of State/Tribal Administrative Plan for the Other Needs provision of IHP – When a state, territory, or tribal government selects Joint or State Option to administer the Other Needs provision of IHP, a signed *Administrative Plan* must be submitted to the FEMA Regional Administrator via email. The Regional Office will send the *Administrative Plan* to FEMA PMS via email for evaluation and visibility.

FEMA Forms FF-104-FY-21-115 (English) (formerly 010-0-12) and FF-104-FY-21-115-A (Spanish) (formerly 010-0-12S) – In an effort to reduce applicant burden and expedite the review process, applicants may submit these forms to FEMA via mail, fax, in person at a local Disaster Recovery Center (DRC), or through scanning and uploading to their Disaster Assistance Center Applicant Inquiry (DAC AI) account, if an account was created at the time of initial disaster assistance registration. Applicants may locate local DRCs on the www.disasterassistance.gov website or by calling FEMA’s Helpline at 800-621-3362 (FEMA). Local DRC information may also be provided via local media blasts via radio, TV, etc.

Request for Approval of Late Registration – In an effort to reduce applicant burden and expedite the review process, applicants may submit a written request to FEMA via mail, fax, in person at a local Disaster Recovery Center (DRC), or through scanning and uploading to their Disaster Assistance Center Applicant Inquiry (DAC AI) account, if an account was created at the time of initial disaster assistance registration. Applicants may locate local DRCs on the www.disasterassistance.gov website or by calling FEMA’s Helpline at 800-621-3362 (FEMA). Local DRC information may also be provided via local media blasts via radio, TV, etc.

Appeal of Program Decision – In an effort to reduce applicant burden and expedite the review process, applicants may submit a written request to FEMA submitted via mail, fax, in person at a local Disaster Recovery Center (DRC), or through scanning and uploading to their Disaster Assistance Center Applicant Inquiry (DAC AI) account, if an account was created at the time of initial disaster assistance registration. The request must include the applicant’s signature, full name, FEMA Application Number and Disaster Number, the address of the pre-disaster primary residence, current phone number, and address. Applicants may locate local DRCs on the www.disasterassistance.gov website or by calling FEMA’s Helpline at 800-621-3362 (FEMA). Local DRC information may also be provided via local media blasts via radio, TV, etc.

FEMA Forms FF-104-FY-21-116 (English) (formerly 009-0-95) and FF-104-FY-21-116-A (Spanish) (formerly 009-0-95S)– In an effort to reduce applicant burden and expedite the review process, applicants may submit these forms to FEMA via mail, fax, in person at a local Disaster Recovery Center (DRC), or through scanning and uploading to their Disaster Assistance Center Applicant Inquiry (DAC AI) account, if an account was created at the time of initial disaster assistance registration. Applicants may locate local DRCs on the www.disasterassistance.gov website or by calling FEMA’s Helpline at 800-621-3362 (FEMA). Local DRC information may also be provided via local media blasts via radio, TV, etc.

FEMA Forms FF-104-FY-21-117 (English) (formerly 009-0-96) and FF-104-FY-21-117-A (Spanish) (formerly 009-0-96S) – In an effort to reduce applicant burden and expedite the review process, applicants may submit these forms to FEMA via mail, fax, in person at a local Disaster Recovery Center (DRC), or through scanning and uploading to their Disaster Assistance Center Applicant Inquiry (DAC AI) account, if an account was created at the time of initial disaster assistance registration. Applicants may locate local DRCs on the www.disasterassistance.gov website or by calling FEMA’s Helpline at 800-621-3362 (FEMA). Local DRC information may also be provided via local media blasts via radio, TV, etc.

FEMA Form FF-104-FY-21-118 – (English) (formerly 140-003d-1), Authorization for the Release of Information Under the Privacy Act; FEMA Form FF-104-FY-21-118-A – (Spanish) (formerly 140-003d-1S), Autorización para la Divulgación de Información bajo el Acta de Privacidad – In an effort to reduce applicant burden and expedite the review process, applicants may submit these forms to FEMA via mail, fax, in person at a local Disaster Recovery Center (DRC), or through scanning and uploading to their Disaster Assistance Center Applicant Inquiry (DAC AI) account, if an account was created at the time of initial disaster assistance registration. Applicants may locate local DRCs on the www.disasterassistance.gov website or by calling FEMA’s Helpline at 800-621-3362 (FEMA). Local DRC information may also be provided via local media blasts via radio, TV, etc.

