

## **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
<b>Total</b>		<b>60</b>		<b>228</b>		<b>3,592</b>		<b>\$190,052.72</b>

\* 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
<b>Total</b>		<b>145</b>		<b>401</b>		<b>6,178</b>		<b>\$326,877.98</b>

\* 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	6	1	6	2 hrs.	12	\$52.91	\$634.92

	Agreement (MOA)						
<b>Total</b>		<b>165</b>		<b>483</b>		<b>7,644</b>	<b>\$404,444.04</b>
<b>Grand Total</b>		<b>370</b>		<b>1,112</b>		<b>17,414</b>	<b>\$921,374.74</b>

\* 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
<b>Total(s)</b>				<b>21,950</b>	<b>17,414</b>	<b>-4,536</b>

**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 is no longer required due to the elimination of the FA process and has been removed from this collection.**