

April 15, 2024

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660 - 0061

Title: Federal Assistance to Individuals and Households Program

Form Number(s):

- 1) **FEMA Form FF-104-FY-21-114 – (formerly 010-0-11)**, Individuals and Households Program (IHP) - Other Needs Assistance Administrative Option Selection
- 2) Development of State/Tribal Administrative Plan (SAP) for Other Needs Provision of IHP
- 3) **FEMA Form FF-104-FY-21-115 – (formerly 010-0-12, English)**, Individuals and Households Program Application for Continued Temporary Housing Assistance;
- 4) **FEMA Form FF-104-FY-21-115-A – (formerly 010-0-12S, Spanish)**, Programa de Individuos y Familias Solicitud Para Continuar La Asistencia de Vivienda Temporera;
- 5) **Request for Approval of Late Registration;**
- 6) **FEMA Form FF-104-FY-21-116 – (formerly 009-0-95, English)**, Request for Advance Disaster Assistance;
- 7) **FEMA Form FF-104-FY-21-116-A – (formerly 009-0-95S, Spanish)**, Solicitud de Adelanto de la Asistencia por Desastre;
- 8) **FEMA Form FF-104-FY-21-117 – (formerly 009-0-96, English)**, Request to Stop Payment and Reissue Disaster Assistance;
- 9) **FEMA Form FF-104-FY-21-117-A – (formerly 009-0-96S, Spanish)**, Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre;
- 10) **FEMA Form FF-104-FY-21-118 – (formerly 140-003d-1, English)**, Authorization for the Release of Information Under the Privacy Act;
- 11) **FEMA Form FF-104-FY-21-118-A – (formerly 140-003d-1S, Spanish)**, Autorización para la Divulgación de Información bajo el Acta de Privacidad;
- 12) **FEMA Form FF-104-FY-22-228 – (English)**, Individuals and Households Program (IHP) – Supplemental Application for Continued Temporary Housing Assistance;

- 13) FEMA Form FF-104-FY-22-228-A – (Spanish)**, Individuals and Households Program (IHP) – Programa De Individuos Y Familias Solicitud Suplementaria De Asistencia De Vivienda Temporal Continua;
- 14) FEMA Form FF-104-FY-22-229 – (English)**, Individuals and Households Program (IHP) – Appeal Request;
- 15) FEMA Form FF-104-FY-22-229-A – (Spanish)**, Programa de Individuos Y Familias (IHP) Solicitud de Apelación; and
- 16) Appeal of Program Decision**
- 17) Displacement Assistance Extension Request**
- 18) Serious Needs Assistance Modification Requests**

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.

Federal Assistance to Individuals and Households Program

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 Presidentially-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 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.

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 (LER): 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 evaluates the need for a Rental Assistance rate increase by comparing U.S. Census Bureau American Community Survey statistics on housing inventory and vacancy rates to the best available data on disaster-caused housing impacts in declared disaster areas. State, Tribal, and Territorial governments may request a Rental Assistance rate increase by submitting other reliable sources of these data elements for FEMA to use.

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.
- Serious 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.

Generally, Serious Needs Assistance will be available to eligible applicants who register within 30 days from the date IA is authorized for the disaster. FEMA may extend the 30-day timeframe to up to a total of 60 days when the affected State, Tribal, or Territorial government submits a written request with justification. The extended form of assistance may be considered when the request demonstrates:

- Widespread power outages extend beyond 30 days from the date IA is authorized for the disaster;
- Widespread continued inaccessibility, to include restrictions placed by State, local, Tribal, or Territorial government officials, beyond 30 days from the date IA is authorized for the disaster;
- A high percentage of applicants, who are still applying for FEMA assistance, remain in congregate sheltering beyond 30 days; or
- Other exigent circumstances that make the 30-day timeframe insufficient to meet disaster-caused immediate needs.

In extraordinary circumstances, State, local, Tribal, and Territorial governments may request Serious Needs Assistance to be provided prior to an inspection being conducted for other applicants. In these instances, the State, local, Tribal, or Territorial government must provide detailed information to include the specific local area where serious needs are present and requested to be awarded prior to an inspection and justification for the identification of the specific area.

Appeals and/or Verifiable Documentation

Applicants may submit a written appeal or verifiable documentation 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 TTHU ;

- The sales prices of a FEMA-provided TTHU the applicant may want to purchase; or
- Any Individual Assistance eligibility or participation-related determination, action, or inaction.

FEMA may request additional information and conduct additional reviews as new information is received. FEMA may also require a range of additional information before approval including verifiable documentation. This subject of this information may span all assistance categories.

