

Agency Information Collection Activities: Submission for OMB Review; Comment Request

SUMMARY: The Federal Emergency Management Agency has submitted the following proposed information collection to the Office of Management and Budget for review and clearance in accordance with the requirements of the Paperwork Reduction Act of 1995 (44 U.S.C. 3507(a)(1)).

OMB Control Number: 3067-0163.

Title: Individual and Family (IFG) Grant Program Information.

Type of Review: Extension of a currently approved information collection.

Abstract: Individual and Family Grant (IFG) Program Information is essential to the effective monitoring and management of the State-administered IFG program by FEMA regional office staff. FEMA regions have oversight responsibility for ensuring that the States perform and adhere to FEMA regulations and policy guidance.

This collection of information is a series of forms and reports which assist the FEMA regional office staff in monitoring program delivery to disaster applicants and complying with other Federal requirements (flood insurance, environmental assessments, and floodplain management).

FEMA Forms included in this collection are as follows: (1) FEMA Form 76-27, DARIS Entry Document, Initial Report. This report is initiated by FEMA Regional Offices based on the

data provided by States. States provides FEMA preliminary information on the IFG program for staffing and management purposes. This report is completed once for each disaster, and establishes a DARIS report for each new IFG program. (2) FEMA Form 76-28, DARIS Entry Document, Status Report. This report is completed by State IFG staff and provided to the FEMA Regional Director. It serves as the framework for reviewing, analyzing, and monitoring the progress of the program. The report tracks the number and dollar amount of applications approved by the State, the number and dollar amounts of grants disbursed, and the number of grant appeals. The data carried on this report is used to make determinations on the need for additional allocation and obligation of funds for program activity. (3) FEMA Form 76-29, DARIS Entry Document, Final Statistical Report. This report captures the funding history by category of each IFG program. The information reveals the total IFG Program cost, and is used to prepare reports to OMB and the Congress. The report is also used as a management tool to check on the State's record of accuracy in estimating IFG Program costs and in requesting advances. States are responsible for completing the form, and the FEMA Regional Offices are responsible for entering the information into DARIS. (4) FEMA Form 76-30, Environmental Review, IFG Program. The National Environmental Policy Act (NEPA) requires an environmental

review process before certain IFG assistance in the housing category can be approved. When the review is conducted, the State is required to use the form to record the necessary information. (5) FEMA Form 76-32, Worksheet for Case File Reviews. FEMA requires States to keep IFG program information and, on occasion, requests the States to provide such information, as needed. (6) FEMA Form 76-34, Checklist for IFG Program Review. The checklist is used during the interview stage of the IFG Mid-Program Review of the State's administration of the program. It covers all items that must be monitored by FEMA to ensure effective management of the IFG program. (7) FEMA Form 76-35, Worksheet for Preparing and Reviewing State Administrative Plans. The worksheet is used to develop or update State Administrative Plans that must be approved by FEMA. The plans are used by State IFG personnel to administratively manage the IFG Program. (8) FEMA Form 76-38, Floodplain Management Analysis. Executive Orders 11988, Floodplain Management Analysis, and 11990, Protection of Wetlands, place a responsibility on FEMA and States to perform reviews before certain IFG assistance in the housing category can be approved. The review involves an eight-step decision-making process if the action could affect a floodplain or wetland.

BURDEN ESTIMATES PER RESPONSE:

FEMA form No.	No. of respondents	Hours per response	Annual burden hours
FEMA Form 76-27	25	15 minutes	6.25
FEMA Form 76-28	25	30 minutes	2,250
FEMA Form 76-29	25	30 minutes	12.5
FEMA Form 76-30	1	1 hour	1
FEMA Form 76-32	25	30 minutes	187.5
FEMA Form 76-34	25	4 hours	100
FEMA Form 76-35	25	2.5 hours	62.5
FEMA Form 76-38	2	2 hours	80

Estimated Total Annual Burden Hours: 2,700.

Affected Public: State, local or tribal governments.

COMMENTS: Interested persons are invited to submit written comments on the proposed collection to Victoria Wassmer, Desk Officer for the Federal Emergency Management Agency, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503 within 30 days of the date of this notice.

FOR FURTHER INFORMATION CONTACT:

Requests for additional information or copies of the forms should be made to Muriel B. Anderson, Information Collections Officer, Federal Emergency Management Agency, 500 C Street, SW, Room 311, Washington, DC 20472. Telephone number (202) 646-2625 or Facsimile number (202) 646-3524.

Dated: July 31, 1996.

Reginald Trujillo,
 Director, Program Services Division,
 Operations Support Directorate.
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Open Meeting, Technical Mapping Advisory Council

AGENCY: Federal Emergency Management Agency (FEMA).

ACTION: Notice of meeting.