

## Narrative of Changes

*The purpose of the Narrative of Changes is to clearly indicate changes to a collection since the previous approval.*

Collection Title: Federal Assistance to Individuals and Households Programs

OMB Control No.: 1660-0061

Current Expiration Date: 5/31/2014

Collection Instruments: Request for Approval of Late Registration / No Form; Appeal of Program Decision / No Form; Administrative Option Agreement (for the other needs provision of IHP) / FEMA Form 010-0-11; Development of State Administrative Plan for the other needs provision of IHP / No Form; Request for Continued Assistance FEMA Form 010-0-12; and Solicitud para Continuar la Asistencia de Vivienda Temporera 010-0-12S

The following are the changes to the collection:

Data collection instruments (i.e., Request for Continued Assistance, FEMA Form 010-0-12 (English); Solicitud para Continuar la Asistencia de Vivienda Temporera, FEMA Form 010-0-12S, Spanish) have been updated to provide better instructions to the public regarding the completion of the forms and the necessity of the supporting documentation. See attached Forms Revision Charts for both forms.

Supporting Statement:

**Question 1**– deleted “victim” and replaced with “survivor” to reflect the Agency terminology. Deleted sentence “This information collection is being updated to include the new authorities provided by SRIA, as mentioned above.”

**Question 2** – Updated summary language for clarity.

**Question 12** – The total number of respondents, respondent costs and total burden hours were updated. For collection instruments Request for Approval of Late Registration / No Form; Appeal of Program Decision / No Form; Request for Continued Assistance FEMA Form 010-0-12; and Solicitud para Continuar la Asistencia de Vivienda Temporera 010-0-12S, the total number of respondents decreased, thus resulting in a decrease in the respondent costs and total respondent burden hours. See Question 15 for explanation.

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	Request for Approval of Late Registration / No Form	2,299	1	2,299	0.75 (45 mins.)	1,724	\$31.30	\$53,969.03
Individuals or Households	Request for Continued Assistance / FEMA Form 010-0-12	6,311	4	25,244	1	25,244	\$31.30	\$790,137.20
Individuals or	Solicitud para	131	4	524	1	524	\$31.30	\$16,401.20

Households	Continuar la Asistencia de Vivienda Temporera / FEMA Form 010-0-12S							
Individuals or Households	Appeal of Program Decision / No Form	50,270	1	50,270	0.75 (45 mins.)	37,703	\$31.30	\$1,180,088.25
State, Local or Tribal Government	Administrative Option Agreement (for the other needs provision of IHP) / FEMA Form 010-0-11	56	1	56	1.08	60	\$36.96	\$2,236.08
State, Local or Tribal Government	Development of State Administrative Plan for the other needs provision of IHP / No Form	6	1	6	2	12	\$36.96	\$443.52
<b>Total</b>		<b>59,073</b>		<b>78,399</b>		<b>65,267</b>		<b>\$2,043,275.28</b>

- Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

**Question 14** – Costs to the Federal Government have been updated. There was a decrease in cost to the Federal Government due to the decrease in the number of respondents.

**Question 15** – Burden hour decrease explained.

**Insert full explanation and chart from 15 as highlighted below.**

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
Request for Approval of Late Registration / No Form				4,792	1,724	-3,068
Request for Continued Assistance / FEMA Form 010-0-12				306,560	25,244	-281,316
Solicitud para Continuar la Asistencia de Vivienda Temporera / FEMA Form 010-0-12S				13,440	524	-12,916
Appeal of Program Decision / No Form				175,943	37,703	-138,240
Administrative Option Agreement (for the other needs provision of IHP) / FEMA Form 010-0-11				60	60	0
Development of State Administrative Plan for the				12	12	0

other needs provision of IHP / No Form						
<b>Total(s)</b>				<b>500,807</b>	<b>65,267</b>	<b>-435,540</b>

***Explain:***

Disaster activity can fluctuate from year to year, to include the type of peril in which the disaster was declared (i.e., tornado, flood, hurricane, etc.), the magnitude of the population and area affected, and affected population rate of insurance coverage; which thus causes a fluctuation in the average number of disaster applicants that seek assistance from FEMA. There has been no increase in the burden hours for the data collection instruments. Some data collection instruments (i.e., Request for Approval of Late Registration; Request for Continued Assistance, FEMA Form 010-0-12; Solicitud para Continuar la Asistencia de Vivienda Temporera, FEMA Form 010-0-12S; and Appeal for Program Decision) saw a decrease in the total number of respondents.

Data collection instruments (i.e., Request for Continued Assistance, FEMA Form 010-0-12; Solicitud para Continuar la Asistencia de Vivienda Temporera, FEMA Form 010-0-12S) have been updated to provide better instructions to the public regarding the completion of the forms and the necessity of the supporting documentation. As stated above, these minor changes have not increased the burden hours for the data collection instruments.

***Itemized Changes in Annual Cost Burden***

***Explain:***

There is no cost burden for this collection.