Documentation may include:

- Support for disaster-damage claims including itemized rent receipts, itemized receipts or estimates that demonstrate personal property items were damaged by the disaster, or bills for repair or replacement of disaster-damaged items for damages not captured at inspection;
- A written statement signed by the applicant verifying that personal property items were disaster-damaged and the following statement, “I declare under penalty of perjury that the information I provided is true and correct,” when the damages are not captured at inspection;
- Documentation demonstrating permanent housing efforts and lack of financial ability to pay their post-disaster housing costs and have a continued need for rental assistance, as well as rent receipts showing exhaustion of previously provided funds;
- Verifiable lodging receipts or itemized statements for LER, including the applicant or co-applicant’s name, the name, address, and phone number of the accommodation, dates of occupancy, and the amount of expenses incurred;
- For LER applicants whose utility outage or inaccessibility cannot be confirmed via inspection, documentation demonstrating the dates they could not safely inhabit their home, such as a statement of utility outage from utility company, notice of a mandatory evacuation for location of pre-disaster home, or notice from local official that home was inaccessible due to downed trees, washed out roads, etc.; and
- For privately-owned access routes, when multiple households share the access route, written consent from all applicants as pertains to the shared privately-owned access route; a declarative statement affirming any assistance FEMA provides will be used to make repairs to the access route and the applicant understands they are responsible for securing permits and complying with local codes and ordinances; documentation demonstrating they do not have an established Homeowner’s Association or Covenant responsible for repair of the

access route, or the established Homeowner's Association or Covenant is unable to receive assistance from the SBA or private insurance to repair the access route.

Burden Reduction Initiative

In January 2023, the Department of Homeland Security (DHS) launched the DHS Burden Reduction Initiative (BRI)¹ with the goal of improving the customer experience across DHS services and products. Component wide, agencies were charged with reducing public burden by 20,000 hours by May 2023. In furtherance of this initiative FEMA conducted a review of collection instruments to assess whether the collection is still necessary to fulfill one of FEMA's missions, that each instrument is required for the performance of duties related to those missions, and if there are any opportunities for consolidation, improvement, or other methods of burden reduction.

Annual burden hours increased by 273,541 hours due to changes in the average burden per response for each of the following forms and the addition of **FEMA Form FF-104-FY-22-228, FEMA Form FF-104-FY-22-228-A, FEMA Form FF-104-FY-22-229, or FF-104-FY-22-229-A** as these forms are new to the collection):

- **FEMA Form FF-104-FY-21-114** (formerly 010-0-11), Individuals and Households Program (IHP) – Other Needs Assistance Administrative Option Selection
- **FEMA Form FF-104-FY-21-115** (formerly 010-0-12, English), Individuals and Households Program Application for Continued Temporary Housing Assistance;
- **FEMA Form FF-104-FY-21-115-A** (formerly 010-0-12S, Spanish), 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** – (formerly 009-0-95, English), Request for Advance Disaster Assistance;
- **FEMA Form FF-104-FY-21-116-A** – (formerly 009-0-95S, Spanish), Solicitud de Adelanto de la Asistencia por Desastre;
- **FEMA Form FF-104-FY-21-117** – (formerly 009-0-96, English), Request to Stop Payment and Reissue Disaster Assistance Check;
- **FEMA Form FF-104-FY-21-117-A** – (formerly 009-0-96S, Spanish), Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre;
- **FEMA Form FF-104-FY-21-118** – (formerly 140-003d-1S, English), Authorization for the Release of Information Under the Privacy Act;

¹ Burden Reduction at the Department of Homeland Security <https://www.dhs.gov/cx/burden-reduction-at-dhs> (last accessed April 15, 2024).

- **FEMA Form FF-104-FY-21-118-A** – (formerly 140-003d-1S, Spanish), Autorización para la Divulgación de Información bajo el Acta de Privacidad; and
- There was no change in burden hours for the Development of State/Tribal Administrative Plan for Other Needs Provision of IHP / No Form.

Summary of BRI Changes

Included here are updates to forms currently in the collection and forms added to the collection:

- **FEMA Form FF-104-FY-21-114** (formerly 010-0-11), Individuals and Households Program (IHP) – Other Needs Assistance Administrative Option Selection
 - Updates include removal of the TTY number for consistency with other FEMA forms;
 - FEMA is including updates to the State/Indian Tribal Government Selection and Line Item Maximum areas of the form.
 - Minimal updates to the form did not affect the burden hours.

A review of all forms from the OMB Collection Review project including accuracy, plain language updates, updates due to policy and business practice changes.

- **FEMA Form FF-104-FY-21-116** – Request for Advance Disaster Assistance;
- **FEMA Form FF-104-FY-21-117** – Request to Stop Payment and Reissue Disaster Assistance; and
- **FEMA Form FF-104-FY-21-118** – Authorization for the Release of Information Under the Privacy Act

1660-AB07: Individual Assistance Program Equity

On January 22, 2024, FEMA published 1660-AB07, an Interim Final Rule (IFR) amending its regulations governing the Individual Assistance Program.² The IFR increased equity by simplifying processes, removing barriers to entry, and increasing eligibility for certain types of assistance under the program. Specifically, the IFR increased eligibility for home repair assistance by amending the definitions and application of the terms safe, sanitary, and functional, allowing assistance for certain accessibility-related items, and amending its approach to evaluating insurance proceeds; allows for the re-opening of the applicant registration period when the President adds new counties to the major disaster declaration; simplifies the documentation requirements for continued temporary housing assistance; simplifies the appeals process; simplifies the process to request approval for a late registration with additional explanations now being

²Interim Final Rule on Individual Assistance Program Equity (89 FR 3990, March 22, 2024) (<https://www.federalregister.gov/documents/2024/01/22/2024-00677/individual-assistance-program-equity>, last accessed April 15, 2024).

considered in the approval of late applications; removes the requirement to apply for a Small Business Administration loan as a condition of eligibility for ONA; and establishes additional eligible assistance under ONA for serious needs, displacement, disaster-damaged computing devices and essential tools for self-employed individuals.

