

May 29, 2024

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660-0047

**Title: Request for Federal Assistance - How to Process Mission Assignments
in Federal Disaster Operations**

Form Number(s):

- 1) FEMA Form FF-104-FY-21-119 (formerly 010-0-8), Mission Assignment Form;**
- 2) FEMA Form FF-104-FY-21-120 (formerly 010-0-7), Resource Request Form;**
- 3) FEMA Form FF-104-FY-21-121 (formerly 010-0-8a), Mission Assignment Task
Order Form; and**
- 4) Training / No Form.**

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) (42 U.S.C. §§ 5121-5207) authorizes the President to "direct any Federal agency, with or without reimbursement, to utilize its authorities and the resources granted to it under Federal law" in support of Federal, state, tribal, and territorial (STT) government response efforts for emergencies (42 U.S.C. §5192 (a) (l) and major disasters (42 U.S.C. §5170a (l)). This tasking authority, delegated to the Administrator of the Federal Emergency Management Agency (FEMA) through the Secretary of the Department of Homeland Security, is carried out through a Mission Assignment (MA). A "Mission assignment" is a work order issued to a Federal Agency by the Regional Administrator, Assistant Administrator for the Disaster Operations Directorate, or Administrator, directing completion by that agency of a specified task and citing funding, other managerial controls, and guidance. See 44 CFR 206.2(a)(18).

Information collected explains which STTs require assistance, what needs to be accomplished, the detail of any resource shortfalls, and explains what assistance is required to meet these needs. Title 44 CFR Part 206.5 provides the mechanism by which FEMA collects the information necessary to determine what resources are needed and if a mission assignment is appropriate.

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

FEMA Form FF-104-FY-21-120 (formerly 010-0-7), Resource Request Form (RRF): This form is completed when STTs make a request for Federal assistance to respond to a disaster. The form provides acknowledgement that the tasks are beyond the capability of the STT to respond and documents the type of assistance required. FEMA utilizes this information to determine that the assistance requested is eligible under the Stafford Act, is the result of a disaster, not a pre-existing condition, that the type of response is appropriate. The RRF is also used as a working document to identify a sourcing solution and is used when FEMA identifies a need for support from Other Federal Agencies (OFA), or when an OFA identifies a need for supporting resources to fulfill a mission.

The Resource Request Form is part of the Mission Assignment (MA) process. The MA process begins with the identification of a need for Federal assistance, and proceeds when the state, local, tribal, or territorial government submits the resource request to FEMA. The information in sections I and II is collected and input into FEMA's Crisis Management System (CMS)/WebEOC, FEMA reviews the request, approves or denies the request, and if approved, determines the appropriate course of action in order to meet the request. FEMA approves the course of action, and completes section III, IV, and V of the RRF in coordination with OFA partners involved in fulfillment of the request. When the RRF is complete, if sourced as a

mission assignment, the Mission Assignment staff, transfer data to FEMA Form FF-104-FY-21-119 Mission Assignment (MA) Form.

The following changes are being made to the Resource Request Form:

- Minor wording changes to the form fields for clarity (e.g. “Phone No.” changed to “24-hour Phone Number”)
- E-mail address fields have replaced some fax number fields
- “State” has been updated to “State/Tribal/Territorial” to be more inclusive
- PM Review has been added
- Mission Assignment categories (DFA/FOS) have been added in source block
- Assigned to” data fields have been realigned
- Projected start date has been added
- Privacy notice has been added
- Form instructions have been updated.

FEMA Form FF-104-FY-21-119 (formerly 010-0-8), Mission Assignment (MA) Form: This form is used to task another Federal Agency to provide disaster assistance. It identifies which agency is being tasked, the work to be performed, the start and end dates of the assignment, and provides an estimated cost. FEMA uses this information to inform another Federal Agency of the assigned work requirement, to evaluate the assignment, to identify the financial requirements related to the mission assignment, and to obligate funding.

