

Narrative of Changes

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

Collection Title: FEMA Preparedness Grants: Tribal Homeland Security Grant Program
(THSGP)

OMB Control No.: 1660-0113

Current Expiration Date: 10/31/2013

Collection Instrument: FEMA Form 089–22, Tribal Homeland Security
Grant Program (THSGP) Investment Justification Template

The following are the changes to the collection:

Changes to **FEMA Form 089-22** are as follow:

THSGP Investment Justification Template cover page has been expanded to include additional language to assist the applicants in completing and submitting the form (see attached form 089-22).

THSGP Eligibility Certification page has been expanded to include contact information, funding history information and instructions for finalizing the Investment Justification.

p. 4-5, 3 questions were added to get a better understanding of what will be accomplished with grant funds, the applicant's current capabilities, and the applicant's capability gaps.

p. 7, applicants must submit a detailed budget narrative to explain requested costs.

p. 8, applicants must indicate whether the requested funds are for new construction or renovation, retrofitting or modification of existing structures

p. 8, applicants must indicate on the amount of funding that will be dedicated to law enforcement terrorism prevention activities

p. 9, applicants must report indicate the outcomes that will be achieved as a result of receiving grant funding.

p. 9, applicants must identify the mission areas from the National Preparedness Goal that support the Investment.

A Change Request Chart has been completed for FEMA Form 089-22 and is included in the package.

Supporting Statement:

Title: The title of the program changed from the State Homeland Security Program-Tribal to the Tribal Homeland Security Grant Program to accurately reflect the government-to-government relationship with tribal nations.

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 -- Number of respondents increased

Total Annual Respondent Cost increased

Question 14 – Costs to the Federal Government updated.

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
State, Local or Tribal Government	Tribal Homeland Security Grant Program (THSGP) Investment Justification Template / FEMA Form 089-22	60	1	60	300 hours	18,000	\$38.14	\$686,520
State, Local or Tribal Government	Copy of Application provided to State prior to submission / No Form	60	1	60	0.167 hr (10 minutes)	10	\$38.14	\$381.40
Total		60		60		18,010		\$686,901.40

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

Question 15 – Burden hour explained 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
Tribal Homeland Security Grant Program (THSGP) Investment Justification Template / FEMA Form 089-22				12,000	18,000	+6,000
Copy of Application provided to State prior to submission / No Form				7	7	0
Total(s)				12,007	18,007	+6,000

Explain:

The numbers of applicants under the Tribal Homeland Security Grant Program increase on an annual basis due to FEMA’s outreach efforts and increased notoriety of the program, therefore, the number of respondents and annual burden hours has increased.