FEMA also made revisions to reflect changes to statutory authority that have not yet been implemented in regulation, to include provisions for utility and security deposit payments, lease and repair of multi-family rental housing, child-care assistance, maximum assistance limits, and waiver authority.

As of 1660-AB07's effective date, FEMA accepts late registrations for an additional 60 days. Applicants must explain the reason for the delay in their registration. Acceptable explanations include:

- Hospitalization, illness, or disability of the applicant or an immediate family member;
- Death of an immediate family member;
- Incarceration;
- Victim of human trafficking;
- On-going domestic situations where persons in the same household posed an immediate threat to other family members, resulting in a separation of the family unit;
- Period of personal or business travel that kept the applicant out of the area for the full application period; or
- Major life events that occurred during the initial registration period (e.g., birth or adoption of a child, foster care placement, marriage, gender transition, transition of family member into or out of a residential or mental health care facility) that led to a late application.

Forms added to this collection and the IHP as a result of 1660-AB07: Individual Assistance Program Equity:

- **FEMA Form FF-104-FY-22-228** – Individuals and Households Program (IHP) – Supplemental Application for Continued Temporary Housing Assistance;
- **FEMA Form FF-104-FY-22-228-A** – (Spanish), Individuals and Households Program (IHP) – Programa De Individuos Y Familias Solicitud Suplementaria De Asistencia De Vivienda Temporal Continua;
- **FEMA Form FF-104-FY-22-229** – Individuals and Households Program (IHP) – Appeal Request; and
- **FEMA Form FF-104-FY-22-229-A** – (**Spanish**), Programa de Individuos Y Familias (IHP) Solicitud de Apelación

A change request is being submitted in April 2024 to make non-substantive, typographical corrections to FEMA Form FF-104-FY-21-114 (formerly 010-0-11), Individuals and Households (IHP) – Other Needs Assistance Administrative Option Selection in order to adhere to the recently published IFR on Individual Assistance Program Equity.

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 eligible disaster survivors are provided with 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), IHP - Other Needs Assistance Administrative Option Selection – 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 Form FF-104-FY-21-115 – (formerly 010-0-12, English), Individuals and Households Program Application for Continued Temporary Housing Assistance and FEMA Form FF-104-FY-21-115-A (formerly 010-0-12S, Spanish), Programa de Individuos y Familias Solicitud Para Continuar La Asistencia de Vivienda Temporera – 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-day grace period. 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.

FEMA Form FF-104-FY-21-116 – (formerly 009-0-95, English), Request for Advance Disaster Assistance and FEMA Form FF-104-FY-21-116-A (formerly 009-0-95S, Spanish), Solicitud de Adelanto de la Asistencia por Desastre – 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 *FF-104-FY-21-116 (English) (formerly 009-0-95), Request for Advance Disaster Assistance (English) and FF-104-FY-21-116-A (Spanish) (formerly 009-0-95S), 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 Form FF-104-FY-21-117 – (formerly 009-0-96, English), Request to Stop Payment and Reissue Disaster Assistance and FEMA Form FF-104-FY-21-117-A (formerly 009-0-96S, Spanish), Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre – 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 *FF-104-FY-21-117 (English) (formerly 009-0-96), Request to Stop Payment and Reissue Disaster Assistance Check (English) or FF-104-FY-21-117-A (Spanish) (formerly 009-0-96S), 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 – (formerly 140-003d-1, English), Authorization for the Release of Information Under the Privacy Act and FEMA Form FF-104-FY-21-118-A – (formerly 140-003d-1S, Spanish), 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 *FF-104-FY-21-118 – (English) (formerly 140-003d-1), Authorization for the Release of Information Under the Privacy Act* and *FF-104-FY-21-118-A – (Spanish) (formerly 140-003d-1S), 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.

FEMA Form FF-104-FY-22-228 – (English), Individuals and Households Program (IHP) – Supplemental Application for Continued Temporary Housing Assistance and FEMA Form FF-104-FY-22-228-A – (Spanish), Programa De Individuos Y Familias Solicitud Suplementaria De Asistencia De Vivienda Temporal Continua – In order to continue receiving Temporary Housing Assistance, a FEMA applicant must apply and submit documentation on their current housing costs, current income, and verifiable documentation of income, permanent housing plan, current lease, rent receipts/canceled checks, and mortgage payment information. FEMA uses this information to evaluate a continuing need for temporary housing. Currently, there is not a standard OMB approved form for applicants or co-applicants to use in submitting this information.

FEMA Form FF-104-FY-22-229 – (English), Individuals and Households Program (IHP) – Individuals and Households Program (IHP) – Appeal Request and FEMA Form FF-104-FY-22-229-A – (Spanish), Programa de Individuos Y Familias (IHP) Solicitud de Apelación – After an initial eligibility decision is made, FEMA provides applicants with the opportunity to inquire or appeal any assistance eligibility determination. FEMA uses this information to evaluate a continuing need for temporary housing or other types of FEMA assistance. Currently, there is not a standard OMB

approved form for applicants or co-applicants to use in submitting this information. This optional form has been added to assist applicants in making an appeal to FEMA.

