

September 11, 2026

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 1660-0085

Title: Crisis Counseling Assistance and Training Program

Form Number(s):

- 1) FEMA Form FF-104-FY-21-148 (formerly 003-0-1), Crisis Counseling Assistance and Training Program (CCP), Immediate Services Program (ISP);**
- 2) No Form, CCP ISP Final Report Narrative;**
- 3) FEMA Form FF-104-FY-21-149 (003-0-2), Crisis Counseling Assistance and Training Program (CCP), Regular Services Program (RSP);**
- 4) No Form, CCP RSP Quarterly Report Narrative; and**
- 5) No Form, CCP RSP Final Report Narrative.**

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 Crisis Counseling Assistance and Training Program (CCP) (Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Act), Section 416, Pub. L. 93-288, as amended and codified at 42 U.S.C. 5183) authorizes the President to provide professional counseling services, including financial assistance to States (which includes the fifty states, the District of Columbia, and the U.S. Territories), Tribal governments, local agencies or private mental health organizations to survivors of major disasters to relieve mental health problems caused by or aggravated by a major disaster or its aftermath. Additionally, the President is authorized to provide these same services under Section 416 of the Act for a declared emergency pursuant to Section 502(a)(6) of the Act, 42 U.S.C. 5192(a)(6). Under Section 416 of the Act, the Federal Emergency Management Agency (FEMA) issued the Crisis Counseling Assistance and Training Program regulations (44 CFR 206.171).

Section 416 of the Act is the authority under which the U.S. Department of Health and Human Services (HHS), through the Center for Mental Health Services (CMHS) within the Substance Abuse and Mental Health Services Administration (SAMHSA), coordinates with FEMA in administering CCP. The U.S. Department of Homeland Security (DHS)/FEMA and HHS/CMHS/SAMHSA have signed an interagency agreement under which HHS-CMHS provides program oversight, technical assistance, and training to states and Tribal governments applying for CCP funding, following a major disaster or emergency declaration under the Act.

The respondent submits the information relevant to the CCP grant to demonstrate that: (1) existing resources are inadequate to meet the behavioral health needs of disaster survivors and (2) supplemental funds for counseling services are necessary. These counseling services are necessary to relieve mental health problems caused or aggravated by a declared major disaster or emergency or its aftermath. The nature of the information being collected is to ensure that the goals of the program are met; to identify special problems in the areas where technical assistance and guidance (as they relate to crisis counseling assistance) are necessary; and to ensure that the grants are properly administered in accordance with all applicable laws and regulations.

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.

CCP consists of two grant programs: the Immediate Services Program (ISP) and the Regular Services Program (RSP). The CCP provides supplemental funding to States and Federally Recognized Tribes after a Presidential major disaster or emergency declaration. The ISP program is available for a limited period and is not to exceed 60 days from the date of declaration, unless an RSP application for longer-term funding is submitted. In that case, immediate services funding may be continued for an additional 30 days. The RSP provides funding for up to nine months from the date of award. The information submitted in the application is disaster-specific and is for the consideration of funding to provide services for community outreach, consultation and public education, group and individual crisis counseling, referral and resource linkage and coping techniques.

FEMA Form FF-104-FY-21-148 (formerly 003-0-1), Crisis Counseling Assistance and Training Program, Immediate Services Program (ISP) Application - FEMA requires that the respondent complete an ISP Application for the CCP that includes the following: (i) Application for Federal Assistance (SF-424), Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), Certifications (PHS-5161-1), Checklist (HHS-5161-1), Disclosure of Lobbying Activities (SF-LLL), Project/Performance Site Location (OMB Number: 4040-0010); (ii) The geographical areas within the designated disaster area for which services will be provided; (iii) An estimate of the number of disaster survivors requiring assistance; (iv) A description of local resources and capabilities, and an explanation of why these resources cannot meet the need; (v) A description of response activities from the date of the disaster to the date of application; and (vi) A plan of services to meet the identified needs.

Final Report Narrative, (Immediate Services Program) - Administrative and fiscal reporting during the ISP are included as a mid-program report in the RSP application if the respondent applies for an RSP. Regardless of the submission of an RSP application, the program must submit a final program and fiscal report to FEMA and CMHS within 90 days following the ISP program period end date.