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 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 is not collected from an applicant, several negative impacts could occur. Applicants who failed to apply within the initial registration timeframe will be unable to receive disaster assistance; applicants with a continuing need for rental assistance will be unable to receive said assistance; applicants who disagree with FEMA program eligibility decisions will have no recourse to have eligibility decisions reviewed; insured applicants will be unable to receive disaster assistance in a timely manner due to waiting for insurance documentation; applicants who did not receive an issued assistance check will be unable to request the previous payment be stopped and the assistance reissued; and the burden placed on applicants wishing to provide written consent to third parties who may be able to further assist them with disaster related needs will more substantial.

If the information collection from the states, territories, and tribal governments is not conducted or is conducted less frequently, there will be a negative impact on FEMA's ability to implement the Other Needs provision of IHP. The information collected is used for disaster preparation and the assistance implementation process, which includes determining staffing levels and resource allocation. The information collected allows FEMA to understand the requirements and capabilities of states, territories, and tribal governments, which includes the ability to determine the level of federal dedication the states, territories, and tribal governments expect from FEMA. Failure to collect this information may result in delay or rejection of a state, territory, or tribal government's request to administer the Other Needs provision of IHP.

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.**

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

- (b) Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.**

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

(c) Requiring respondents to submit more than an original and two copies of any document.

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

(d) Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years.

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

(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.

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

(f) Requiring the use of a statistical data classification that has not been reviewed and approved by OMB.

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

(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.

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

(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.

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

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 April 13, 2022, at 87 FR 21894. FEMA received one comment.

Comment: “There needs to be a limit on how long you allow those displaced to find new arrangements. The rebuilding time and building in a known flood zone simply does not make sense. The new development on the shore of an ocean and on the banks of rivers that will have new heights makes no sense at all. [FEMA] needs to look ahead as well as behind and prevent new development in flood zones.”

FEMA Response: An eligible applicant may receive Continued Temporary Housing Assistance based on their need and generally only when adequate, alternate housing is not available, or when the applicant’s permanent housing plan has not been fulfilled through no fault of the applicant. While FEMA may provide financial temporary housing assistance up to 18 months, i.e., the end of the period of assistance, FEMA generally expects that pre-disaster renters will use their initial Rental Assistance to obtain permanent housing and that all recipients of financial assistance will obtain and occupy permanent housing at the earliest possible time. Regardless, in order to receive Continued Temporary Housing Assistance, applicants must submit to FEMA documentation, showing they have a temporary housing need, and must continue to work toward obtaining permanent housing to remain eligible for Continued Temporary Housing Assistance.

With regard to flood zones and coastal areas, the National Flood Insurance Reform Act and FEMA regulations require applicants who receive Federal financial assistance to purchase flood insurance for future flood damage to any insurable property for acquisition or construction purposes. This requirement applies only to real and personal property that is, or will be, in a designated Special Flood Hazard Area (SFHA) and can be insured under the National Flood Insurance Program (NFIP). Applicants who live in a designated SFHA and receive Individuals and Households Program (IHP) assistance for Home Repair, Home Replacement, Personal Property, or Permanent Housing

Construction (PHC) must obtain and maintain flood insurance coverage for at least the amount of disaster assistance they receive from FEMA for NFIP-insurable real or personal property items. Applicants may satisfy the insurance requirement by purchasing private insurance or a policy through the NFIP. Applicants who do not obtain and maintain flood insurance will be ineligible for IHP assistance for flood-damaged real or personal property in future disasters with flood-related damage.

The NFIP was created to reduce the impact of flooding on private and public structures by providing affordable insurance to property owners and by encouraging communities to adopt and enforce floodplain management regulations.

Further, the Coastal Barrier Resources Act (CBRA) protects coastal areas from development by limiting Federal financial assistance for development-related activities in designated Coastal Barrier Resources System (CBRS) areas. CBRS areas are coastal areas that protect valuable habitat for fish and wildlife and are subject to wave, wind, and tidal forces, and are mapped by the U.S. Fish and Wildlife Service. The CBRS contains two types of coastal barrier areas: CBRS Units and otherwise protected areas (OPAs). An eligible applicant whose pre-disaster primary residence is located within a CBRS Unit may not be considered for Home Repair Assistance, Home Replacement Assistance, PHC, or certain types of Other Needs Assistance. Whereas an eligible applicant whose pre-disaster residence is located within an OPA may be considered for all forms of IHP assistance; however, the residence is also subject to NFIRA requirements for sanctioned communities and SFHAs, if applicable.