Serious Needs Assistance Modification Requests – Generally, Serious Needs Assistance will be available to eligible applicants who register within 30 days from the date IA is authorized for the disaster. FEMA may extend the 30-day timeframe to up to a total of 60 days when the affected State, Tribal, or Territorial government submits a written request with justification. In extraordinary circumstances, State, local, Tribal, and Territorial governments may request Serious Needs Assistance to be provided prior to an inspection being conducted for other applicants. In these instances, the State, local, Tribal, or Territorial government must provide detailed information to include the specific local area where serious needs are present and requested to be awarded prior to an inspection and justification for the identification of the specific area.

Rental Assistance Rate Increase – FEMA evaluates the need for a Rental Assistance rate increase by comparing U.S. Census Bureau American Community Survey statistics on housing inventory and vacancy rates to the best available data on disaster-caused housing impacts in declared disaster areas. State, Tribal, and Territorial governments may request a Rental Assistance rate increase by submitting other reliable sources of these data elements for FEMA to use.

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, or must include verifiable documentation. 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.

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 104-FY-21-114 – (formerly 010-0-11), Individuals and Households Program (IHP) - Other Needs Assistance Administrative Option Selection – 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 Form FF-104-FY-21-115 – (formerly 010-0-12, English), Individuals and Households Program Application for Continued Temporary Housing Assistance and FEMA Form FF-104-FY-21-115-A (formerly 010-0-12S, Spanish), Programa de Individuos y Familias Solicitud Para Continuar La Asistencia de Vivienda

Temporera – 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) to explain the reason for the late registration or to provide the explanation via a written response with documentation. Local DRC information may also be provided via local media blasts via radio, TV, etc.

FEMA Form FF-104-FY-21-116 – (formerly 009-0-95, English), Request for Advance Disaster Assistance and FEMA Form FF-104-FY-21-116-A (formerly 009-0-95S, Spanish), Solicitud de Adelanto de la Asistencia por Desastre – 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-21-117 – (formerly 009-0-96, English), Request to Stop Payment and Reissue Disaster Assistance Check and FEMA Form FF-104-FY-21-117-A (formerly 009-0-96S, Spanish), Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre – 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 – (formerly 140-003d-1, English), Authorization for the Release of Information Under the Privacy Act and FEMA Form FF-104-FY-21-118-A – (formerly 140-003d-1S, Spanish), 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.

FEMA Form FF-104-FY-22-228 – (English), Individuals and Households Program (IHP) – Supplemental Application for Continued Temporary Housing Assistance and FEMA Form FF-104-FY-22-228-A – (Spanish), Programa De Individuos Y Familias Solicitud Suplementaria De Asistencia De Vivienda Temporal Continua – due to the recent creation of this form, there is no previous form to compare for reducing burden. After Continued Temporary Housing Assistance is provided to an individual, FEMA may, upon request, continue to provide additional rental assistance based on need. Applicants requesting additional Continued Temporary Housing Assistance later in the period of assistance must submit a signed *Individuals and Households Program Supplemental Application for Continued Temporary Housing Assistance* which includes information on progress toward their permanent housing plan and challenges. FEMA caseworkers review the submitted information in accordance with established program criteria and procedures to determine eligibility for further Continued Temporary Housing Assistance and to identify applicants with unmet needs and put them in contact with

voluntary agencies and other groups that may be able to assist them in achieving a permanent housing solution.

FEMA Form FF-104-FY-22-229 – Individuals and Households Program (IHP) – Individuals and Households Program (IHP) – Appeal Request and FEMA Form FF-104-FY-22-229-A – (Spanish), Programa de Individuos Y Familias (IHP) Solicitud de Apelación – due to the recent creation of this form, there is no previous form to compare for reducing burden. This optional form has been added to assist applicants in making an appeal to FEMA. Applicants may submit the form 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.

Displacement Assistance Extension Request – The State, Territorial, or Tribal government may submit a written request for an additional Displacement Assistance payment or an extension to the 14-day timeframe to FEMA via a written letter.

Appeal of Program Decision – In an effort to reduce applicant burden and expedite the review process, applicants may submit verifiable documentation or 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.

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 (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.

The instant revisions are driven in large part by 1660-AB07: Individual Assistance Program Equity, an Interim Final Rule (IFR). On January 22, 2024, the IFR published notice to the public of the related emergency submission to the Office of Information and Regulatory Analysis (OIRA) pursuant to 5 CFR § 1320.5(c)(1) and 5 CFR § 1320.10.

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 8b above.

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 the Department of Homeland Security (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*, 87 FR 7852, dated February 10, 2022. 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 104-FY-21-114 – (formerly 010-0-11), Individuals and Households Program (IHP) – Other Needs Assistance Administrative Option Selection: is estimated to have 629 respondents (50 States, 5 Territories, and 574 Federally-recognized Tribal Governments) times 1 response per year for 629 total annual responses ($629 \times 1 = 629$). It is estimated that each response will require 1.1 burden hours (approximately 66 minutes) to complete, therefore, 629 responses times 1.1 burden hours equals 692 total annual burden hours ($629 \times 1.1 = 692$).

Development of State/Tribal Administrative Plan for the Other Needs provision of IHP: is estimated to have 4 respondents times 1 response per year for 4 total annual responses ($4 \times 1 = 4$). It is estimated that each response will require 2 burden hours (approximately 120 minutes) to complete, therefore, 4 responses times 2 burden hours equals 8 total annual burden hours ($4 \times 2 = 8$).