FEMA Form FF -104-FY-21-149 (formerly 003-0-2), Crisis Counseling Assistance and Training Program (CCP), Regular Services Program (RSP) Application - FEMA requires that the respondent complete an RSP Application for the CCP that includes the following:

1. Description of response activities from the date of the disaster to the date of application;
2. Information about the scope and overall impact of the disaster and the characteristics of the affected communities;
3. Description of activities undertaken since the completion of the RSP assessment and a brief description of the impacted population;

4. Description of State, Tribal and local resources and capabilities, and an explanation of why these resources cannot meet the need;
5. Plan of Services to meet the identified needs, that includes an organizational chart, program management administrative oversight, service provision, and training; and
6. Application for Federal Assistance (SF-424), Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), Certifications (PHS-5161-1), Checklist (HHS-5161-1), Disclosure of Lobbying Activities (SF–LLL), and Project/Performance Site Location (OMB Number: 4040-0010).

Quarterly Report Narrative, (Regular Services Program) – Quarterly progress reports, as requested by the Regional Administrator or the Secretary, are due 30 calendar days after the end of each three-month reporting period.

Final Report Narrative, (Regular Services Program) – The respondent must submit a final narrative program report that explains how funds were expended during the program performance period. The respondent must also submit the SF-425 Federal Financial Report (OMB Approval Number: 0348-0061) to show final expenditures. The Final Report Narrative and the Federal Financial Report (SF-425) are due 120 calendar days after the last day of Regular Services funding. An accounting of funds, which includes the submission of the SF-425 Federal Financial Report, is to be submitted with the Final Report.

The following Standard Forms are required for this collection. The forms are approved for use under the OMB Control Number identified for each.

Application for Federal Assistance, (SF-424) is the official application for Federal assistance that the respondent is required to complete to request Federal funding. It is approved for use under OMB No. 4040-0004.

Budget Information for Non-Construction Programs, (SF-424A) is required to show the amount of Federal funding requested for each cost category within a line-item budget. It is approved for use under OMB No. 4040-0006.

Federal Financial Report, (SF-425) is used by state, Tribal and local governments to report the status of financial expenditures for FEMA grants. It is approved for use under OMB No. 4040-0014.

Disclosure of Lobbying Activities, (SF–LLL) is a standard form used by applicants as a required agreement to comply with all requirements of the awarding agency pursuant to 31 U.S.C. 1352. It is approved for use under OMB No. 4040-0013.

The Department of Health and Human Services’ (HHS) Checklist, (HHS-5161-1) is to assure that proper signatures, assurances, and certifications have been submitted. The HHS Checklist also ensures that pertinent information has been addressed and included in the application and that the name and contact information for the business official and program director are recorded. It is approved for use under OMB No. 0930-0367

HHS Project/Performance Site Locations Form, (OMB 4040-0010) is used to indicate the primary site where the work will be performed. It is approved for use under OMB No. 4040-0010.

Usability Testing has been conducted on this collection. As result, there is no change to this collection at this time.

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.

When a State or Tribal government receives a Presidentially declared major disaster that includes Individual Assistance or an emergency that includes CCP, the Disaster Technical Assistance Center (DTAC) will forward the respondent the following link via email: <https://www.samhsa.gov/dtac/ccp-toolkit>.

Information found on the website includes (1) the ISP application (FEMA Form FF-104-FY-21-148 (formerly 003-0-1)), (2) the RSP application (FEMA Form FF-104-FY-21-149 (formerly 003-0-2)), (3) the Final Report Narrative (ISP) template, (4) the Final Report Narrative (RSP) template and (5) the Quarterly Report Narrative (RSP) template.

A project officer from SAMHSA will contact the respondent to share information about the CCP grant and answer any questions. The respondent will fill out the appropriate application online (with technical support provided from SAMHSA and FEMA) and email the completed copy to SAMHSA and FEMA HQ for review and approval. The email address used will be determined by the assigned recipients in SAMHSA (Project Officer) and FEMA (Program Specialist).

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.

The information collected is disaster-specific and only applies to the specific event designated by a Presidentially-declared major disaster or emergency. This information relates to the specific results of that disaster or emergency, including extent of damages, injuries, deaths, and the associated impact on designated counties and specific populations (children, nursing home residents, etc.). Therefore, the information is not collected or 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.

Respondents to this information collection may include small governmental jurisdictions. FEMA has minimized the impact of this collection on those small governments by providing technical assistance and training, soliciting and responding to feedback from respondents, and considering public comments on the information collection. By providing this additional assistance throughout the collection process, FEMA helps minimize the impact of this collection on 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.

Information needs to be collected for FEMA and CMHS to assess the respondent's need for the program and to provide adequate oversight and assure compliance with the terms of the grant. The consequences of not collecting this data would be the inability of FEMA and CMHS to collect appropriate justification of grant need, therefore being unable to provide grant funds to meet the needs of disaster survivors.

