

May 23<sup>rd</sup>, 2023

## Supporting Statement for Paperwork Reduction Act Submissions

**OMB Control Number: 1660-NW165**

**Title:** FEMA Grant Programs Directorate Programs

**Form Number(s):**

1. FF- 008-FY-23-103 State and Local Cybersecurity Grant Program (SLCGP) Investment Justification
2. FF-008-FY-23-104 State and Local Cybersecurity Grant Program (SLCGP) Project Worksheet
3. FF-008-FY-23-105 Shelter and Services Program (SSP) Application Worksheet
4. FF-008-FY-23-106 Shelter and Services Program (SSP) FEMA A-Number Submission Template
5. FF-008-FY-23-107 Shelter and Services Program (SSP) Program Specific Required Forms and Information

### 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.**

**State and Local Cybersecurity Program (SLCGP)**

On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA), which amends Section 2220A of the Homeland Security Act of 2002 to include statutory language for cybersecurity grant programs, became a law. The purpose of this authority is to “award grants to eligible entities to address cybersecurity risks and cybersecurity threats to information systems owned or operated by, or on behalf of state, local, or tribal governments.”

The purpose of the State and Local Cybersecurity Grant Program (SLCGP) is to provide funding to state, local, tribal, and territorial (SLTT) governments to address cybersecurity risks and cybersecurity threats to SLTT-owned or operated information systems.

The authority for this grant programs is derived from:

- Section 2220A of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) (6 U.S.C. § 665g)
- Section 70612 of the Infrastructure Investments and Jobs Appropriations Act (Pub. L. No. 117-58)
- 2 CFR Part 200

**Shelter and Services Program (SSP)**

On December 29, 2022, the President signed the Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328) (“Omnibus”), which includes statutory appropriations for SSP. The purpose of this authority is to “support sheltering and related activities provided by non-federal entities, including facility improvements and construction, in support of relieving overcrowding in short-term holding facilities of Customs and Border Protection.”

Because FEMA is responsible for implementing and ensuring compliance with these programs, and Congress authorized \$1,200 million in FY 2023 in funding to support these programs, FEMA requests an emergency approval to collect the necessary information from eligible entities to administer the award processes.

The SSP is a grant program in DHS that makes federal funds available to enable state and local governments, federally recognized tribal governments, and non-governmental organizations to off-set allowable costs incurred for services associated with noncitizen arrivals in their communities. The SSP supports the FY 2020-2024 [DHS Strategic Plan](#), Goal 5: Strengthen Preparedness and Resilience, Objective 5.1: Build a National Culture of Preparedness, and the 2022-2026 [FEMA Strategic Plan](#) Goal 3: Promote and Sustain a Ready FEMA and Prepared Nation.

The authority for these grant programs is derived from:

- Consolidated Appropriations Act, 2023 (“the Omnibus”)
  - 2 CFR Part 200
- 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 is used by FEMA’s Grants Programs Directorate to evaluate applications, monitor grants for performance and compliance, and respond to requests from Congress. See below for details on each instrument.

**State and Local Cybersecurity Grant Program (SLCGP) Investment Justification Form (IJ), FEMA Form FF-008-FY-23-103**

As part of the FY 2023 SLCGP application process, applicants must develop and submit no more than four Investment Justification forms, corresponding to each of the four SLCGP objectives described in the Notice of Funding Opportunity (NOFO). The IJ acts as a program narrative, where the applicant describes how their investments will address existing cybersecurity gaps, risks, and threats; how each investment aligns to the SLCGP Objectives; and how each project within an investment will align to the 16 cybersecurity elements described in the NOFO. The IJ concludes with an implementation schedule, a planning tool for applicants to describe the key activities and milestones associated with each project. This schedule gives applicants the ability to categorize each project within main processes of the Project Management life cycle (e.g., initiate, execute, control, or close out) to allow for ease of management, reporting, and monitoring purposes.

**State and Local Cybersecurity Grant Program (SLCGP) Project Worksheet (PW) FF-008-FY-23-104**

In addition to the IJ, applicants for FY2023 SLCGP funding must submit a Project Worksheet. This tool captures baseline project and budget information at the time of application. For each project, the applicant must describe each project, categorize each project within one of the objectives described in the FY 2023 SLCGP NOFO, quantify the amount to be spent for POETE activities, identify their proposed management and administrative costs, determine whether the project builds sustains existing core capabilities or builds new core capabilities. The projects identified in this worksheet must align to the applicant’s Cybersecurity Plan.