A 30-day Federal Register Notice inviting public comments was published on **August 26, 2022, at 87 FR 52588. The public comment period is open until September 26, 2022.**

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.

Disaster applicants continually relay their feedback to FEMA through Voluntary Agency Liaisons, Disaster Recovery Center staff members, Individual Assistance (IA) Liaisons, Congressional inquiries, etc. FEMA and external partners routinely perform audits pertaining to the registration intake questions and process including any processes thereafter.

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.

Please see the response in “8.b”.

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 benefits.

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 was approved by DHS on February 10, 2022. This collection is supported by an existing Privacy Impact Assessment (PIA), *DHS/FEMA/PIA-009(b) Document Management and Records Tracking System*, approved by DHS on April 6, 2018, and an existing System of Records Notice (SORN), *DHS/FEMA 008 Disaster Recovery Assistance Files, 78 FR 25282* approved by DHS on April 30, 2013. In addition, as required by the Privacy Act, a Privacy Act Statement is provided with any form that asks respondents to provide personal information about themselves, which is then saved into a system of records.

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.

Forms completed by states, territories, and tribal governments:

- **FEMA Form FF-104-FY-21-114 (formerly 010-0-11), Individuals and Households Program (IHP) – Other Needs Assistance Administrative Option Selection** – The estimated number of respondents for this collection instrument is 555 (50 states, 5 territories, and 500 federally recognized tribal governments). The substantial increase in estimated respondents is due to ongoing training and outreach conducted by the Regions to assist tribal governments in understanding and participating in the Other Needs provision of IHP. The frequency of completing this instrument is once annually. Each form is estimated to take 1.1 hours to complete. The total annual hour burden is 611 hours.
- **Development of State/Tribal Administrative Plan for the Other Needs provision of IHP** – The estimated number of respondents for this collection instrument is 4 and the frequency of completing this instrument is once annually. The estimated number of respondents is based on the current number of states, territories, and tribal governments requesting to participate in the administration and management of the Other Needs provision of IHP through selecting Joint or State Option on *FEMA Form FF-104-FY-21-114 (formerly 010-0-11), Individuals and Households Program Other Needs Assistance Administrative Option Selection*. Each document is estimated to take 2 hours to complete. The total annual hour burden is 8 hours.

Forms completed by applicants:

The number of applicant forms completed as part of this information collection is driven by the number and magnitude of declared disasters each year and varies substantially from year to year. The below annual estimates for applicant forms were obtained from FEMA's Recovery Reporting and Analytics Division (RAD) and are based on historical data from 2005 through 2019.

- **FEMA Form FF-104-FY-21-115 (formerly 010-0-12), Individuals and Households Program Application for Continued Temporary Housing Assistance** – The number of respondents for this collection instrument is estimated at 13,110 and the frequency of completing this instrument is four times annually, for a total of 52,440 submissions. Each form is estimated to take 1 hour to complete. The total annual hour burden is 52,440 hours.

- **FEMA Form FF-104-FY-21-115-A (formerly 010-0-12S), Programa de Individuos y Familias Solicitud para Continuar la Asistencia de Vivienda Temporera** – The number of respondents for this collection instrument is estimated at 1,658 and the frequency of completing this instrument is four times annually, for a total of 6,632 submissions. Each form is estimated to take 1 hour to complete. The total annual hour burden is 6,632 hours.
- **Request for Approval of Late Registration** – The number of respondents for this collection instrument is estimated at 4,405 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.80 (48 minutes) to complete. The total annual hour burden is 3,524.
- **Appeal of Program Decision** – The number of respondents for this collection instrument is estimated at 43,591 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.80 (48 minutes) to complete. The total annual hour burden is 34,873.
 - Other Needs Assistance- Personal Property Assistance (Tools and Computers): The number of respondents for this collection instrument is estimated at 971 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.80 (48 minutes) to complete. The total annual hour burden is 777.
 - Home Replacement Assistance- Notice of Condemnation for demolition and removal, Letter of Substantive Damage, and Notice of Demolition. The number of respondents for this collection instrument is estimated at 62 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.80 (48 minutes) to complete. The total annual hour burden is 50.
 - Professional Assessment: The number of respondents for this collection instrument is estimated at 11,049 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.80 (48 minutes) to complete. The total annual hour burden is 8,839.
 - All other Appeal of Program Decisions: The number of respondents for this collection instrument is estimated at 31,509 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.80 (48 minutes) to complete. The total annual hour burden is 25,207.

