

Services Division, Department of Homeland Security, Room 4034, 425 I Street, NW., Washington, DC 20536. Additionally, comments and/or suggestions regarding the item(s) contained in this notice, especially regarding the estimated burden and associated response time may also be directed to Mr. Richard A. Sloan.

If additional information is required contact: Mr. Steve Cooper, PRA Clearance Officer, Department of Homeland Security, Office of Chief Information Officer, Regional Office Building 3, 7th and D Streets, SW., Suite 44636-26, Washington, DC 20202.

Dated: December 17, 2003.

**Richard A. Sloan,**

*Department Clearance Officer, Department of Homeland Security.*

[FR Doc. 03-31449 Filed 12-19-03; 8:45 am]

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## DEPARTMENT OF HOMELAND SECURITY

### Federal Emergency Management Agency

#### Agency Information Collection Activities: Proposed Collection; Comment Request

**AGENCY:** Federal Emergency Management Agency, Emergency Preparedness and Response Directorate, Department of Homeland Security.

**ACTION:** Notice and request for comments.

**SUMMARY:** The Federal Emergency Management Agency, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on a proposed information collection. In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3506(c)(2)(A)), this notice seeks comments concerning State Administrative Plans for the Hazard Mitigation Grant Program (HMGP).

**SUPPLEMENTARY INFORMATION:** The development of the State Administrative Plan is required as a condition of receiving HMGP funding under section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988. Section 404 mandates that FEMA must approve the plan before awarding any project grant assistance to a community or State applicant. The regulations for the State Administrative Plan are codified in 44 CFR 206.437, implementing the provisions to the Robert T. Stafford Disaster Relief and

Emergency Assistance Act, Pub. L. 93-288 as amended.

#### Collection of Information

*Title:* State Administrative Plan for the Hazard Mitigation Grant Program.

*Type of Information Collection:* Revision of a currently approved collection.

*OMB Number:* 1660-0026.

*Abstract:* The State Administrative Plan is a procedural guide that details how the State will administer the HMGP funding. The Administrative Plan may take any form including a chapter within a comprehensive State mitigation program strategy. The State may forward an Administrative Plan to the Regional Director for approval at any time or prior to or immediately after the request for a disaster declaration. Independent of the frequency of disaster declarations, each State should review and update the plan at least annually.

*Affected Public:* State, local, or tribal government, and Federal government.

*Estimated Total Annual Burden*

*Hours:* 383.

*Estimated Cost:* The estimated annual wage rates cost to States and territories for the burden hours associated with State Administrative Plan updates is \$9,141 (\$23.88 per hour x 383 total annual burden hours).

*Comments:* Written comments are solicited to (a) evaluate whether the proposed data collection is necessary for the proper performance of the agency, including whether the information shall have practical utility; (b) evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (c) enhance the quality, utility, and clarity of the information to be collected; and (d) minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses. Comments should be received within 60 days of the date of this notice.

**ADDRESSES:** Interested persons should submit written comments via mail, email or facsimile to Muriel B. Anderson, Chief, Records Management Branch, Information Resources Management Division, Information Technology Services Directorate, Federal Emergency Management Agency, Emergency Preparedness and Response Directorate, U.S. Department of Homeland Security, 500 C Street, SW., Room 316, Washington, DC 20472,

or e-mail address:

*InformationCollections@dhs.gov*, or facsimile number (202) 646-3347.

#### FOR FURTHER INFORMATION CONTACT:

Contact Kathleen Wissmann, Program Specialist, Mitigation Division, (202) 646-4372 for additional information. You may contact Ms. Anderson for copies of the proposed information collection at the above e-mail address or facsimile number.

Dated: December 12, 2003.

**Edward W. Kernan,**

*Division Director, Information Resources Management Division, Information Technology Services Directorate.*

[FR Doc. 03-31394 Filed 12-19-03; 8:45 am]

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## DEPARTMENT OF HOMELAND SECURITY

### Federal Emergency Management Agency

#### Open Meeting/Conference Call, Board of Visitors for the National Fire Academy

**AGENCY:** Fire Administration (USFA), FEMA, Emergency Preparedness and Response, Homeland Security.

**ACTION:** Notice of open meeting via conference call.

**SUMMARY:** In accordance with section 10(a)(2) of the Federal Advisory Committee Act, 5 U.S.C. App. 2, FEMA announces the following committee meeting:

*Name:* Board of Visitors (BOV) for the National Fire Academy.

*Dates of Meeting:* January 29, 2004.

*Place:* Building H, Room 300, National Emergency Training Center, Emmitsburg, Maryland.

*Time:* January 29, 2004, 2-4 p.m.

*Proposed Agenda:* Review National Fire Academy Program Activities.

**SUPPLEMENTARY INFORMATION:** The meeting will be open to the public in the Emmitsburg commuting area with seating available on a first-come, first-served basis. The meeting is open to the public; however, teleconference lines are limited. Members of the general public who plan to participate in the meeting should contact the Office of the Superintendent, National Fire Academy, U.S. Fire Administration, 16825 South Seton Avenue, Emmitsburg, MD 21727, (301) 447-1117, on or before January 23, 2004. Dial-in information will be provided to those wishing to participate via telephone.

Minutes of the meeting will be prepared and will be available for public viewing in the Office of the U.S.