

November 1, 2024

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660-NW173

Title: Generic Clearance for United States Fire Administration Training, Research, Data, and Prevention Collection

Form Number(s): Not Applicable

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 Federal Fire Prevention and Control Act of 1974 (Pub. L. 93-498, as amended) (15 U.S.C. §§ 2201 *et seq.*) originates from an exhaustive and comprehensive examination of the Nation’s fire problem, which made detailed findings as to the extent of this problem in terms of human suffering and loss of life and property, and made ninety thoughtful recommendations. Many of these recommendations relate directly to the collection of information from these forms, such as

the National Fire Data Center, fire prevention and control guidelines for places of public accommodation, dissemination of fire prevention and control information, and firefighter assistance, just to name a few.

Executive Order 12862 directs Federal Agencies to provide service to the public that matches or exceeds the best service available in the private sector. To work continuously to ensure that our programs are effective and meet our customers' needs, Federal Emergency Management Agency (FEMA) seeks to obtain Office of Management and Budget (OMB) approval of a generic clearance to collect qualitative and quantitative data feedback on our service delivery. By qualitative feedback, we mean information that provides useful insights on perceptions and opinions but not statistical surveys that yield quantitative results that can be generalized to the population of study.

The United States Fire Administration (USFA) maintains several information technology (IT) systems which deliver USFA information, products, and services to the fire service, affiliated organizations, and the public. Those systems include, but are not limited to, the Web Farm, Learning Management System (LMS), and admissions system. Collecting information for these instruments aids in the administration of USFA programs in support of state, local, Tribal, and territorial assistance.

This collection of information is necessary to enable the Agency to garner customer and stakeholder feedback in an efficient, timely manner in accordance with our commitment to improving service delivery. The information collected from our customers and stakeholders will help ensure that users have an effective, efficient, and satisfying experience with the Agency's programs. This feedback will provide insights into customer or stakeholder perceptions, experiences, and expectations; provide an early warning of issues with service; or focus attention on areas where communication, training, or changes in operations might improve delivery of products or services. These collections will allow for ongoing, collaborative, and actionable communications between the Agency and its customers and stakeholders. It will also allow feedback to contribute directly to the improvement of program management.

After this generic information collection is approved, FEMA will begin to move instruments from six existing collections as sub-collections and eventually be able to discontinue those six existing collections. This will allow FEMA to update individual instruments as sub-collections under this generic instead of revising entire information collections and analyze individual instruments for burden reduction. Those six existing information collections are:

- 1660-0039 – National Fire Academy Long Term Evaluation
- 1660-0068 – Federal Hotel and Motel Safety Declaration Form;
- 1660-0069 – National Fire Incident Reporting System (NFIRS);
- 1660-0070 – National Fire Department Registry;

- 1660-0100 – General Admissions Application (Long and Short) and Stipend Forms; and
- 1660-0130 – Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery.
 - National Fire Academy Distance Learning Evaluation
 - National Fire Academy End-of-Course Evaluation
 - USFA Conference Evaluation

FEMA also has new instruments in draft form that are not approved under an existing collection and will be added as sub-collections after this generic information collection is approved.

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 USFA Training, Research, Data, and Prevention Collection, which encompasses forms of a paper and electronic format, collect information and maintain that information across several USFA IT Systems. Each instrument collects specific information as designated by the associated program’s data needs. This information is either made available publicly via a section of the USFA website or is maintained as a part of a USFA IT System only accessible to certain employees as set forth by that program’s maintenance of information. The purpose of collecting the information from the instruments is to provide users the ability to access resources made and managed by the USFA program offices, or to submit their individual incident data to a USFA program to produce results on a national level.

FEMA will only submit a collection for approval under this generic clearance if the collection meets the following conditions:

- This information collection supports any USFA program authorized by the Federal Fire Prevention and Control Act of 1974;
- This information collection supports any USFA program that contributes to the fire safety, prevention, education and data collection designed to reduce the loss of life associated with fire incidents on public or private land;
- All instruments can collect quantitative (numbers based) or qualitative data (descriptive) information pertaining to the program specific information;
- All instruments will undergo usability testing to improve the customer experience for the respondents;
- All instruments will be designed and reviewed to impose as little burden on the respondents as possible;
- The collection of information is either voluntary or required to obtain or retain a benefit;

- The collection of information is non-controversial and does not raise issues of concern to other Federal Agencies; and
- The Agency needs to collect necessary information to perform these activities.