The information captured on the Mission Assignment form is processed, maintained, and stored in eCAPS. A copy of the completed Form MA is included in the mission assignment files maintained by the originating program office. A copy is also uploaded to FEMA’s Crisis Management System (CMS), and a copy is distributed to the assigned OFA, the FEMA Project Manager, and the state/tribe/territory (if Direct Federal Assistance).

FEMA provides bulk MA data to assigned agencies as needed to facilitate assistance and support the closeout of mission assignments. The information provided is available on each mission assignment issued to the assigned OFA, but may be provided in bulk (e.g., in a spreadsheet format) for ease of use and to reduce transcription errors.

FEMA currently posts limited Emergency and Major Disaster MA data to OpenFEMA at <https://fema.gov/openfema-data-page/mission-assignments-v1> and intends to include Pre-Declaration MAs and additional fields in the published data. The published data does not include name and contact information fields collected on the form.

The following changes are being made to the Mission Assignment Form to clarify and more accurately reflect expected input requirements:

- State changed to Incident Location/Incident Name,

- Added Name, phone number and email address for FEMA Project Manager,
- Change State to State/Tribe/Territory (STT) where appropriate,
- Changed Section II header to Assistance Required,
- Removed pre-formatted/pre-populated fund citation, and appropriation
- Added Privacy Notice,
- Moved Paperwork Burden Disclosure,
- Updated form instructions,
- Removed unused fields.

FEMA Form FF-104-FY-21-121 (formerly 010-0-8a), Mission Assignment Task Order (MATO) Form: This form is used to direct specific activities within the statement of work of an existing FEMA Form FF-104-FY-21-119 (formerly 010-0-8). MATOs are issued to prevent the issuance of multiple mission assignments for the same Statement of Work (SOW) and to provide specific requirements under a broad SOW (e.g., delivery sites for water).

When FEMA determines that a request falls within the SOW of an existing MA, a MATO to direct an OFA to conduct specific activities within the scope of the existing MA. The MATO does not change the overall funding of the MA and the work must be within the original SOW. However, additional tasks assigned to OFAs via a Form MATO, may create the need to increase funds and/or extend the projected end date.

MATOs may be used to assign tasks to teams or Subject Matter Experts (SMEs), deploy additional teams/SMEs, initiate resource movement, identify additional site locations for delivery, and/or identify new duty stations, or other requirements.

The following changes are being made to the Mission Assignment Task Order (MATO) Form:

- Added “see attached” checkboxes to Description of Task and Comments fields
- Added Privacy Notice
- Added Paperwork Burden Disclosure Notice
- Added Form Instructions

Training: Training provided to the respondents allows for updates to the mission assignment process to be fully explained and how to complete the forms.

Key stakeholders in the federal resource request process include the Requestor, State/Tribal/Territorial Approving Official (SAO/TAO), OFAs, FEMA Operations Section, FEMA Logistics Section Ordering Unit, FEMA Finance & Admin Section Procurement Unit, and the FEMA Planning Section Resources Unit. The intent is to document existing resource request practices and share them with stakeholders to standardize actions and improve efficiency and effectiveness in filling, tracking, and reporting the status of RRFs. A second goal is to enable

untrained, incoming staff to quickly comprehend the federal request process and tracking tools in place to facilitate effective and efficient request tracking.

Key stakeholders for the MA and MATO process include the Requestors, SAOs/TAOs, OFAs, FEMA Operations Section, and the FEMA Finance & Admin Section. These forms document the actions taken to execute the fulfillment of a request for Federal assistance. They are utilized by FEMA and the OFA to manage the required taskings and associated funding.

- 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-21-120 (formerly 010-0-7), Resource Request Form (RRF): The RRF is utilized by FEMA, STTs and Federal partners as an ordering form to request resources from FEMA. The RRF can be initiated on paper, electronic (pdf) form, orally, or initiated in an automated system - FEMA's Crisis Management System (CMS/WebEOC). CMS/WebEOC is a web-e enabled Incident Management System and complies with Incident Command System (ICS)/National Incident Management System (NIMS/PrepCAST) /Emergency Support Function (ESF) structures. On May 1, 2013, WebEOC became FEMA's Official Crisis Management System. WebEOC contains a suite of status boards patterned after FEMA and ICS forms. One of the primary Core Boards of WebEOC is the Resource Request Board. WebEOC Resource Request process allows STTs, OFAs and FEMA users with an account to create, sign, submit and track a Resource Request within WebEOC.