Displacement Assistance Extension Request: is a new request estimated to have between 0 and 4 respondents per year and each respondent would submit 1 response per year. It is estimated that each response will require 2 burden hours to complete. This is a new request and until actual responses are submitted, it is estimated that 0 responses requiring 2 burden hours equals 0 annual burden hours ($0 \times 2 \text{ hours} = 0$).

Serious Needs Assistance Modification Requests: is a new request estimated to have between 0 and 4 respondents per year and each respondent would submit 1 response per year. It is estimated that each response will require 2 burden hours to complete. This is a new request and until actual responses are submitted, it is estimated that 0 responses requiring 2 burden hours equals 0 annual burden hours ($0 \times 2 \text{ hours} = 0$).

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, English), Individuals and Households Program Application for Continued Temporary Housing Assistance: is estimated to have 13,110 respondents times 4 responses per year for 52,440 total annual responses ($13,110 \times 4 = 52,440$). It is estimated that each response will require 0.4167 burden hours (approximately 25 minutes) to complete, therefore, 52,440 responses times

0.4167 burden hours equals 21,852 total annual burden hours ($52,440 \times 0.4167 = 21,852$).

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

Temporera: is estimated to have 1,658 respondents times 4 responses per year for 6,632 total annual responses ($1,658 \times 4 = 6,632$). It is estimated that each response will require 0.4167 burden hours (approximately 25 minutes) to complete, therefore, 6,632 responses times 0.4167 burden hours equals 2,764 total annual burden hours ($6,632 \times 0.4167 = 2,764$).

Request for Approval of Late Registration (written or verbal): written requests are estimated to have 4,405 respondents times 1 response per respondent per year for 4,405 total annual responses ($4,405 \times 1 = 4,405$). It is estimated that each response will require 0.80 burden hours (approximately 48 minutes) to complete, therefore, 4,405 responses times 0.80 burden hours equals 3,524 total annual burden hours ($4,405 \times 0.80 = 3,524$). Applicants may call FEMA's Helpline to explain the reason for the late registration. This verbal option is new, and therefore FEMA was not able to estimate the annual number of applicants that will provide this information verbally. The frequency of completing this instrument is one time annually. It is estimated that each response will require 0.1667 burden hours (approximately 10 minutes) to complete.

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

Advance Disaster Assistance: is estimated to have 381 respondents times 1 response per year for 381 total annual responses ($381 \times 1 = 381$). It is estimated that each response will require 0.1167 burden hours (approximately 7 minutes) to complete, therefore, 381 responses times 0.1167 burden hours equals 44 total annual burden hours ($381 \times 0.1167 = 44$).

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

is estimated to have 52 respondents times 1 response per year for 52 total annual responses ($52 \times 1 = 52$). It is estimated that each response will require 0.1167 burden hours (approximately 7 minutes) to complete, therefore, 52 responses times 0.1167 burden hours equals 6 total annual burden hours ($52 \times 0.1167 = 6$).

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

is estimated to have 2,922 respondents times 1 responses per year for 2,922 total annual responses ($2,922 \times 1 = 2,922$). It is estimated that each response will require 0.0667 burden hours

(approximately 4 minutes) to complete, therefore, 2,922 responses times 0.0667 burden hours equals 195 total annual burden hours ($2,922 \times 0.0667 = 195$).

FEMA Form FF-104-FY-21-117-A – (formerly 009-0-96S, Spanish), Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre: is estimated to have 780 respondents times 1 response per year for 780 total annual responses ($780 \times 1 = 780$). It is estimated that each response will require 0.0667 burden hours (approximately 4 minutes) to complete, therefore, 780 responses times 0.0667 burden hours equals 52 total annual burden hours ($780 \times 0.0667 = 52$).

FEMA Form FF-104-FY-21-118 – (formerly 140-003d-1, English), Authorization for the Release of Information Under the Privacy Act: is estimated to have 231 respondents times 1 response per year for 231 total annual responses ($231 \times 1 = 231$). It is estimated that each response will require 0.1333 burden hours (approximately 8 minutes) to complete, therefore, 231 responses times 0.1333 burden hours equals 31 total annual burden hours ($231 \times 0.1333 = 31$).

FEMA Form FF-104-FY-21-118-A – (formerly 140-003d-1S, Spanish), Autorización para la Divulgación de Información bajo el Acta de Privacidad: is estimated to have 96 respondents times 1 response per year for 96 total annual responses ($96 \times 1 = 96$). It is estimated that each response will require 0.1333 burden hours (approximately 8 minutes) to complete, therefore, 96 responses times 0.1333 burden hours equals 13 total annual burden hours ($96 \times 0.1333 = 13$).

FEMA Form FF-104-FY-22-228 – (English) Individuals and Households Program (IHP) – Supplemental Application for Continued Temporary Housing Assistance: is estimated to have 68,644 respondents times 4 responses per year for 274,576 total annual responses ($68,644 \times 4 = 274,576$). It is estimated that each response will require 0.2167 burden hours (approximately 13 minutes) to complete, therefore, 274,576 responses times 0.2167 burden hours equals 59,501 total annual burden hours ($274,576 \times 0.2167 = 59,501$).

FEMA Form FF-104-FY-22-228-A – (Spanish) Programa De Individuos Y Familias Solicitud Suplementaria De Asistencia De Vivienda Temporal Continua: is estimated to have 8,649 respondents times 4 responses per year for 34,596 total annual responses ($8,649 \times 4 = 34,596$). It is estimated that each response will require 0.2167 burden hours (approximately 13 minutes) to complete, therefore, 34,596 responses times 0.2167 burden hours equals 7,497 total annual burden hours ($34,596 \times 0.2167 = 7,497$).