If these conditions are not met, the Agency will submit an information collection request to OMB for approval through the normal Paperwork Reduction Act (PRA) process. To obtain approval for a collection that meets the conditions of this generic clearance, a standardized form will be submitted to OMB along with Privacy and supporting documentation (e.g., a copy of the comment card). The Agency asks OMB to approve the submission or identify issues within 10 business days upon receipt.

The types of instruments that this generic clearance covers include, but are not limited to:

- **National Fire Data Center** – examples include, but are not limited to, quantitative data collection submitted regarding emergency response incidents for tabulation in a USFA IT system such as but not limited to the National Fire Incident Reporting System (NFIRS). The data may consist of detailed information, which occasionally includes PII of individuals involved with and responding to fire related incidents such as: casualties, hazardous materials, Emergency Medical Services (EMS), wildland fires, arson fires, and the numbers and types of apparatus and personnel used to mitigate these incidents. This data is used to substantially inform and improve USFA’s program effectiveness, program delivery processes, and identify needs for new or improved training, resources, and tools which are targeted at reducing national fire-related losses by generating reports from the quantitative data voluntarily submitted.
- **Fire & EMS Information Requests** – examples include, but are not limited to, requests from individuals to acquire programmatic information related to Fire & EMS safety, education, and training. Creating a customer account to access such information, may be required and customer account information is used to determine how many individuals access the program information and materials. Instruments themselves may include but are not limited to fire safety publications and educational program materials.
- **Fire Data Repositories** – examples include, but are not limited to, data collection instruments intended to elicit specific and substantial information on fire safety and associated fire fatalities. This data collection, both quantitative and qualitative, contributes to USFA’s fire safety and fatality programs to improve effectiveness, delivery, and processes for programs that analyze the fire safety and fatality data. The data collected in these instruments then produce results which quantify fire safety on a national level. The results of the data collected from these instruments can also be used to improve or create new training, courses, and tools to improve fire safety and

reduce fire related fatalities. These instruments DO NOT include those that are collected as part of the National Fire Data Center.

- **Admissions** – examples include, but are not limited to, student registration information for courses held (in-person or virtually) by the National Emergency Training Center. This includes information collected to determine eligibility and admit applicants to courses and programs offered at NETC, CDP, and other FEMA training locations throughout the United States. Certain instruments collect financial information from applicants to reimburse a portion of the expenses for attendance in courses or programs offered, and certain instruments collect medical information to determine fitness of applicants for participation in select training.
- **National Fire Academy** –includes but is not limited to survey instruments to assess both student and instructor satisfaction with training and education content, environment, resources, and tools. The use of qualitative data in these instruments allows for participants to provide open feedback after course completion used for curriculum revision and development efforts on all NFA courses. Other instruments include those designed to gather information from contract instructors to facilitate their services, as provided by contract, with the National Fire Academy. Instruments may also include data collection with the purpose to inform and improve National Fire Academy program effectiveness, delivery processes, and needs for new or improved training, resources, and tools. These instruments are designed to elicit direct and detailed customer feedback from all National Fire Academy Stakeholders.

FEMA has established a manager/managing entity to serve for this generic clearance and will conduct an independent review of each information collection to ensure compliance with the terms of this clearance prior to submitting each collection to OMB.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

The USFA Training, Research, Data, and Prevention Collection, which encompasses forms of a paper and electronic format, collect information and maintain that information across several USFA IT Systems. Each instrument collects specific information as designated by the associated program's data needs. This information is either made available publicly via a section of the USFA website or is maintained as a part of a USFA IT System only accessible to certain employees as set forth by that program's maintenance of information. The purpose of collecting the information from the instruments is to provide users the ability to access resources made and managed by the USFA program offices, or to submit their individual incident data to a USFA program to produce results on a national level.

Usability testing is not being conducted on this Generic “Main” Collection. However, usability testing will be conducted on each sub-collection at the time they are submitted.

- 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.

- 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 collection will allow fire departments and other submitting entities 24/7 access to these resources as they can be filled out anywhere that has access to the internet at any time of day.

- 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.**

This collection of information is critical to supporting USFA’s mission to support and strengthen fire and emergency medical services and stakeholders to prepare for, prevent, mitigate, and respond to all hazards. The instruments in this collection provide quantitative and qualitative data on fire training, research, data analysis, and prevention on a national level which contribute to our understanding of loss of life associated with fire incidents. These instruments, individually and as a whole, influence USFA’s programs which are made available to state, local, tribal, and territorial first responders to better allow them to provide a prepared and resilient fire and emergency medical service to the people of this nation.

- 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 contains a statistical survey that is designed to produce valid and reliable results that can be generalized to the universe of study.

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

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 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 May 21, 2024, at 89 FR 44693. No comments were received.