OFAs and STTs that choose not to use WebEOC may submit RRFs to FEMA using traditional methods (i.e., fax, e-mail, orally, on paper, etc.). The email address and fax number used for submission will be determined by recipients in FEMA.

FEMA Form FF-104-FY-21-119 (formerly 010-0-8), Mission Assignment (MA) Form: The MA Form is an electronic form hosted in FEMA's Enterprise Coordination and Approvals Processing System (eCAPS). eCAPS provides electronic coordination and approval of MAs and an unrelated form, the Requisition and Commitment for Services and Supplies, during disaster operations. The MA Form utilizes the information gathered from the original signed RRF. eCAPS is used to process the mission assignment approvals and is tied into FEMA's financial system for funding.

FEMA Form FF-104-FY-21-121 (formerly 010-0-8a), Mission Assignment Task Order (MATO) Form: The MATO may be filled out on paper, or electronically on a pdf, or directly in FEMA's CMS/WebEOC. MATOs may assign tasks to teams or subject matter experts, task the

deployment/employment of additional teams or subject matter experts, direct resource movement, identify additional delivery site locations, or identify new duty stations. MATOs are issued under two circumstances: to prevent the issuance of multiple MAs with the same Statement of Work (SOW) and to provide specific requirements under for a broad statement of work (e.g., delivery sites for water) as facts become known.

Usability Testing has been conducted on this collection. As a result, there is a 10-minute reduction in the average burden per response for FEMA Form FF-104-FY-21-121 (formerly 010-0-8a), MATO Form that accounts for 1,067 of the total reduction of 4,873 burden hours for this revision.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

This information is not collected in any other form, and therefore is not duplicated elsewhere. Any information that is collected on one of these forms that pertains to another is transferred directly without having to collect again.

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.

This information is only collected when an entity requires Federal assistance because they are unable to meet the need themselves. FEMA provides support to explain the information requirements, develop requests, and fill out the forms when requested, FEMA can also accept verbal requests and follow-up with written documentation.

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.

The information and signatures required for FEMA Form FF-104-FY-21-120 (RRF), FEMA Form FF-104-FY-21-119 (MA) and FEMA Form FF-104-FY-21-121 (MATO) are in compliance with 44 CFR 206.208 regulations. FEMA is required by law to collect this information. FEMA is required by law to mission assign OFAs where the STTs are overwhelmed and request assistance. Without this information, FEMA could not fulfill its mission, identify and respond to the needs of STTs during disaster in a timely and efficient manner, nor could FEMA task appropriate federal agencies.

These forms are only collected on an as-needed basis as an STT identifies requirements and FEMA identifies sourcing solutions to provide the required capabilities/resources.

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.**

A 60-day Federal Register Notice inviting public comments was published on February 28, 2024, at 89 FR 14673. No comments were received.

A 30-day Federal Register Notice inviting public comments was published on May 29, 2024, at 89 FR 46413. The public comment period is open until June 28, 2024.

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

The Emergency Support Functions Leadership Group (ESFLG) comprised of OFAs and FEMA meet regularly throughout the year to discuss the resources necessary and available to meet the needs of STTs during times of disasters. Discussions regarding the mission assignment function routinely occur during these meetings.

- 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 Regions routinely meet with STT and OFA partners and provide regular information, training and drills on the resource request and mission assignment process, there is opportunity for feedback during all these sessions.

The Mission Assignment Manager monthly conference call provides an open forum among Regional Mission Assignment Managers and program offices. This forum provides ample opportunities for feedback on internal items, and to share regionally gathered feedback from STT and OFA partners.

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

FEMA does not provide payments or gifts to respondents in exchange for a benefit sought.