**Shelter and Services Program (SSP) Application Worksheet FF-008-FY-23-105**

As part of the FY 2023 Shelter and Services Program (SSP) application process, applicants must complete a formal project worksheet that addresses the evaluation criteria specified in the NOFO and provides additional information and certifications. The SSP is authorized in the Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328).

The Federal Emergency Management Agency (FEMA) has developed guidelines that ensure submissions are organized in a consistent manner while addressing key data requirements. This project worksheet template may be used by applicants to complete and submit their application. Failure to address these data elements in the prescribed format could potentially result in the rejection of the application worksheet from review consideration.

**Shelter and Services Program (SSP) FEMA A-Number Submission Template FF-008-FY-23-106**

The intention of the SSP is to replace the Emergency Food and Shelter Program – Humanitarian (EFSP-H). A March 28, 2023 report from the Office of the Inspector General (OIG) recommended two ways FEMA can improve oversight of humanitarian relief funds. One recommendation was for recipients to provide receipts and supporting documentation for reimbursement. The other was for recipients to provide supporting documentation, such as Alien Registration Numbers (A-numbers), for families and individuals they assisted. The collection of A-numbers is essential to validate how many noncitizen migrants each applicant assisted.

FEMA has reasonably determined the collection of A-numbers is necessary to perform one of its statutory missions or functions. See 6 U.S.C. 314(a)(12), which directs the FEMA Administrator to supervise grant programs administered by the Agency, and Title II of the Consolidated Appropriations Act, 2023 (Public Law No. 117-328).

**Shelter and Services Program (SSP) Program Specific Required Forms and Information FEMA Form 008-FY-23-107**

The Shelter and Services Program (SSP) makes available federal funds to eligible recipients and subrecipients for advanced funding or reimbursement of costs associated with providing shelter and other eligible services to noncitizen migrants who have been encountered and released by the Department of Homeland Security (DHS).

For eligibility purposes, applicants with known nonprofit organizations subapplicants are required to submit evidence the entity meets the definition of a nonprofit organization in the 2CFR 200.1.

Applicants or subapplicants requesting funding for modifications or renovations to a rented real property are required to submit evidence of a rental agreement addressing space, any limitations of use and the rental period.

Lastly, for applicants requesting reimbursement funding, proof of purchase documentation is required for each requested reimbursement category in the form of canceled check or credit card statement, and a receipt reflecting the purchase. For each purchase or allowable cost of \$5,000 or more, applicants are asked to provide proof of payment and a receipt reflecting the purchase or other documentation demonstrating calculation and allocation of cost in accordance with 2 CFR Part 200, Subpart E.

- 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.**

To the extent possible, GPD uses Adobe or Excel fillable forms for the State and Local Cybersecurity Grant Program (SLCGP) Investment Justification Form, FF-008-FY-103 State and Local Cybersecurity Grant Program (SLCGP) Project Worksheet, FF-008-FY-23-104, Shelter and Services Program (SSP) Application Worksheet, FF-008-FY-23-105, and the Shelter and Services Program (SSP) FEMA A-Number Submission Template, FF-008-FY-23-106, and the Shelter and Services Program (SSP) Program Specific Required Forms and Information FF-008-FY-23-107.

In all other cases, FEMA provides detailed guidance or a suggested template for the collection. Grant files are maintained/stored in the Non-Disaster Grants (ND-Grants) system and in the FEMA GO System, which are GPD systems for managing applications and awards.

Usability Testing has been conducted on this collection. As result, a total of 186.3 hours burden has been recognized and included as an update to the collection. Please see Table 1 titled Estimated Annualized Burden Hours and Costs.

- 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.**

For the first round of SLCGP funding, FEMA used an instrument from the approved information collection 1660-0125. Due to stakeholder feedback that the instrument from the previous

information collection did not work for the purposes of the cybersecurity grant programs, the instrument has been revised for the next round of cybersecurity grant funding.