A 30-day Federal Register Notice inviting public comments was published on November 1, 2024, at 89 FR 87390. The public comment period is open until December 2, 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.**

USFA consults with Federal, State, local, Tribal, territorial, and nonprofit partners on a regular basis throughout the year through teleconferences, email communications, and issue specific conferences to meet with representatives.

- c. Describe consultations with representatives of those from whom information is to be obtained or those who must compile records. Consultation should occur at least once every three years, even if the collection of information activities is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

Our state, local, Tribal, and territorial stakeholders, are the main representatives for the forms included in this collection, and consultation takes place with these stakeholders on a regular basis. This consultation may occur when they come to our campus to take classes, when they report data for any of the various forms, or when we meet in-person or virtually at any of the stakeholder conferences our employees attend on a regular basis.

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.

The sub applications under this main generic collection will provide a Privacy Threshold Analysis specific to each program.

If a confidentiality pledge is deemed useful and feasible, FEMA will only include a pledge of confidentiality that is supported by authority established in statute or regulation, that is supported by disclosure and data security policies that are consistent with the pledge, and that does not unnecessarily impede sharing of data with other agencies for compatible confidential use. If the Agency includes a pledge of confidentiality, it will include a citation for the statute or regulation supporting the pledge.

11. Provide additional justification for any question of a sensitive nature (such as sexual behavior and attitudes, religious beliefs and other matters that are commonly considered private). This should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated for each collection instrument (separately list each instrument and describe information as requested). Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consolation with a sample (fewer than 10) of potential respondents is desired. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

National Fire Data Center instruments are estimated to have 26,800 respondents times 1,047 responses per year for 28,059,600 total annual responses ($26,800 \times 1,047 = 28,059,600$). It is estimated that each response will require 0.2333 burden hours (or 14 minutes) to complete, therefore 28,059,600 responses times 0.2333 hours equals 6,546,305 total annual burden hours ($28,059,600 \times 0.2333 = 6,546,305$).

Fire & EMS Information Requests instruments are estimated to have 4,500 respondents times 1 response per year for 4,500 total annual responses ($4,500 \times 1 = 4,500$). It is estimated that each response will require 0.0833 burden hours (or 5 minutes) to complete, therefore 4,500 responses times 0.0833 hours equals 375 total annual burden hours ($4,500 \times 0.0833 = 375$).

Fire Data Repositories instruments are estimated to have 8,986 respondents times 1 response per year for 8,986 total annual responses ($8,986 \times 1 = 8,986$). It is estimated that each response will require 0.5333 burden hours (or 32 minutes) to complete, therefore 8,986 responses times 0.5333 hours equals 4,792 total annual burden hours ($8,986 \times 0.5333 = 4,792$).

Admissions instruments are estimated to have 224,991 respondents times 1 response per year for 224,991 total annual responses ($224,991 \times 1 = 224,991$). It is estimated that each response will require 0.5000 burden hours (or 30 minutes) to complete, therefore 224,991 responses times 0.5000 hours equals 112,496 total annual burden hours ($224,991 \times 0.5000 = 112,496$).

National Fire Academy instruments are estimated to have 26,260 respondents times 1 response per year for 26,260 total annual responses ($26,260 \times 1 = 26,260$). It is estimated that each response will require 0.2667 burden hours (or 16 minutes) to complete, therefore 26,260 responses times 0.2667 hours equals 7,004 total annual burden hours ($26,260 \times 0.2667 = 7,004$).

- 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.**

The individual generic instruments will be added to this parent collection after review by OMB. Those instruments will have individual burden estimates.

- 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**

¹ Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 1. Available at https://www.bls.gov/news.release/archives/ecec_03132024.pdf. Accessed March 13, 2024. The national wage multiplier is calculated by dividing total compensation for all workers of \$45.42 by wages and salaries for all workers of \$31.29 per hour

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
Firefighters. First Line Supervisors of Firefighting and Prevention Workers	National Fire Data Center	26,800	1,047	28,059,600	0.2333	6,546,305	\$52.68	\$344,859,347
Firefighters. First Line Supervisors of Firefighting and Prevention Workers	Fire & EMS Information Requests	4,500	1	4,500	0.0833	375	\$52.68	\$19,755
Firefighters. First Line Supervisors of Firefighting and Prevention Workers	Fire Data Repositories	8,986	1	8,986	0.5333	4,792	\$52.68	\$252,443
Firefighters. First Line Supervisors of Firefighting and Prevention Workers	Admissions	224,991	1	224,991	0.5000	112,496	\$52.68	\$5,926,289
Firefighters. First Line Supervisors of Firefighting and Prevention Workers	National Fire Academy	26,260	1	26,260	0.2667	7,004	\$52.68	\$368,971
Total		291,537		28,324,337		6,670,972		\$351,426,805

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 example, a non-loaded BLS table wage rate of \$42.51 would be multiplied by 1.45, and the entry for the “Avg. Hourly Wage Rate” would be \$61.64.