Appeal of Program Decision (No Form), FEMA Form FF-104-FY-22-229 Optional Appeal of Program Decision Form (English), and FEMA Form FF-104-FY-22-229-A

Programa de Individuos Y Familias (IHP) Solicitud de Apelación (Spanish): are estimated to have 445,019 (356,508 + 44,920 + 43,591 = 445,019) respondents times 1 response per year for 445,019 total annual responses. It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete, therefore, 445,019 responses times 0.25 burden hours equals 111,255 total annual burden hours (445,019 × 0.25 = 111,255).

- Appeal Request (No form) and FEMA Form FF-104-FY-22-229 (English) Optional Appeal of Program Decision Form. Appeal Request (No form): This instrument is a letter written and submitted by the applicant estimated to have 1,426,032 respondents times 1 response per year for 1,426,032 total annual responses (1,426,032 × 1 = 1,426,032). It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete, therefore, 1,426,032 responses times 0.25 burden hours equals 356,508 total annual burden hours (1,426,032 × 0.25 = 356,508). Optional Appeal of Program Decision Form: This instrument is an optional template to assist applicants in submitting documentation to appeal a program decision. FEMA was not able to estimate the number of applicants that will complete the form annually because the form is new. The frequency of completing this instrument is one time annually. It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete.
- Appeal Request (No form) and FEMA Form FF-104-FY-22-229-A (Spanish) Programa de Individuos Y Familias (IHP) Solicitud de Apelación Individuals and Households Program (IHP) – Individuals and Households Program (IHP) – Appeal Request. Appeal Request (No form): This instrument is a letter written and submitted by the applicant is estimated to have 179,680 respondents times 1 response per year for 179,680 total annual responses (179,680 × 1 = 179,680). It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete, therefore, 179,680 responses times 0.25 burden hours equals 44,920 total annual burden hours (179,680 × 0.25 = 44,920). This instrument is an optional template to assist applicants in submitting documentation to appeal a program decision. FEMA was not able to estimate the number of applicants that will complete the form annually because the form is new. The frequency of completing this instrument is one time annually. It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete.
- Other Needs Assistance – Personal Property Assistance (Tools and Computers): is estimated to have 971 respondents times 1 response per year for 971 total annual responses (971 × 1 = 971). It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete, therefore, 971 responses times 0.25 burden hours equals 243 total annual burden hours (971 × 0.25 = 243).

- Home Replacement Assistance – Notice of Condemnation for demolition and removal, Letter of Substantive Damage, and Notice of Demolition: is estimated to have 62 respondents times 1 response per year for 62 total annual responses ($62 \times 1 = 62$). It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete, therefore, 62 responses times 0.25 burden hours equals 16 total annual burden hours ($62 \times 0.25 = 16$).
- Professional Assessment: is estimated to have 11,049 respondents times 1 response per year for 11,049 total annual responses ($11,049 \times 1 = 11,049$). It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete, therefore, 11,049 responses times 0.25 burden hours equals 2,762 total annual burden hours ($11,049 \times 0.25 = 2,762$).
- All other Appeal of Program Decisions: This instrument is a letter written and submitted by the applicant and is estimated by 31,509 respondents times 1 response per year for 31,509 total annual responses ($31,509 \times 1 = 31,509$) and the frequency of completing this instrument is one time annually. It is estimated that each response will require 0.25 burden hours (approximately 15 minutes) to complete, therefore, 31,509 responses times 0.25 burden hours equals 7,877 total annual burden hours ($31,509 \times 0.25 = 7,877$).

FEMA reviewed paperwork burden for forms that respondents use to request disaster assistance from its Individuals and Households Program (IHP). After conducting usability testing, FEMA estimated there was a 273,541 increase in burden hours on the OMB inventory.

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 our response 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 1.4 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)	629	1	629	1.1	692	\$101.56	\$70,280
State, Local, or Tribal Government	Development of State/Tribal Administrative Plan for Other Needs Provision of IHP / No Form	4	1	4	2	8	\$101.56	\$812
Individuals or Households	Individual and Households Program Application for Continued Temporary Housing Assistance / FF-104-FY-21-115 (formerly 010-0-12) – English	13,110	4	52,440	0.4167	21,852	\$43.15	\$942,914
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) – Spanish	1,658	4	6,632	0.4167	2,764	\$43.15	\$119,267
Individuals or Households	Request for Approval of Late Registration / No Form	4,405	1	4,405	0.80	3,524	\$43.15	\$152,061
Individuals or Households	Appeal of Program Decision / Appeal Request English No Form and FEMA Form FF-104-FY-22-229	1,426,032	1	1,426,032	0.2500	356,508	\$43.15	\$15,383,320
Individuals or Households	Appeal of Program Decision / Appeal Request Spanish No Form and FEMA Form FF-104-FY-22-229-A	179,680	1	179,680	0.2500	44,920	\$43.15	\$1,938,298
Individuals or Households	Appeal of Program Decision / No Form / ONA, HRA, PA and All other	43,591	1	43,591	0.2500	10,898	\$43.15	\$470,249
Individuals or Households	Request for Advance Disaster Assistance / FF-104-FY-21-116 (formerly 009-0-95) – English	381	1	381	0.1167	44	\$43.15	\$1,899
Individuals or Households	Solicitud de Adelanto de la Asistencia por Desastre / FF-104-FY-21-116-A (formerly 009-0-95S) – Spanish	52	1	52	0.1167	6	\$43.15	\$259