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.

A written response may be required in fewer than 30 days, if FEMA in consultation with CMHS determines that the mental health needs of disaster survivors are not being adequately served or for noncompliance with the terms of the grant.

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

- f. Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

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

8. Federal Register Notice:

a. Provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

A 60-day Federal Register Notice inviting public comments was published on February 11, 2026, at 91 FR 6241. No comments were received.

A 30-day Federal Register Notice inviting public comments was published on September 1, 2026, at 91 FR 56153 that initiated a public comment period that is open until October 1, 2026.

FEMA received a public comment via email on September 1, 2026, asking that FEMA's "burden and cost estimates are transparent, adequately documented, and reasonably representative of the actual work necessary to comply with the collection."

FEMA is deferring to the information provided in this Supporting Statement in response to most of the commenters' questions. There are two questions asked that FEMA wishes to expand its response.

["OMB should therefore require FEMA to disclose, at a minimum \[, ...\] \[t\]he methodology used to establish those estimates"](#).

FEMA Response: FEMA has gathered data from its regional personnel to determine the burden hour estimates. FEMA HQ Personnel regularly participate in Community of

Practice calls with regional and field personnel to gather information. Additionally, SAMHSA conducts annual training (which FEMA HQ Staff audits) where emergency managers and other personnel from various state, tribal, and/or territorial governments learn how to effectively complete the CCP Application and other forms associated with the administration of the program. This training also provides useful information to assist FEMA personnel in developing burden hour estimates.

“OMB should therefore require FEMA to disclose, at a minimum [, ...] [w]hether FEMA evaluated differences in burden between jurisdictions with substantial CCP experience and jurisdictions responding to the program for the first time”.

FEMA Response: FEMA has determined the burden hour projections based on an *average* response time to complete each form. Being that this average is representative of the response times from several different STTs (with varied experience with these forms), the variance in experience is organically accounted for in these projections.

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

FEMA and CMHS provide annual multiday CCP trainings and workshops for respondents. The objective of the workshop is to train respondents on how to complete an application for the RSP, FEMA Form FF-104-FY-21-149 (formerly 003-0-2) and the ISP, FEMA Form FF-104-FY-21-148 (formerly 003-0-1). Anecdotal feedback is collected from respondents during general discussions in this training class. A formal feedback form is not used. In addition, FEMA in coordination with SAMHSA informally obtains feedback from respondents on overall application, reporting, and program strengths and weaknesses during routine grantee monitoring conference calls and emails.

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.

DHS/FEMA and HHS/CMHS/SAMHSA have signed an interagency agreement under which CMHS provides technical assistance and consultation to respondents applying for CCP funding. FEMA trains, mentors, and provides guidance to a cadre of Project Officers responsible for providing the respondent with on-site technical assistance and

guidance. CMHS and FEMA also developed a series of program guidance, training materials and other publications available electronically through CMHS's website (<https://www.samhsa.gov/dtac/ccp>).

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 a benefit sought.

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

An updated Privacy Threshold Analysis (PTA) is pending Department of Homeland Security approval as of August 14, 2026.

There are no assurances of confidentiality provided to the respondents for this information collection. The information collected for CCP ISP or RSP does not include PII of disaster survivors.

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.

FEMA receives an average of 18 ISP applications (FEMA Form FF-104-FY-21-148 (formerly 003-0-1)) annually for funding consideration. FEMA assumes half of all applicants use option A. The other half will use option B, which reduces the burden hour by 15 minutes. For calculation purposes the 15 min was spread over all 18 applicants for a reduction of 7.5 minutes (0.13 hours) each. Each respondent will spend approximately 8 hours completing the application **(18 respondents x 8 avg. burden hours per response = 144 annual burden hours (rounded up))**.

Each respondent will also submit a final ISP report narrative, which is due within 90 days after the end of the program performance period. Each respondent will spend approximately 8 hours completing the report **(18 respondents x 8 avg. burden hours per response = 144 total annual burden hours)**.

It is estimated that 18 respondents will complete FEMA Form FF-104-FY-21-149 (formerly 003-0-2) or RSP application. Each respondent will spend approximately 20 hours completing the application. **The total annual burden in hours is 18 x 20 hours = 360 hours**).

It is estimated that 18 respondents will complete two Quarterly Report Narratives during the RSP performance period. Each respondent will spend approximately 15 hours per report (3 hours per day for 5 business days) preparing each report. **The total annual hour burden is 18 (respondents) x 2 (reports) x 15 (hours) = 540 hours**).