According to the U.S. Department of Labor, Bureau of Labor Statistics², the May 2023 National Occupational Employment and Wage Estimates wage rate for Firefighters (Standard Occupational Classification 33-2011) was \$29.03; and First Line Supervisors of Firefighting and Prevention Workers (33-1021) was \$43.63. Including the wage rate multiplier of 1.45, the fully-loaded wage rates are an estimated at \$42.09 per hour for Firefighters, and \$63.26 for First Line Supervisors of Firefighting and Prevention Workers. Assuming an even split of Firefighters and

yielding a benefits multiplier of approximately 1.45.

² Information on the mean wage rate from the U.S. Department of Labor, Bureau of Labor Statistics is available online at: https://www.bls.gov/oes/2023/may/oes_nat.htm

First Line Supervisors of Firefighting and Prevention Workers, the average wage is estimated at \$52.68 $((\$42.09 + \$63.26) \div 2)$. Therefore, the total annual burden hour cost for this collection is estimated to be \$351,426,805 $(\$52.68 \times 6,670,972 \text{ hours})$.

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.)

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
[Form Name/#]				
Total	\$0	\$0	\$0	\$0

The cost estimates should be split into two components:

- a. Operation and Maintenance and purchase of services component. These estimates should take into account cost associated with generating, maintaining, and disclosing or providing information. Include descriptions of methods used to estimate major cost factors including systems and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred.**

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: NFIRS - \$2,339,463.25 Web Farm - \$1,080,000.00 PMPC Contract – (estimate 40% contract time for Publications Customer Registration Form) - \$269,264.86 Two Licensed Healthcare Providers in Anniston, AL at 27% of their time (\$117,110 x .27 = \$31,620) \$2,339,463.25 + \$1,080,000.00 + \$269,264.86 + \$31,620 = \$3,720,348	\$3,720,348
Staff Salaries: <u>Maintenance of forms via USFA IT Systems – Web Farm</u> 1 GS 11 Step 5 (\$93,798) at 50% time x 1.45 loaded wage rate = \$68,004 1 GS 12 Step 5 (\$112,425) at 20% time x 1.45 loaded wage rate = \$32,603 National Fire Data Center <u>NFIRS – System</u> 1 GS 13 Step 5 (\$133,692) at 10% time x 1.45 loaded wage rate = \$19,385 1 GS 14 Step 5 (\$157,982) at 20% time x 1.45 loaded wage rate = \$45,815 1 GS 13 Step 5 (\$133,692) at 15% time x 1.45 loaded wage rate = \$29,078 1 GS 13 Step 5 (\$133,692) at 20% time x 1.45 loaded wage rate = \$38,771 1 GS 13 Step 5 (\$133,692) at 40% time x 1.45 loaded wage rate = \$77,541 <u>NFIRS Help Desk</u> 1 GS 13 Step 5 (\$133,692) at 30% time x 1.45 loaded wage rate = \$58,156 Fire & EMS Information Requests No Associated Staff Salaries Fire Data Repositories <u>Notify Us of a Firefighter Fatality</u> 1 GS 12 Step 5 (\$112,425) at 85% time x 1.45 loaded wage rate = \$138,564 1 GS 13 Step 5 (\$133,692) at 15% time x 1.45 loaded wage rate = \$29,078 <u>National Fire Department Registry</u> 1 GS 11 Step 5 (\$93,798) at 50% time x 1.45 loaded wage rate = \$68,004 1 GS 13 Step 5 (\$133,692) at 10% time x 1.45 loaded wage rate = \$19,385 <u>Federal Hotel and Motel Safety Declaration Form</u> 1 GS 11 Step 5 (\$93,798) at 75% of time x 1.45 loaded wage rate = \$102,005 Admissions 2 GS 5 Step 5 (\$51,164) 75% of time x 1.45 loaded wage rate = \$111,282 1 GS 5 Step 5 (\$51,164) 75% of time x 1.45 loaded wage rate = \$55,641 1 GS 5 Step 5 (\$51,164) 25% of time x 1.45 loaded wage rate = \$18,547 3 GS 12 Step 5 (\$112,425) 10% of time x 1.45 loaded wage rate = \$48,905 National Fire Academy <u>FESHE Institutional Recognition Request</u> 1 GS 13 Step 5 (\$133,692) 10% of time x 1.45 loaded wage rate = \$19,385 1 GS 14 Step 5 (\$157,982) 20% of time x 1.45 loaded wage rate = \$45,815 <u>NFA Distance Learning Evaluation</u> 1 GS 12 Step 5 (\$112,425) 2% of time x 1.45 loaded wage rate = \$3,260 1 GS 7 Step 5 (\$63,381) 2% of time x 1.45 loaded wage rate = \$1,838 <u>NFA End of Course Evaluation</u> 1 GS 12 Step 5 (\$112,425) 25% of time x 1.45 loaded wage rate = \$40,754 1 GS 7 Step 5 (\$63,381) 30% of time x 1.45 loaded wage rate = \$27,571 <u>NFA Long Term Evaluation</u> 1 GS 12 Step 5 (\$112,425) 15% of time x 1.45 loaded wage rate = \$24,452 <u>NFA Contract Instructor Bid Form</u> 2 GS 9 Step 5 (\$77,525) 45% of time x 1.45 loaded wage rate = \$101,170 <u>USFA Conference Evaluation Form</u> 1 GS 12 Step 5 (\$112,425) 2% of time x 1.45 loaded wage rate = \$3,260 1 GS 7 Step 5 (\$63,381) 2% of time x 1.45 loaded wage rate = \$1,838	\$1,230,107
Facilities [cost for renting, overhead, etc. for data collection activity]	\$0
Computer Hardware and Software [cost of equipment annual lifecycle] \$67,161 (Web Farm)	\$67,161
Equipment Maintenance [cost of annual maintenance/service agreements for equipment] [\$117,585.78 (NFIRS) + \$8,400.00 (Web Farm) = \$125,986]	\$125,986
Travel (not to exceed)	\$0