- 10. Describe any assurance of confidentiality provided to respondents. Present the basis for the assurance in statute, regulation, or agency policy.**

A Privacy Threshold Analysis (PTA) was completed by FEMA and adjudicated by the DHS Privacy Office on October 16, 2023. FEMA submitted two updated PTAs to DHS for review on May 2, 2024. One PTA is for the Resource Request Form (FEMA Form FF-104-FY-21-120 (formerly 010-0-7)) and the other PTA covers the remaining instruments.

A Privacy Act Statement is required for the Resource Request Form (FEMA Form FF-104-FY-21-120 (formerly 010-0-7)).

Privacy Impact Assessment (PIA) coverage is provided by:

- DHS/ALL/PIA-006 – Department of Homeland Security General Contacts Lists; and
- DHS/FEMA/PIA-023 – Enterprise Coordination and Approval Processing Systems (eCAPS) (May 21, 2012).

System of Records Notice (SORN) coverage is provided by:

- DHS/ALL-002 – Department of Homeland security Mailing and Other Lists Systems (73 FR 71659, November 25, 2008);

- DHS/ALL – 004 – General Information Technology Access Account Records System (GITAARS) (77 FR 70792, November 27, 2012); and
- DHS/FEMA-009 – Hazard Mitigation Disaster Public Assistance and Disaster Loan Program (79 FR 16015, March 24, 2014).

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:

- 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.**

FEMA Form FF-104-FY-21-120 (formerly 010-0-7), Resource Request Form: is estimated to have 32 respondents times 100 response(s) per year for 3,200 total annual responses (32 x 100 = 3,200). It is estimated that each response will require 20 minutes (0.3333 burden hours) to complete, therefore 3,200 responses times 0.3333 hours equals 1,067 total annual burden hours (3200 x 0.3333 = 1,066.56, rounded up to 1,067).

FEMA Form FF-104-FY-21-119 (formerly 010-0-8), Mission Assignment Form: is estimated to have 32 respondents times 25 response(s) per year for 800 total annual responses (32 x 25 = 800). It is estimated that each response will require 20 minutes (0.3333 burden hours) to complete, therefore 800 responses times 0.3333 hours equals 267 total annual burden hours (800 x 0.3333 = 266.64, rounded up to 267).

FEMA Form FF-104-FY-21-121 (formerly 010-0-8a), Mission Assignment Task Order Form: is estimated to have 20 respondents times 10 response(s) per year for 200 total annual responses ($20 \times 10 = 200$). It is estimated that each response will require 10 minutes (0.1667) burden hours to complete, therefore 200 responses times 0.1667 hours equals 33 total annual burden hours ($200 \times 0.1667 = 33.34$, rounded down to 33).

Training: It is estimated that 20 Financial Managers will attend 1 training session per year, that each session will last for 16 hours, therefore 20 persons time 1 session times 16 hours equals 320 hours ($20 \times 1 \times 16 = 320$).

Usability Testing has been conducted on this collection. As a result, there is a 10-minute (0.1667 hours) reduction in the average burden per response for FEMA Form FF-104-FY-21-121 (formerly 010-0-8a), MATO Form that accounts for 1,067 of the total reduction of 4,873 burden hours for this revision.

- 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 responses to 12a above and 12c below.

- 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)¹ 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.**

| 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 |

¹ Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 1. Available at 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.

| | | | | | | | | |
|-------------------------------------|--|------------|-----|--------------|--------|--------------|---------|------------------|
| State, Local, or Tribal Governments | Resource Request Form / FEMA Form FF-104-FY-21-120 (formerly 010-0-7) | 32 | 100 | 3,200 | 0.3333 | 1,067 | \$97.24 | \$103,755 |
| State, Local, or Tribal Governments | Mission Assignment / FEMA Form FF-104-FY-21-119 (formerly 010-0-8) | 32 | 25 | 800 | 0.3333 | 267 | \$97.24 | \$25,963 |
| State, Local, or Tribal Governments | Mission Assignment Task Order / FEMA Form FF-104-FY-21-121 (formerly 010-0-8a) | 20 | 10 | 200 | 0.1667 | 33 | \$97.24 | \$3,209 |
| State, Local, or Tribal Governments | Training / No Form | 20 | 1 | 20 | 16 | 320 | \$97.24 | \$31,117 |
| Total | | 104 | | 4,220 | | 1,687 | | \$164,044 |