Given that the SSP is an entirely new grant program, this information is not collected in any form, and therefore is not duplicated elsewhere.

**5. If the collection of information impacts businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize.**

There is no impact on business or other small entities through the collection of information. Stakeholder feedback was collected and considered in the development of a new IJ and Project Worksheet forms for SLCGP to prevent future burden.

**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.**

Without this collection, FEMA, the Cybersecurity Infrastructure Security Agency (CISA) (for SLCGP), and U.S. Customs and Border Protection (for SSP) could not review grant applications and award millions of dollars of federal funds that support the FEMA mission. Additionally, FEMA could not exercise comprehensive financial management, ensure the efficient and effective use of federal funds, or fulfill monitoring requirements. Collection of this information supports fulfilling the requirements of applicable laws and regulations, including 2 CFR 200.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner (See 5 CFR 1320.5(d)(2)):**

**a. Requiring respondents to report information to the agency more often than quarterly.**

This information collection does not require respondents to report information more than quarterly.

**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 does not require respondents to prepare a written response in fewer than 30 days after receipt of it.

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

This information collection does not require 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.**

This information collection does not require 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.**

This information collection does not include a statistical survey.

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

This information collection does not use 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.**

This information collection does not include a pledge of confidentiality that is not supported by established authorities or policies.

- 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 does not require respondents to submit trade secrets or other confidential information.

**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.**

As this an emergency request, comments for the remaining instruments were not solicited prior to approval by OMB. The agency is, however, also pursuing approval under the normal notice and comment process and will publish the notice in the Federal Register for comment before receiving an extension of this approval.

- 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 consults with federal, state, local governments, territories (Puerto Rico), and nonprofit organizations on a regular basis throughout the year such as Headquarters and Regional FEMA staff, and State Administrative Agencies/previous year grant recipients. FEMA uses teleconferences, email communications, and issue-specific conferences to meet with representatives.

- 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.**

FEMA consults on a regular basis with federal, state, and local and nonprofit stakeholders on a variety of issues. These consultations involve discussions regarding the nature of information needed by FEMA to manage the grant programs. Partners offer comments and suggestions about their reporting practices.

FEMA staff review and adjudicate all comments, questions, and inquiries, received through stakeholder outreach efforts. These types of interactions can affect future iterations of the grant programs in several ways. For example, responses to questions posed by recipients at times result in formal “Frequently Asked Questions” (FAQs) documents which are circulated to wider stakeholder audiences. These FAQs are distributed at various times and venues, including program guidance release, award announcement, and after-action conferences.



Additionally, questions may signal to FEMA leadership that clarification on a particular matter is warranted, and as a result, information bulletins are issued to stakeholders. FEMA developed the *Stakeholder Engagement Plan* to report on the processes it utilizes to incorporate stakeholder input for grant guidance development and award distribution.

**9. Explain any decision to provide any payments or gift to respondents, other than remuneration of contractors or grantees.**

No payment or gifts are issued to respondents.

**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 all instruments has been submitted and is under review. 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 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. Consolation 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.**

Please see Table 1 for the response to 12a.

**FEMA Form FF-008-FY-23-103 State and Local Cybersecurity Grant Program (SLCGP) Investment Justification Form (IJ), FEMA Form FF-008-FY-23-103**, is estimated to have up to 56 respondents times one (1) response per year for a total of 56 annual responses ( $56 * 1 = 56$ ). It is estimated that each response will require 2.5 burden hours to complete therefor 56 responses times 2.5 hours equals 140 total annual burden hours ( $56 * 2.5 = 140$ ).

Respondents are State Administering Agencies (SAA's). Every SAA uses this form once a year during the cycle verification of its program.

**FEMA FORM FF-008-FY-23-104 State and Local Cybersecurity Grant Program (SLCGP) Project Worksheet (PW)**, is estimated to have up to 56 respondents' times one (1) response per year for a total of 56 annual responses ( $56 * 1 = 56$ ). It is estimated that each response will require 1.5 burden hours to complete therefor 56 responses times 1.5 hours equals 84 total annual burden hours ( $56 * 1.5 = 84$ ).

Respondents are State Administering Agencies (SAA's). Every SAA uses this form once a year during the cycle verification of its program.