- **FEMA Form FF-104-FY-21-116 (English) (formerly 009-0-95), Request for Advance Disaster Assistance** – The number of respondents for this collection instrument is estimated at 381 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.2 (12 minutes) to complete. The total annual hour burden is 76.
- **FEMA Form FF-104-FY-21-116-A (Spanish) (formerly 009-0-95S), Solicitud de Adelanto de la Asistencia por Desastre** – The number of respondents for this collection instrument is estimated at 52 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.2 (12 minutes) to complete. The total annual hour burden is 10.
- **FEMA Form FF-104-FY-21-117 (English) (formerly 009-0-96), Request to Stop Payment and Reissue Disaster Assistance Check** – The number of respondents for this collection instrument is estimated at 2,922 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.1 (6 minutes) to complete. The total annual hour burden is 292.
- **FEMA Form FF-104-FY-21-117-A (Spanish) (formerly 009-0-96S), Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre** – The number of respondents for this collection instrument is estimated at 780 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.1 (6 minutes) to complete. The total annual hour burden is 78.
- **FEMA Form FF-104-FY-21-118 – (English) (formerly 140-003d-1), Authorization for the Release of Information Under the Privacy Act** – The number of respondents for this collection instrument is estimated at 231 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.2 (12 minutes) to complete. The total annual hour burden is 46.
- **FEMA Form FF-104-FY-21-118-A – (Spanish) (formerly 140-003d-1S), Autorización para la Divulgación de Información bajo el Acta de Privacidad** – The number of respondents for this collection instrument is estimated at 96 and the frequency of completing this instrument is one time annually. This instrument is a letter written and submitted by the applicant and is estimated to take 0.2 (12 minutes) to complete. The total annual hour burden is 19.

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 1.4 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 No.	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	Other Needs Assistance Administrative Option Selection / FF-104-FY-21-114 (formerly 010-0-11)	555	1	555	1.1	611	\$97.90	\$59,817
State, Local, or Tribal Government	Development of State/Tribal Administrative Plan for Other Needs Provision of IHP / No Form	4	1	4	2	8	\$97.90	\$783
Individuals or Households	Individual and Households Program Application for Continued Temporary Housing Assistance / FF-104-FY-21-115 (formerly 010-0-12)	13,110	4	52,440	1	52,440	\$39.25	\$2,058,270
Individuals or Households	Programa de Individuos y Familias Solicitud para Continuar la Asistencia de Vivienda Temporera / FF-104-FY-21-115-A (formerly 010-0-12S)	1,658	4	6,632	1	6,632	\$39.25	\$260,306
Individuals or Households	Request for Approval of Late Registration / No Form	4,405	1	4,405	0.8	3,524	\$39.25	\$138,317
Individuals or Households	Appeal of Program Decision / No Form	43,591	1	43,591	0.8	34,873	\$39.25	\$1,368,765
Individuals or Households	Request for Advance Disaster Assistance / FF-104-FY-21-116 (formerly 009-0-95)	381	1	381	0.2	76	\$39.25	\$2,983
Individuals or Households	Solicitud de Adelanto de la Asistencia por Desastre / FF-104-FY-21-116-A (formerly 009-0-95S)	52	1	52	0.2	10	\$39.25	\$393
Individuals or Households	Request to Stop Payment and Reissue Disaster Assistance Check / FF-104-FY-21-117 (009-0-96)	2,922	1	2,922	0.1	292	\$39.25	\$11,461
Individuals or Households	Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre / FF-104-FY-21-117-A (formerly 009-0-96S)	780	1	780	0.1	78	\$39.25	\$3,062
Individuals or Households	Authorization for the Release of Information Under the Privacy Act / FF-104-FY-21-118 – English (formerly 140-003d-1)	231	1	231	0.2	46	\$39.25	\$1,806
Individuals or Households	96 / FF-104-FY-21-118-A – Spanish (formerly 140-003d-1S)	96	1	96	0.2	19	\$39.25	\$746

Total		67,785		112,089		98,609		\$3,906,709
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Instruction for Wage-rate category multiplier: Take each non-loaded “Avg. Hourly Wage Rate” from the BLS website table and multiply that number by 1.45¹. For example, a non-loaded BLS table wage rate of \$42.51 would be multiplied by 1.45, and the entry for the “Avg. Hourly Wage Rate” would be \$61.64.