Individuals or Households	Request to Stop Payment and Reissue Disaster Assistance Check / FF-104-FY-21-117 (formerly 009-0-96) – English	2,922	1	2,922	0.0667	195	\$43.15	\$8,414
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) – Spanish	780	1	780	0.0667	52	\$43.15	\$2,244
Individuals or Households	Authorization for the Release of Information Under the Privacy Act / FF-104-FY-21-118 (formerly 140-003d-1) – English	231	1	231	0.1333	31	\$43.15	\$1,338
Individuals or Households	Autorización para la Divulgación de Información bajo el Acta de Privacidad / FF-104-FY-21-118-A (formerly 140-003d-1S) – Spanish	96	1	96	0.1333	13	\$43.15	\$561
Individuals or Households	Individuals and Households Program (IHP) – Supplemental Application for Continued Temporary Housing Assistance / FEMA Form FF-104-FY-22-228 – English	68,644	4	274,576	0.2167	59,501	\$43.15	\$2,567,468
Individuals or Households	Programa De Individuos Y Familias Solicitud Suplementaria De Asistencia De Vivienda Temporal Continua / FEMA Form FF-104-FY-22-228-A – Spanish	8,649	4	34,596	0.2167	7,497	\$43.15	\$323,496
Total		1,750,864		2,027,047		508,505		\$21,982,880

Instruction for Wage-rate category multiplier: Take each non-loaded “Avg. Hourly Wage Rate” from the BLS website table and multiply that number by 1.45 for not-for-profit institutions, for-profit businesses, and individuals and households. Multiply the non-loaded “Avg. Hourly Wage Rate” by 1.61 for State, Local or Tribal Government.³ For example, a non-loaded BLS table wage rate of \$42.51 would be multiplied by 1.45 for not-for-profit institutions and 1.61 for State, Local or Tribal Government, and the entries for the “Avg. Hourly Wage Rate” would be \$61.64 and \$68.44 respectively.

The wage rate for All Occupations (SOC 00-0000) is \$29.76. Including the wage rate multiplier of 1.45, the fully-loaded wage rate is \$43.15 per hour.⁴ Therefore, the annual burden hour cost for respondents calculated using SOC 00-0000 is \$21,911,788 annually ($\$43.15 \times 507,805$ hours). The wage rate for Management Occupations (SOC 11-0000) is \$63.08.⁵ Including the wage rate multiplier of 1.61, the fully-loaded wage rate is \$101.56 per hour. Therefore, the annual burden hour cost for respondents calculated using SOC 11-0000 is \$71,092 ($\101.56×700 hours). The total estimated burden hour cost for this collection is \$21,982,880 ($\$21,911,788 + \$71,092$) annually.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. (Do not include the cost of any hour burden shown in Items 12 and 14.)

The cost estimates should be split into two components:

³ Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 1. Available at https://www.bls.gov/news.release/archives/ecec_03172023.pdf. Accessed February 22, 2024. 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.

State and local government 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.

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/2022/may/oes_nat.htm#21-0000. Accessed February 22, 2024.

⁵ 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#21-0000. Accessed February 22, 2024.

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

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.

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

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 information collection.

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

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 144,519 disaster survivors. 12 of GS 14 Step 5 employees spending approximately 8.2% of time annually reviewing information from 633 States, Territories, and Tribal Governments. $(85 \times \$77,525 \times 0.1 \times 1.45^2 = \$955,496) + (12 \times \$157,982 \times 0.082 \times 1.45 = \$225,409) = \$1,180,905$]	\$1,180,905
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 \$0.015 per page] $245,212 \times 0.015$	\$3,678
Postage ³ [Cost of mailing approximately 63,534 forms to disaster survivors] $63,534 \times 0.68$	\$43,203
Travel	\$0
Total	\$1,227,786
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 February 22, 2024. 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 February 22, 2024.	

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).