It is estimated that 18 respondents will complete a Final RSP Report Narrative due within 120 days after the end of the performance program period. Each respondent will spend approximately 30 hours (2 hours per day for 15 business days) compiling programmatic and fiscal data. **The total annual hour burden is 18 (respondents) x 30 (hours) = 540 hours**).

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

Please see our response to 12c.

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 (1.62 for State and local government employees) ¹ and this total should be entered in the cell for “Avg. Hourly Wage Rate”. The cost to the respondents of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.

¹ Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 1. Available at https://www.bls.gov/news.release/archives/ecec_03202026.pdf. Accessed May 15, 2026. The national wage multiplier is calculated by dividing total compensation for all workers of \$48.78 by wages and salaries for all workers of \$33.45 per hour yielding a benefits multiplier of approximately 1.45. For State and local government employees the wage multiplier is calculated by dividing total compensation for State and local government workers of \$65.68 by Wages and salaries for State and local government workers of \$40.49 per hour yielding a benefits multiplier of approximately 1.62.

Estimated Annualized Burden Hours and Costs								
Type of Respondent	Form Name / Form Number	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	CCP/ISP Crisis Counseling Assistance and Training Program, Immediate Services Program Application / FEMA Form FF-104-FY-21-148 (formerly 003-0-1)	18	1	18	8	144	\$109.79	\$15,810
State, local or Tribal Government	CCP/ISP Final Report Narrative, (Immediate Services Program) / No Form	18	1	18	8	144	\$109.79	\$15,810
State, local or Tribal Government	CCP/RSP Crisis Counseling Assistance and Training Program, Regular Services Program Application / FEMA Form FF-104-FY-21-149 (formerly 003-0-2)	18	1	18	20	360	\$109.79	\$39,524
State, local or Tribal Government	CCP/RSP Quarterly Report Narrative, (Regular Services Program) / No Form	18	2	36	15	540	\$109.79	\$59,287
State, local or Tribal Government	CCP/RSP Final Report Narrative, (Regular Services Program) / No Form	18	1	18	30	540	\$109.79	\$59,287
Total		90		108		1,728		\$189,718

Note: The "Avg. Hourly Wage Rate" for each respondent include a 1.45 multiplier to reflect a fully-loaded wage rate.

"Type of Respondent should be entered exactly as chosen in Question 3 of the OMB Form 83-I.

Instruction for Wage-rate category multiplier: Take each non-loaded "Avg. Hourly Wage Rate" from the BLS website table and multiply that number by 1.62. For example, a non-loaded BLS table wage rate of \$42.51 would be multiplied by 1.62, and the entry for the "Avg. Hourly Wage Rate" would be \$68.87.

According to the U.S. Department of Labor, Bureau of Labor Statistics, the May 2025 Occupational Employment and Wage Estimates wage rate for State Government, [Medical](#)

and Health Service Managers (SOC Code 11-9111) is \$67.77.² Including the wage rate multiplier of 1.62, the fully-loaded wage rate is \$109.79 per hour. Therefore, the burden hour cost is estimated to be \$189,718 annually (\$109.79 X 1,728 hours + \$1 due to rounding).

<i>The following Standard Forms (SF) are utilized for the FEMA grant programs. Approval for the collection of this information is provided under a government-wide OMB control number used throughout the Federal government; burden hours specific to these forms are not submitted for approval of this collection:</i> Estimated Annualized Burden Hours and Costs								
Type of Respondent	Form Name / Form Number	No. of Respondents	Responses per Respondent	Total Number 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	Application for Federal Assistance / Standard Form 424 / OMB No. 4040-0004	18	1	18	1	18	\$109.79	\$1,976
State, local or Tribal Government	Budget Information for Non-Construction Programs / Standard Form 424A / OMB No. 4040-0006	18	1	18	1	18	\$109.79	\$1,976
State, local or Tribal Government	Federal Financial Report / Standard Form 425 / OMB No. 4040-0014	18	1	18	1	18	\$109.79	\$1,976
State, local or Tribal Government	Project / Performance Site Location(s) Form / OMB No. 4040-0010	18	1	18	0.5	9	\$109.79	\$988
State, local or Tribal Government	Disclosure of Lobbying Activities Standard Form LLL/OMB No. 0348-0046	18	1	18	0.5	9	\$109.79	\$988
State, local or Tribal Government	Standard HHS Checklist Form / HHS-5161-1 / OMB No. 0930-0367	18	1	18	0.5	9	\$109.79	\$988
Total		108		108		81		\$8,892

13. Provide an estimate of the total annual cost burden to respondents or record-keepers resulting from the collection of information. The cost of purchasing or