The wage rate for All Occupations (SOC 00-0000) is \$27.07. Including the wage rate multiplier of 1.45, the fully-loaded wage rate is \$39.25 per hour.² Therefore, the annual burden hour cost is \$3,846,108 annually (\$39.25 x 97,990 hours). The wage rate for Management Occupations (SOC 11-0000) is \$60.81. Including the wage rate multiplier of 1.61,³ the fully-loaded wage rate is \$97.90 per hour.⁴ Therefore, the annual burden hour cost is \$60,600 (\$97.90 x 619 hours). The total estimated burden hour cost for this collection is \$3,906,709 (\$3,846,108 + \$60,600 + \$1 due to rounding) annually.⁵

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.**

¹ Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 1. Available at https://www.bls.gov/news.release/archives/ecec_03182022.pdf. Accessed June 15, 2022. The wage multiplier is calculated by dividing total compensation for all workers of \$40.35 by wages and salaries for all workers of \$27.83 per hour yielding a benefits multiplier of approximately 1.45

² Information on the mean wage rate from the U.S. Department of Labor, Bureau of Labor Statistics is available online at: https://www.bls.gov/oes/2020/may/oes_nat.htm#00-0000. Accessed March 7, 2022.

³ Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 1. Available at https://www.bls.gov/news.release/archives/ecec_03182022.pdf. Accessed June 15, 2022. The wage multiplier is calculated by dividing total compensation for State and local government workers of \$54.96 by Wages and salaries for State and local government workers of \$34.09 per hour yielding a benefits multiplier of approximately 1.61

⁴ Information on the mean wage rate from the U.S. Department of Labor, Bureau of Labor Statistics is available online at: https://www.bls.gov/oes/2020/may/oes_nat.htm#11-0000. Accessed March 7, 2022.

⁵ Total Annual Respondent Cost reflects a difference of \$1 due to rounding.

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

Annual Cost Burden to Respondents or Recordkeepers				
Data Collection Activity/Instrument	*Annual Capital Start-Up Cost (investments in overhead, equipment, and other one-time expenditures)	*Annual Operations and Maintenance Costs (such as recordkeeping, technical/professional services, etc.)	Annual Non-Labor Cost (expenditures on training, travel, and other resources)	Total Annual Cost to Respondents
N/A	N/A	N/A	N/A	N/A
Total	\$0	\$0	\$0	\$0

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: N/A	\$0
Staff Salaries ¹ [85 of GS 9 Step 5 employees spending approximately 10% of time annually processing information received from 140,194 disaster survivors. 12 GS 14 Step 5 employees spending approximately 8.2% of time annually reviewing information from 555 States, Territories, and Tribal governments. (85 x \$70,207 x 0.1 x 1.45 ² = \$865,301) + (12 x \$143,064 x .082 x 1.45 = \$204,124) = \$1,069,425]	\$1,069,425
Facilities [cost for renting, overhead, etc. for data collection activity]	\$0
Computer Hardware and Software [cost of equipment annual lifecycle]	\$0
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	\$0
Printing [Cost to print approximately 63,534 forms (245,212 pages total) to send to disaster survivors via postal mail at \$.015 per page] 245,212 x .015	\$3,678
Postage ³ [Cost of mailing approximately 63,534 forms to disaster survivors] 63,534 x .58	\$36,850
Travel	\$0
Total	\$1,109,953
¹ Office of Personnel Management 2022 Pay and Leave Tables for the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality. Available online at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf . Accessed March 7, 2022. ² Wage rate includes a 1.45 multiplier to reflect the fully-loaded wage rate. ³ United States Postal Service first-class postage rate. Available online at https://www.usps.com/business/prices.htm . Accessed March 7, 2022.	

