

## Narrative of Changes

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

Collection Title: Hotel and Motel Fire Safety Declaration Form

OMB Control No. 1660-0068

Current Expiration Date: 04/30/2012

Collection Instruments: FEMA Form 516-0-1

The following are the changes to the collection:

The FEMA Form number did not change from the previous collection approval. Only a zero has been added.

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of respondents increased to 2,294.

Question 14 – Costs to the Federal Government updated.

Question 15 – Burden hour decreased to 696, see table and explanation below.

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
Business or other For-Profit	Federal Hotel and Motel Fire Safety Declaration Form / FEMA Form 516-0-1	2,275	1	2,275	0.25 (15 mins.)	569	\$36.72	\$20,894
State, local or Tribal Government	Review of FEMA Form 516-0-1	19	20	380	0.33 (20 mins.)	127	\$35.70	\$4,533.90
<b>Total</b>		<b>2,294</b>		<b>2,655</b>		<b>696</b>		<b>\$25,427.90</b>

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

**\*Note: The numbers in ROCIS were rounded up and question 12 table has been updated to reflect the ROCIS system.\***

<b>Itemized Changes in Annual Burden Hours</b>
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<b>Data collection Activity/Instrument</b>	<b>Program Change (hours currently on OMB Inventory)</b>	<b>Program Change (New)</b>	<b>Difference</b>	<b>Adjustment (hours currently on OMB Inventory)</b>	<b>Adjustment (New)</b>	<b>Difference</b>
FEMA Form 516-0-1				797	696	-101
<b>Total(s)</b>				<b>797</b>	<b>696</b>	<b>-101</b>

***Explain:***

This adjusted change in burden hours due to factors over which the Federal government has no control, as the difference is due to normal fluctuation in the number of hotels and motels submitting requests and to the number reviews of applications by state fire marshal agencies. Nineteen states have chosen to do their own approval versus having the USFA complete the review.

The previously approved burden hours were 797; the current estimated annual hour burden is 696, resulting in a decrease (adjustment) of -101 hours. The decrease in burden hours results from a decrease in the number of applications received.