**Shelter and Services Program (SSP) Application Worksheet FF-008-FY-23-105**, is estimated to have up to 34 respondents' times (2) responses per year for a total of 68 annual responses ( $34 * 2 = 68$ ). It is estimated that each response will require .6 hours to complete, therefore 68 times .6 hours equals 41 total annual burden hours ( $68 * .6 = 41$ )

Respondents are local units of governments, state governments, tribal governments, and nonprofits and will be submitting an application worksheet twice yearly. There are two tranches of funding available. For the initial NOFO release, \$291,040,000 will be available for the first tranche of funding. \$72,760,000 will be made available at a later date. The second tranche of funding allows for flexibilities in additional eligible candidates and allocations with the same overarching purpose and allowable activities.

**Shelter and Services Program (SSP) FEMA A-Number Submission Template FF-008-FY-23-106**, is estimated to have up to 34 respondents' times two (2) responses per year for a total of 68 annual responses ( $34 * 2 = 68$ ). It is estimated that each response will require 16 hours to complete, therefore 68 times 16 hours equals 1,088 total annual burden hours ( $68 * 16 = 1,088$ ).

Respondents are local units of governments, state governments, tribal governments, and nonprofits and will be submitting an application worksheet twice yearly. There are two tranches of funding available. For the initial NOFO release, \$291,040,000 will be available for the first tranche of funding. \$72,760,000 will be made available at a later date. The second tranche of funding allows for flexibilities in additional eligible candidates and allocations with the same overarching purpose and allowable activities.

**Shelter and Services Program (SSP) Program Specific Required Forms and Information FEMA Form 008-FY-23-107**, is estimated to have up to 34 respondents' times two (2) responses per year for a total of 68 annual responses ( $34 * 2 = 68$ ). It is estimated that each response will require 40 hours to complete, therefore 68 times 40 equals 2,720 total annual burden hours ( $68 * 40 = 2,720$ ).

Respondents are local units of governments, state governments, tribal governments, and nonprofits and will be submitting an application worksheet twice yearly. There are two tranches of funding available. For the initial NOFO release, \$291,040,000 will be available for the first tranche of funding. \$72,760,000 will be made available at a later date. The second tranche of funding allows for flexibilities in additional eligible candidates and allocations with the same overarching purpose and allowable activities.

There is a total of 4,073 total burden hours.

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

Please see Table 1 for the response to 12b.

- 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 1.45 (1.61 for State and local government employees)<sup>1</sup> and this total should be entered in the cell for “Avg. Hourly Wage Rate.” The cost to the respondents of contracting out to paying outside parties for information collection activities should not be included here. Instead this cost should be included in Item 13.**

Table 1

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
Local units of government, state governments, Tribal governments, nonprofits	SSP Application Worksheet	34	2	68	0.6 hours	41 hours	\$56.12	\$2,301
Local units of government, state governments, Tribal governments, nonprofits	SSP FEMA A-Number Submission Form	34	2	68	16 hours	1088 hours	\$56.12	\$61,059
Local units of government, state governments, Tribal governments, nonprofits	SSP Program Specific Required Forms	34	2	68	40 hours	2,720 hours	\$56.12	\$152,646

<sup>1</sup> Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 1. Available at [https://www.bls.gov/news.release/archives/ecec\\_03172023.pdf](https://www.bls.gov/news.release/archives/ecec_03172023.pdf). Accessed March 20, 2023. The national wage multiplier is calculated by dividing total compensation for all workers of \$42.48 by wages and salaries for all workers of \$29.32 per hour yielding a benefits multiplier of approximately 1.45. For State and local government employees the wage multiplier is calculated by dividing total compensation for State and local government workers of \$57.60 by Wages and salaries for State and local government workers of \$35.69 per hour yielding a benefits multiplier of approximately 1.61.