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 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
Other Needs Assistance Administrative Option Selection / FF-104-FY-21-114 (formerly 010-0-11)	N/A	N/A	N/A	599	611	12
Request for Approval of Late Registration / No Form	N/A	N/A	N/A	3,304	3,524	220
Appeal of Program Decision / No Form	N/A	N/A	N/A	87,419	34,873	-52,546
Request for Advance Disaster Assistance / FF-104-FY-21-116 (formerly 009-0-95)	N/A	N/A	N/A	65	76	11
Solicitud de Adelanto de la Asistencia por Desastre / FF-104-FY-21-116-A (formerly 009-0-95S)	N/A	N/A	N/A	9	10	1

Request to Stop Payment and Reissue Disaster Assistance Check / FF-104-FY-21-117 (009-0-96)	N/A	N/A	N/A	234	292	58
Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre / FF-104-FY-21-117 (formerly 009-0-96S)	N/A	N/A	N/A	62	78	16
Authorization for the Release of Information Under the Privacy Act / FF-104-FY-21-118 – English (formerly 140-003d-1)	N/A	N/A	N/A	39	46	7
96 / FF-104-FY-21-118-A – Spanish (formerly 140-003d-1S)	N/A	N/A	N/A	16	19	3
Total	0	0	0	91,747	39,529	-52,218

Explain: Annual burden hours decreased by 52,218 hours due to change in the average burden per response for forms FF-104-FY-21-114, Request for Approval of Late Registration, Appeal of Program Decision, FF-104-FY-21-116, FF-104-FY-21-116-A, FF-104-FY-21-117, FF-104-FY-21-117-A, FF-104-FY-21-118, and FF-104-FY-21-118-A due to a change in rounding. Additionally, there was also a decrease in the number of respondents for the Appeal of Program Decision form.

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
Other Needs Assistance Administrative Option Selection / FF-104-FY-21-114 (formerly 010-0-11)	N/A	N/A	N/A	\$51,490	\$59,817	\$8,327
Request for Approval of Late Registration / No	N/A	N/A	N/A	\$124,065	\$138,317	\$14,252

Form						
Appeal of Program Decision / No Form	N/A	N/A	N/A	\$3,282,583	\$1,368,765	-\$1,913,818
Request for Advance Disaster Assistance / FF-104-FY-21-116 (formerly 009-0-95)	N/A	N/A	N/A	\$2,441	\$2,983	\$542
Solicitud de Adelanto de la Asistencia por Desastre / FF-104-FY-21-116-A (formerly 009-0-95S)	N/A	N/A	N/A	\$338	\$393	\$55
Request to Stop Payment and Reissue Disaster Assistance Check / FF-104-FY-21-117 (009-0-96)	N/A	N/A	N/A	\$8,787	\$11,461	\$2,674
Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre / FF-104-FY-21-117 (formerly 009-0-96S)	N/A	N/A	N/A	\$2,328	\$3,062	\$734
Authorization for the Release of Information Under the Privacy Act / FF-104-FY-21-118 – English (formerly 140-003d-1)	N/A	N/A	N/A	\$1,464	\$1,806	\$342
96 / FF-104-FY-21-118-A – Spanish (formerly 140-003d-1S)	N/A	N/A	N/A	\$601	\$746	\$145
Total	\$0	\$0	\$0	\$3,474,097	\$1,587,350	-\$1,886,747

Explain: Annual burden costs decreased by -\$1,886,747 due to change in the average burden per response for forms FF-104-FY-21-114, Request for Approval of Late Registration, Appeal of Program Decision, FF-104-FY-21-116, FF-104-FY-21-116-A, FF-104-FY-21-117, FF-104-FY-21-117-A, FF-104-FY-21-118, and FF-104-FY-21-118-A due to a change in rounding. There was also a decrease in the number of respondents for the Appeal of Program Decision form.

Additionally, the average hourly wage rate for Management Occupations associated with form FF-104-FY-21-114 increased from \$85.96 to \$97.90 due to updated data from the Bureau of Labor Statistics for Occupational Employment and Wage Estimates and the Employer Costs for Employee Compensation.

The hourly wage rate for All Occupations associated with forms Request for Approval of Late Registration, Appeal of Program Decision, FF-104-FY-21-116, FF-104-FY-21-116-A, FF-104-FY-21-117, FF-104-FY-21-117-A, FF-104-FY-21-118, and FF-104-FY-21-118-A increased from \$37.55 to \$39.25 due to updated data from the Bureau of Labor Statistics for Occupational Employment and Wage Estimates and the Employer Costs for Employee Compensation.

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 the 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”.