**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: Port Security Grant Program (PSGP)

OMB Control No.: 1660-0114

Current Expiration Date: 10/31/2013

Collection Instruments: FEMA Form number 089-5

**The following collection instruments are no longer used and have been removed:**

Concept of Operations (CONOPS); Port-Wide Risk Management/Mitigation Plan (PWRMP); and the Homeland Security Information Network (HSIN) tool

There are no changes to FEMA Form 089-5.

**Supporting Statement:**

Question 2 – Updated

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 (State, Local, Business or other for-profit tables) – Number of respondents has decreased. See Question 15 for explanation.

Question 14 – Costs to the Federal Government updated.

Question 15 – Burden hour explained.

**State Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table A.12: 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 | PSGP Investment Justification / FEMA Form 089-5 | 56 | 4 | 224 | 16 hrs. | 3,584 | $52.91 | $189,629.44 |
| State, Local or Tribal Government | PSGP - Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) | 4 | 1 | 4 | 2 hrs. | 8 | $52.91 | $423.28 |
| **Total** |  | **60** |  | **228** |  | **3,592** |  | **$190,052.72** |

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

**Local Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table A.12: 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 | PSGP Investment Justification / FEMA Form 089-5 | 128 | 3 | 384 | 16 hrs. | 6,144 | $52.91 | $325,079.04 |
| State, Local or Tribal Government | PSGP - Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) | 17 | 1 | 17 | 2 hrs. | 34 | $52.91 | $1,798.94 |
| **Total** |  | **145** |  | **401** |  | **6,178** |  | **$326,877.98** |

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

**Business or other for-profit Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table A.12: 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 | PSGP Investment Justification / FEMA Form 089-5 | 159 | 3 | 477 | 16 hrs. | 7,632 | $52.91 | $403,809.12 |
| Business or other  for-profit | PSGP - Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) | 6 | 1 | 6 | 2 hrs. | 12 | $52.91 | $634.92 |
| **Total** |  | **165** |  | **483** |  | **7,644** |  | **$404,444.04** |
| **Grand Total** |  | **370** |  | **1,112** |  | **17,414** |  | **$921,374.74** |

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

**Question 15 – See explanation 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** |
| PSGP  Investment Justification/  FEMA Form 089-5 |  |  |  | 17,360 | 17,360 | 0 |
| Concept of Operations (CONOPS) |  |  |  | 216 | 0 | -216 |
| Port-Wide Risk Management/Mitigation Plan (PWRMP) |  |  |  | 4,320 | 0 | -4,320 |
| PSGP - Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) |  |  |  | 54 | 54 | 0 |
| **Total(s)** |  |  |  | **21,950** | **17,414** | **-4,536** |

***Explain:***

There has been a decrease from the last submission in the annual burden hours in this collection due to the removal of the following collection instruments:

**Concept of Operations (CONOPS)** – The CONOPS was a high level plan on how funding is going to be utilized, outlining the port area’s plan for developing their Port Wide Risk Management/Mitigation and Port Wide Trade Resumption/Resiliency Plans. **The CONOPS is no longer required due to the elimination of the Fiduciary Agent (FA) process and has been removed from this collection.**

**Port-Wide Risk Management/Mitigation Plan (PWRMP)** – The PWRMP was developed through the active engagement of all port partners and Area Maritime Security Committee (AMSC), along with key Federal, state, local, and non-governmental entities in Group I and II Port Areas (excluding new Group II Port Areas that choose to opt out of the Fiduciary Agency process). **The** [**PRMP**](file:///C:\Users\SGreene3\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\LCL897T3\PRMP) **is no longer required due to the elimination of the FA process and has been removed from this collection.**