An “**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
Individuals and Households Program Application for Continued Temporary Housing Assistance / FF-104-FY-21-115 (formerly 010-0-12) – English	N/A	N/A	N/A	22,025	21,852	-173
Programa de Individuos y Familias Solicitud Para Continuar La Asistencia de Vivienda Temporera, FF-104-FY-21-115-A (formerly 010-0-12S) – Spanish	N/A	N/A	N/A	2,785	2,764	-21
Appeal of Program Decision / Appeal Request English No Form and FEMA Form FF-104-FY-22-229	0	356,508	356,508	N/A	N/A	N/A
Appeal of Program Decision / Appeal Request Spanish No Form and FEMA Form FF-104-FY-22-229-A	0	44,920	44,920	N/A	N/A	N/A
Appeal of Program Decision / No Form / ONA, HRA, PA and All other	N/A	N/A	N/A	34,873	10,898	-23,975
Request for Advance Disaster Assistance / FF-104-FY-21-116 (formerly 009-0-95) – English	N/A	N/A	N/A	30	44	14
Solicitud de Adelanto de la Asistencia por Desastre / FF-104-FY-21-116-A (formerly 009-0-95S) – Spanish	N/A	N/A	N/A	4	6	2
Request to Stop Payment and Reissue Disaster Assistance Check / FF-104-FY-21-117 (formerly 009-0-96) – English	N/A	N/A	N/A	292	195	-97
Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre / FF-104-FY-21-117-A (formerly 009-0-96S) – Spanish	N/A	N/A	N/A	78	52	-26
Authorization for the Release of Information Under the Privacy Act / FF-104-FY-21-118 (formerly 140-003d-1) – English	N/A	N/A	N/A	12	31	19
Autorización para la Divulgación de Información bajo el Acta de Privacidad / FF-104-FY-21-118-A (formerly 140-003d-1S) – Spanish	N/A	N/A	N/A	5	13	8
Individuals and Households Program – Supplemental Application for Continued Temporary Housing Assistance / FF-104-FY-22-228 – English	N/A	59,501	59,501	N/A	N/A	N/A
Programa De Individuos Y Familias Solicitud Suplementaria De Asistencia De Vivienda Temporal Continua / FF-104-FY-22-228-A – Spanish	N/A	7,497	7,497	N/A	N/A	-N/A
Total	0	468,426	468,426	60,104	35,855	-24,249

Explain:

Annual burden hours increased by 444,177 hours. This was due in part to the addition of the Appeal Request Forms, which added 401,428 hours collectively. In addition, time burden adjustments for Supplemental Application for Continued Temporary Housing Assistance forms added 66,998 hours collectively. These burden hour increases were offset by a decrease of 24,249 hours. There was no change in burden hours for the

Development of State/Tribal Administrative Plan for Other Needs Provision of IHP / No Form.

The change request submitted in April 2024 made no changes to the burden of this collection.

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	\$67,747	\$70,280	\$2,533
Development of State/Tribal Administrative Plan for Other Needs Provision of IHP / No Form	N/A	N/A	N/A	\$783	\$812	\$29
Individuals and Households Program Application for Continued Temporary Housing Assistance / FF-104-FY-21-115 (formerly 010-0-12) – English	N/A	N/A	N/A	\$864,481	\$942,914	-\$78,433
Programa de Individuos y Familias Solicitud Para Continuar La Asistencia de Vivienda Temporera / FF-104-FY-21-115-A (formerly 010-0-12S) – Spanish	N/A	N/A	N/A	\$109,311	\$119,267	-\$9,956
Request for Approval of Late Registration / No Form	N/A	N/A	N/A	\$138,317	\$152,061	\$13,744
Appeal of Program Decision / Appeal Request English No Form and FEMA Form FF-104-FY-22-229	\$0	\$15,383,320	\$15,383,320	N/A	N/A	N/A
Appeal of Program Decision / Appeal Request Spanish No Form and FEMA Form FF-104-FY-22-229-A	\$0	\$1,938,298	\$1,938,298	N/A	N/A	N/A
Appeal of Program Decision / No Form / ONA, HRA, PA and All other	N/A	N/A	N/A	\$1,368,765	\$470,249	-\$898,516
Request for Advance Disaster Assistance / FF-104-FY-21-116 (formerly 009-0-95) – English	N/A	N/A	N/A	\$2,983	\$1,899	-\$1,084
Solicitud de Adelanto de la Asistencia por Desastre / FF-104-FY-21-116-A (formerly 009-0-95S) – Spanish	N/A	N/A	N/A	\$393	\$259	-\$134
Request to Stop Payment and Reissue Disaster Assistance Check / FF-104-FY-21-117 (formerly 009-0-96) – English	N/A	N/A	N/A	\$11,461	\$8,414	-\$3,047
Solicitud para Detener el Pago y Reemitir el Cheque de Asistencia por Desastre / FF-104-FY-21-117-A (formerly 009-0-96S) – Spanish	N/A	N/A	N/A	\$3,062	\$2,244	-\$818
Authorization for the Release of Information Under the Privacy Act / FF-104-FY-21-118 (formerly 140-003d-1) – English	N/A	N/A	N/A	\$1,806	\$1,338	-\$468
Autorización para la Divulgación de Información bajo el Acta de Privacidad / FF-104-FY-21-118-A (formerly 140-003d-1S) – Spanish	N/A	N/A	N/A	\$746	\$561	-\$185
Individuals and Households Program – Supplemental Application for Continued Temporary Housing Assistance, FF-104-FY-22-228 – English	\$0	\$2,567,468	\$2,567,468	N/A	N/A	N/A
Programa De Individuos Y Familias Solicitud Suplementaria De Asistencia De Vivienda Temporal Continua, FF-104-FY-22-228-A – Spanish	\$0	\$323,496	\$323,496	N/A	N/A	N/A

Total	\$0	\$20,212,582	\$20,212,582	\$2,569,855	\$1,770,298	\$-799,557
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Explain: Annual burden costs increased by \$19,413,025. This was due in part to the addition of the Appeal Request Forms, which added \$17,321,618 collectively and the Supplemental Application for Continued Temporary Housing Assistance forms which added \$2,890,964 collectively. In addition, there were increases for average hourly wage data from the Bureau of Labor Statistics for Occupational Employment and Wage Estimates and the Employer Costs for Employee Compensation. .

The change request submitted in April 2024 made no changes to the burden of this collection.

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”.