FY 2023 FEMA Template – Supporting Statement A

State Administering Agencies (SAA's)	SLCGP Investment Justification Form	56	1	56	2.5 hours	140 hours	\$56.12	\$7,857
State Administering Agencies (SAAs)	SLCGP Project Worksheet	56	1	56	1.5 hours	84 hours	\$56.12	\$4,714
<b>Total</b>		214		316		4,073 hours		\$228,577

Note: The “Avg. Hourly Wage Rate” for each respondent include a 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 1.61. For example, a non-loaded BLS table wage rate of \$42.51 would be multiplied by 1.61, and the entry for the “Avg. Hourly Wage Rate” would be \$68.44.**

According to the U.S. Department of Labor, Bureau of Labor Statistics, the May 2022 Occupational Employment and Wage Estimates wage rate for Emergency Management Directors (SCO 11-9161)<sup>2</sup> mean State labor rate of \$34.86, which we then multiplied by 1.61 to get a fully-loaded wage rate of \$56.12. Therefore, the burden hour cost is estimated to be \$228,577 (\$56.12 wage rate \* 4,037 burden 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 systems 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,**

<sup>2</sup> 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/2022/may/oes\\_nat.htm](https://www.bls.gov/oes/2022/may/oes_nat.htm)

**monitoring sampling, drilling and testing equipment, and record storage facilities.**

There are no capital, start-up, maintenance, or operating costs for respondents associated with this 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.**

- FF- 008-FY-23-103 State and Local Cybersecurity Grant Program (SLCGP) Investment Justification
- FF-008-FY-23-104 State and Local Cybersecurity Grant Program (SLCGP) Project Worksheet
- FF-008-FY-23-105 Shelter and Services Program (SSP) Application Worksheet
- FF-008-FY-23-106 Shelter and Services Program (SSP) FEMA A-Number Submission Template
- FF-008-FY-23-107 Shelter and Services Program (SSP) Program Specific Required Forms and Information

<b>SLCGP Investment Justification Form</b>	
Item	Cost (\$)
Contract Costs  There is one contract that supports this effort: The MetaPhase Consulting Program and Administrative Support Contract. This contract supports the development of all aspects of this grant program. The total cost for this contract is \$2.4M. Approximately 5/10 of the contract (\$1.2M) provides support for SLCGP, half of which is dedicated to the Investment Justification Form (\$600,000).	\$600,000
Staff Salaries* [1 GS 13 step 5; 4 GS 11 step 5] employees spending approximately 20% of the time annually for this administrative and financial data collection. (\$126,949 + (4 * \$89,069) = \$ 483,225 \$ 483,225 * 1.45= \$700,676 \$675,622 * 20% = \$140,135	\$140,135
Facilities [cost for renting, overhead, etc. for data collection activity]	\$
Computer Hardware and Software [cost of equipment annual lifecycle]	\$
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	\$
Travel (not to exceed)	\$
<b>Total</b>	<b>\$740,135</b>
<sup>1</sup> Office of Personnel Management 2023 Pay and Leave Tables for the Washington-Baltimore-	

FY 2023 FEMA Template – Supporting Statement A

Arlington, DC-MD-VA-WV-PA locality. Available online at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB.pdf>. Accessed January 27, 2023

<sup>2</sup> Wage rate includes a 1.45 multiplier to reflect the fully-loaded wage rate.

SLCGP Project Worksheet	
Item	Cost (\$)
Contract Costs	\$600,000
There is one contract that supports this effort: The MetaPhase Consulting Program and Administrative Support Contract. This contract supports the development of all aspects of this grant program. The total cost for this contract is \$2.4M. Approximately 5/10 of the contract (\$1.2M) provides support for SLCGP, half of which is dedicated to the Project Worksheet (\$600,000).	
Staff Salaries* [1 GS 13 step 5; 4 GS 11, step 5] employees spending approximately 35% of time annually for this administrative and financial data collection. (\$126,949 + (4 * \$89,069) = \$ 483,225 \$ 483,225 * 1.45= \$700,676 \$700,676 * 35% = \$245,237	\$245,237
Facilities [cost for renting, overhead, etc. for data collection activity]	\$
Computer Hardware and Software [cost of equipment annual lifecycle]	\$
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	\$
Travel (not to exceed)	\$
<b>Total</b>	<b>\$845,237</b>
<sup>1</sup> Office of Personnel Management 2023 Pay and Leave Tables for the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality. Available online at <a href="https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB.pdf">https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB.pdf</a> . Accessed January 27, 2023	
<sup>2</sup> Wage rate includes a 1.45 multiplier to reflect the fully-loaded wage rate.	