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 2023 Occupational Employment and Wage Estimates wage rate for a Financial Manager (SOC 11-3031) working in the local government is \$60.40 per hour.² Including the wage rate multiplier of 1.61, the fully loaded wage rate is \$97.24 per hour. Therefore, the estimated burden hour cost to respondents is estimated to be \$164,044 annually (=\$97.24 x 1,687 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:

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/2023/may/oes_nat.htm

| 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 |
| | | | \$0 | |
| Total | \$0 | \$0 | \$0 | \$0 |

- 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.**

There are no operation or maintenance costs associated with this collection of information.

- b. **Capital and Start-Up Cost should include, among other items, preparations for collecting information such as purchasing computers and software, monitoring sampling, drilling and testing equipment, and record storage facilities.**

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

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 | \$0 |
| Staff Salaries: 10 x GS 12 Step 5 (\$112,425) x 2% of time x 1.45 loaded wage rate = \$32,603 | \$32,603 |
| 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 |
| Travel: 4 persons traveling 4 times a year = 4 x \$1,500 x 4 = \$24,000 | \$ 24,000 |
| Other: Training conducted in regions on the mission assignment process: 1 x GS 13 Step 5 (\$133,692) x 3% of time x 1.45 loaded wage rate = \$5,816 3 x GS 12 Step 5 (\$112,425) x 3% of time x 1.45 loaded wage rate = \$14,671 | \$ 20,487 |
| Total | \$77,090 |

¹ Office of Personnel Management 2024 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/2024/DCB.pdf>. Accessed January 2, 2024.

² Wage rate includes a 1.45 multiplier to reflect the fully-loaded wage rate.

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.

| 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 |
| Resource Request Form / FEMA Form FF-104-FY-21-120 (formerly 010-0-7) | | | | 2,133 | 1,067 | -1,066 |
| Mission Assignment / FEMA Form FF-104-FY-21-119 (formerly 010-0-8) | | | | 2,133 | 267 | -1,866 |
| Mission Assignment Task Order / FEMA Form FF-104-FY-21-121 (formerly 010-0-8a) | | | | 2,133 | 33 | -2,100 |
| Training / No Form | | | | 160 | 320 | 160 |
| Total | | | | 6,559 | 1,687 | -4,872 |

Explain: Due to changes made to the instruments, the total reduction with this revision is 4,873 burden hours. Usability testing of FEMA Form FF-104-FY-21-121 (formerly 010-0-8a), MATO Form accounts for the first 1,067 hours reduced due to the reduction of the average burden per response by ten minutes (0.1667 hours) (6,400 total responses x 0.1667 hours = 1,067 burden hours). The rest of the reduction is based on data analysis of the average number of respondents and responses for the past ten years for each collection instrument, which led to a large reduction in the total number of responses, and is offset by an increase in training offerings.

| 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 |
| Resource Request Form / FEMA Form FF-104-FY-21-120 (formerly 010-0-7) | | | | \$180,430 | \$103,755 | -\$76,675 |
| Mission Assignment / FEMA Form FF-104-FY-21-119 (formerly 010-0-8) | | | | \$0 | \$25,963 | \$25,963 |
| Mission Assignment Task Order / FEMA Form FF-104-FY-21-121 (formerly 010-0-8a) | | | | \$0 | \$3,209 | \$3,209 |
| Training / No Form | | | | \$0 | \$31,117 | \$31,117 |
| Total | \$0 | \$0 | \$0 | \$180,430 | \$164,044 | -16,386 |

Explain: The decrease in costs comes from a reduction in burden hours.

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 plans for tabulation and publication of data for this information collection.

17. If seeking approval not to display the expiration date for OMB approval of the information collection, explain reasons that display would be inappropriate.

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

18. Explain each exception to the certification 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”.