

Narrative of Changes

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

Collection Title: Crisis Counseling Assistance and Training Program

OMB Control No.: 1660-0085

Current Expiration Date: 03/31/2013

Collection Instruments: FEMA Form 003-0-1, Crisis Counseling Assistance and Training Program, Immediate Services Program Application; Final Report Narrative (Immediate Services Program), no FEMA form; FEMA Form 003-0-2, Crisis Counseling Assistance and Training Program, Regular Services Program Application; Quarterly Report Narrative (Regular Services Program), no FEMA form; Final Report Narrative (Regular Services Program), no FEMA form.

The following are the changes to the collection: The addition of FEMA Form 003-0-2, Crisis Counseling Assistance and Training Program, Regular Services Program Application; Quarterly Report Narrative (Regular Services Program), no FEMA form; Final Report Narrative (Regular Services Program), no FEMA form has been added to this collection.

Supporting Statement:

Question 1 – Updated

Question 2 – Updated to include information on the addition of FEMA Form # 003-0-2 (Regular Services Application), the Quarterly Report Narrative (no FEMA form) and the Final Report Narrative (no FEMA form) and updated to clarify that this is a new requirement. See question 2 for explanation.

Question 3 – Updated to include information on how to access the Immediate and Regular Services Applications on the web and to address plans for automation.

Question 8 – Updated to reflect FRN publication and comment information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of respondents and total annual burden hours increased. Explanation provided.

Question 14 – Annual costs to the Federal Government updated.

Table A.12: Estimated Annualized Burden Hours and Costs

Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate*	Total Annual Respondent Cost
State Disaster Mental Health Coordinator	CCP/ISP Crisis Counseling Assistance and Training Program, Immediate Services Program Application / FEMA Form	15	1	72 hours	1080	\$55.30	\$59,724.00

	003-0-1						
State Disaster Mental Health Coordinator	CCP/ISP Final Report Narrative, (Immediate Services Program) / No form #	15	1	10 hours	150	\$55.30	\$8,295.00
State Disaster Mental Health Coordinator	CCP/RSP Crisis Counseling Assistance and Training Program, Regular Services Program Application / FEMA Form 003-0-2	9	1	60 hours	540	\$55.30	\$29,862
State Disaster Mental Health Coordinator	CCP/RSP Quarterly Report Narrative, (Regular Services Program) / No form #	9	1	30 hours	270	\$55.30	\$14,931
State Disaster Mental Health Coordinator	CCP/RSP Final Report Narrative, (Regular Services Program) / No form #	9	1	60 hours	540	\$55.30	\$29,862
Total		57			2,580		\$142,674

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

Question 15 – The increase in annual hour burden is explained.

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
CCP/ISP Crisis Counseling Assistance and Training Program, Immediate Services Program Application / FEMA Form 003-0-1				1080	1080	0
CCP/ISP				150	1080	0

Final Report Narrative, (Immediate Services Program) / No form #						
CCP/RSP Crisis Counseling Assistance and Training Program, Regular Services Program Application / FEMA Form 003-0-2		540	+540			
CCP/RSP Quarterly Report Narrative, (Regular Services Program) / No form #		270	+270			
CCP/RSP Final Report Narrative, (Regular Services Program) / No form #		540	+540			
Total(s)		1350	+1,350	1230	1,230	0

Explain:

There was an increase in burden hours from 1,230 to 2,580 (+1,350) for this collection of information. This adjustment in burden hours is due to the addition of FEMA Form 003-0-2 (Regular Services Application), the Quarterly Report Narrative and the Final Report Narrative to this collection.

The Regular Services Program documents proposed under this collection are a new requirement. As a result of General Accountability Office (GAO) audits, including GAO 05-514 “*Lessons Learned from Project Liberty*”, FEMA has been asked to update its risk assessment procedures in order to more effectively monitor grantee performance and funds expenditures. FEMA has collected the information contained in these documents in the past but use of these documents has not been required. In an effort to increase effective programmatic and fiscal monitoring of these grants, FEMA is proposing to add these documents to the current collection and make them officially required of all applicants wishing to receive a Crisis Counseling Program grant.