

## Changes to Collection OMB No. 1660-0011

The following questions have been updated since the last OMB Approval:

The FEMA Form number has changed from FEMA Form 22-13 to FEMA Form Number 127-0-1.

**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.**

It is estimated that 1,600 individuals will complete FEMA Form 127-0-1 and that it will take 45 minutes to complete the form. The total annual hour burden will be 1,600 x 45 minutes = 1,200 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.**

**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 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
Individuals or Households	Debt Collection Financial Statement / FEMA Form 127-0-1	1,600	1	1,600	45 minutes	1,200	\$41.33	\$49,596.00

<b>Total</b>		<b>1,600</b>		<b>1,600</b>		<b>1,200</b>		<b>\$49,596.00</b>
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- Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

According to the U.S. Department of Labor, Bureau of Labor Statistics website ([www.bls.gov](http://www.bls.gov)) the wage rate category for All Individuals is estimated to be (\$29.52 x 1.4 =) \$41.33 per hour including the wage rate multiplier, therefore, the estimated burden hour cost to respondents All Individuals is estimated to be \$49,596.00 annually.

**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 [Describe]	
Staff Salaries* [ (See below), step 1 employees spending approximately ¼ hour of their time annually per form to collect and evaluate data, 1 hour to determine / set payment plans or to compromise debts for this data collection] [below are the calculations.] 1 GS 09 – 434 hours x \$34.64 hourly rate = \$15,034 x 1.4 = \$21, 048.00 1 GS 11 – 1280 hours x \$41.90 hourly rate = 53,632 x 1.4 = \$75,085.00 1 GS 12 - 1 hour x \$50.23 hourly rate = 50.23 x 1.4 = \$70.32 1 GS 13 – 264 hours x \$59.72 hourly rate = 15,766 x 1.4 = \$22,072.00 1 GS 14 – 128 hours x \$70.57 hourly rate = 8,962 x 1.4 = \$12,547.00 Total \$130,822.00	\$130,822.00 0
Facilities [cost for renting, overhead, etc. for data collection activity]	
Computer Hardware and Software [cost of equipment annual lifecycle]	
Equipment Maintenance [cost of annual maintenance/service agreements for equipment]	
Travel	
Printing 2000 forms x .10 per form = \$200.00	\$200.00
Postage 2000 x .44 = \$880.00	\$880.00
Other	
<b>Total</b>	<b>\$131,902.00</b> <b>0</b>

\* Note: The "Salary Rate" includes a 1.4 multiplier to reflect a fully-loaded wage rate.

**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 an 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).

"**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
Debt Collection Financial Statement / FEMA Form 127-0-1				750	1,200	+450
<b>Total(s)</b>				<b>750</b>	<b>1,200</b>	<b>+450</b>

**Explain:**

There has been an increase in the annual hour burden from 750 to 1,200; an increase of 450 hours. This increase is due to the increase in the number (600) of recipients of disaster assistance and the more intensive efforts by FEMA to collect overpayments to those disaster assistance recipients that were provided assistance funds exceeding allowable levels. FEMA is making more effort to provide installment agreements to those with debts to the agency.

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
Debt Collection Financial Statement / FEMA Form 127-0-1				\$20,870.00	-\$49,956.00	+\$29,086.00
<b>Total(s)</b>				<b>\$20,870.00</b>	<b>-\$49,956.00</b>	<b>+\$29,086.00</b>

**Explain:**

There has been an increase in the annual cost burden from \$20,870.00 to \$49,596.00, an increase of \$29,086.00 due to the higher number (600) of respondents and the application of the 1.4 multiple.