Total	\$5,143,602
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 May 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.

*A “**Program increase**” is an additional burden resulting from a Federal Government regulation action or directive (e.g., an increase in sample size or coverage, amount of information, reporting frequency, or expanded use of an existing form). This also includes previously in-use and unapproved information collection discovered during the ICB process, or during the fiscal year, which will be in use during the next fiscal year.*

*A “**Program decrease**” is a reduction in burden because of: (1) the discontinuation of an information collection, or (2) a change in an existing information collection by a Federal Agency (e.g., the use of sampling (or smaller samples), a decrease in the amount of information requested (fewer questions), or a decrease in reporting frequency).*

*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
National Fire Data Center		6,546,305	6,546,305			
Fire & EMS Information Requests		375	375			
Fire Data Repositories		4,792	4,792			
Admissions		112,496	112,496			
National Fire Academy		7,004	7,004			
Total	0	6,670,972	6,670,972	0	0	0

Explain: Added 6,670,972 in burden hours as this is a new 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
National Fire Data Center		\$344,859,347	\$344,859,347			
Fire & EMS Information Requests		\$19,755	\$19,755			
Fire Data Repositories		\$252,443	\$252,443			
Admissions		\$5,926,289	\$5,926,289			
National Fire Academy		\$368,971	\$368,971			
Total	\$0	\$351,426,805	\$351,426,805	\$0	\$0	\$0

Explain: Added \$351,426,805 in burden dollars as this is a new 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.

USFA intends to use the feedback collected under this generic clearance for internal purposes, as well as to improve upon USFA programmatic decision making to provide more insight and improve the processes regarding our programs that support our stakeholders. Appropriate analysis (quantitative or qualitative) will be used for information collected depending on the associated instrument and method dictated. Details of the analysis of the information collected will be provided in a Supporting Statement B with all applicable information collections submitted under this generic clearance.

For surveys conducted under this generic collection, reports are typically provided to internal USFA/FEMA stakeholders on an as needed basis or as dictated by programmatic requirements. The data presented generally includes basic descriptive statistics for each survey question (e.g.,

averages and percentages) as well as an overall analysis of patterns seen in the data each fiscal year and trends over time. Data can also be aggregated by region, disaster, state, etc. depending on stakeholder needs. Therefore, it is possible that stakeholders may request reports on a monthly and/or yearly basis.

Findings from this generic collection may be used for programmatic improvement purposes and may be included in publication or public release through USFA's Annual Report to Congress. Select aggregate scores may be used for the Government Performance and Results Act and FEMA Enterprise reporting or be requested by the Government Accountability Office (GAO).

USFA may also receive requests to release information from this generic collection (e.g., congressional inquiry, Freedom of Information Act requests). The Administration will disseminate the findings when appropriate, strictly following established guidelines.

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".