SSP Application Worksheet	
Item	Cost (\$)
Contract Costs	\$933,333
There is one contract that supports this effort: The MetaPhase Consulting Program and Administrative Support Contract. This contract supports the development of all aspects of this grant program. The total cost for this contract is \$2.8M, of which \$933,333 is dedicate to the application worksheet.	
*Staff Salaries [2 GS-14, step 5] employees spending approximately 20% of time annually for this administrative and financial data collection. (\$126,233 * 2) = \$300,032 \$300,032 * 1.45 = \$435,046 \$435,046 * 20% = \$87,009	\$87,009
Facilities [cost for renting, overhead, etc. for data collection activity]	\$
Computer Hardware and Software [cost of equipment annual lifecycle]	\$
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	\$
Travel (not to exceed)	\$
<b>Total</b>	<b>\$1,020,342</b>

FY 2023 FEMA Template – Supporting Statement A

<sup>1</sup> Office of Personnel Management 2023 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/2023/DCB.pdf>. Accessed January 27, 2032

<sup>2</sup> Wage rate includes a 1.45 multiplier to reflect the fully-loaded wage rate.

SSP FEMA A-Number Submission Template	
Item	Cost (\$)
Contract Costs	\$933,333
There is one contract that supports this effort: The MetaPhase Consulting Program and Administrative Support Contract. This contract supports the development of all aspects of this grant program. The total cost for this contract is \$2.8M, of which \$933,333 is dedicate to the A-Number Submission Template.	
*Staff Salaries [2 GS-14, step 5] employees spending approximately 20% of time annually for this administrative and financial data collection. (\$126,233 * 2) = \$300,032 \$300,032 * 1.45 = \$435,046 \$435,046 * 20% = \$87,009	\$87,009
Facilities [cost for renting, overhead, etc. for data collection activity]	\$
Computer Hardware and Software [cost of equipment annual lifecycle]	\$
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	\$
Travel (not to exceed)	\$
<b>Total</b>	<b>\$1,020,342</b>
<sup>1</sup> Office of Personnel Management 2023 Pay and Leave Tables for the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality. Available online at <a href="https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB.pdf">https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB.pdf</a> . Accessed January 27, 2023	
<sup>2</sup> Wage rate includes a 1.45 multiplier to reflect the fully-loaded wage rate.	

SSP Program Specific Required Forms and Information	
Item	Cost (\$)
Contract Costs	\$933,333
There is one contract that supports this effort: The MetaPhase Consulting Program and Administrative Support Contract. This contract supports the development of all preparation programs. The total cost for this contract is \$2.8M, of which \$933,333 is dedicate to SSP Program Specific Required Forms and Information.	
*Staff Salaries [2 GS-14, step 5] employees spending approximately 20% of time annually for this administrative and financial data collection. (\$126,233 * 2) = \$300,032 \$300,032 * 1.45 = \$435,046 \$435,046 * 20% = \$87,009	\$87,009
Facilities [cost for renting, overhead, etc. for data collection activity]	\$
Computer Hardware and Software [cost of equipment annual lifecycle]	\$
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	\$
Travel (not to exceed)	\$



<b>Total</b>	<b>\$1,020,342</b>
<sup>1</sup> Office of Personnel Management 2022 Pay and Leave Tables for the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality. Available online at <a href="https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB.pdf">https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB.pdf</a> . Accessed January 27, 2023	
<sup>2</sup> Wage rate includes a 1.45 multiplier to reflect the fully-loaded wage rate.	

The total cost to the federal government is **\$4,646,398**

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of 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 regulation 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 collection 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.*

**Explain:** All instruments included in this emergency collection are requesting new OMB numbers. Therefore there are no reports of hour or cost burdens due to program changes or adjustments.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

There are no outlined plans for tabulation and publication of data for this information collection beyond the Act’s requirement to submit annual reports to Congress describing the claims submitted under the Act.

**17. If seeking approval no to display the expiration date for OMB approval of the information collection, explain reasons that display would be inappropriate.**

This collection does not seek approval to not display the expiration date for OMB approval.

**18. Explain each exception to the certification state identified in Item 19 “Certification for Paperwork Reduction Act Submission,” of OMB Form 83-I.**

This collection does not seek exception to “Certification for Paperwork Reduction Act Submissions.”