² Information on the May 2025 National mean wage rate from the U.S. Department of Labor, Bureau of Labor Statistics is available online at <https://www.bls.gov/oes/tables.htm>. Accessed May 13, 2026

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:

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/#]	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

a. Operation and Maintenance and purchase of services component. These estimates should take into account cost associated with generating, maintaining, and disclosing or providing information. Include descriptions of methods used to estimate major cost factors including 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	\$0
Staff Salaries: 1 GS 12 Step 5 \$116,071 at 17.25% time × 1.45 loaded wage rate = \$ 29,032 1 GS 12 Step 5 \$116,071 at 34.5% time × 1.45 loaded wage rate = \$ 58,065 1 GS 13 Step 5 \$138,024 at 17.25% time × 1.45 loaded wage rate = \$ 34,523 1 GS 13 Step 5 \$138,024 at 34.5% time × 1.45 loaded wage rate = \$ 69,047	\$190,667
Facilities [cost for renting, overhead, etc. for data collection activity]	\$0
Computer Hardware and Software [cost of equipment annual lifecycle]	\$0
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	\$0
Travel (not to exceed)	\$0
Staff Training: 1 GS 12 Step 5 (\$116,071) at 1.54% time × 1.45 loaded wage rate = \$2,592 3 GS 13 Step 5 (\$138,024) at 1.54% time x 1.45 loaded wage rate = \$ 9,246	\$11,838
Total	\$202,505
¹ Office of Personnel Management 2026 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/2026/DCB.pdf . Accessed January 09, 2026. ² Wage rate includes a 1.45 multiplier to reflect the fully-loaded wage rate.	

The FEMA Crisis Counseling Specialist and the CMHS Project Officer provide technical assistance on completing the Immediate Services application. Technical assistance is provided on-site and/or off-site by telephone and electronic correspondence. The duration of an on-site visit depends on the size and scope of the disaster and the individual needs of the respondent. The FEMA Regional Crisis Counseling Specialist also monitors and closes out the Immediate Services Program.

The FEMA Crisis Counseling Specialist and the CMHS Project Officer provide technical assistance on the development of the Regular Services Application. Technical assistance is provided on-site and/or off-site by telephone and electronic correspondence. The duration of an on-site visit depends on the size and scope of the disaster and the individual needs of the respondent. The FEMA Region Crisis Counseling Specialist also monitors and closes out the Regular Services Program.

FEMA/CMHS provides annual CCP training and workshops for respondents, typically located at the Emergency Management Institute in Emmitsburg, Maryland. The objective

of the workshop is to train respondents on how to complete an application successfully and obtain their feedback on the strengths and weakness of the application process.

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
CCP/ISP Crisis Counseling Assistance and Training Program, Immediate Services Program Application / FEMA Form FF-1-4-FY-21-148 (formerly 003-0-1)				144	144	0
CCP/ISP Final Report Narrative, (Immediate Services Program) / No Form				144	144	0
CCP/RSP Crisis Counseling Assistance and Training Program, Regular Services Program Application / FEMA Form FF-104-FY-21-149 (formerly 003-0-2)				360	360	0
CCP/RSP Quarterly Report Narrative, (Regular Services Program) / No Form				540	540	0
CCP/RSP Final Report Narrative, (Regular Services Program) / No Form				540	540	0
Total(s)				1,728	1,728	0

Explain: There has been no change in burden hours.

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
CCP/ISP Crisis Counseling Assistance and Training Program, Immediate Services Program Application / FEMA Form FF-104-FY-21-148 (formerly 003-0-1)				\$11,944	\$15,810	\$3,866
CCP/ISP Final Report Narrative, (Immediate Services Program) / No Form				\$12,112	\$15,810	\$3,698
CCP/RSP Crisis Counseling Assistance and Training Program, Regular Services Program Application / FEMA Form FF-104-FY-21-149 (formerly 003-0-2)				\$30,280	\$39,524	\$9,244
CCP/RSP Quarterly Report Narrative, (Regular Services Program) / No Form				\$45,419	\$59,287	\$13,868
CCP/RSP Final Report Narrative, (Regular Services Program) / No Form				\$45,419	\$59,287	\$13,868
Total(s)				\$145,174	\$189,718	\$44,544

Explain: The \$44,544 increase in burden costs is due to increased estimated wage rates reported by the Bureau of Labor Statistics.

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 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.**

FEMA does not request an exception to the certification of this information collection.

B. Collections of Information Employing Statistical Methods.

There is no statistical methodology involved in this collection.