

## Narrative of Changes

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

Collection Title: Environmental and Historic Preservation Screening Form  
 OMB Control No.: 1660-0115  
 Current Expiration Date: October 31, 2013  
 Collection Instrument: FEMA Form 024-0-1

The following are the changes to FEMA Form 024-0-1:

The previously approved form was poorly formatted, poorly organized, and poorly designed. For example, the blocks which were meant for the applicants to input their responses were all over the document. Also, the previously approved collection had terribly inadequate instructions on how to complete the form.

The new form has been reformatted and streamlined to be more aesthetically pleasing and organized in such a way that it is more logical to the applicant. Also, the instructions have been expanded and include far better examples than in the previously approved collection. A Change Request Chart has been completed for FEMA Form 024-0-1 and is included in the package.

**Supporting Statement:**

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of respondents increased and the “Type of Respondents” has been adjusted to correct an error in the previously approved collection. See Question 15 for explanation of these changes.

Question 15 – Burden hour increase explained. The Type of Respondent adjustment also explained.

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	Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1	2,800	1	2,800	8 hours	22,400	\$42.10	\$943,040
Not-for-Profit Institutions	Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1	200	1	200	8 hours	1,600	\$42.10	\$67,360
<b>Total</b>		<b>3,000</b>		<b>3,000</b>		<b>24,000</b>		<b>\$1,010,400</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
Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1				10,584	24,000	+13,416
<b>Total(s)</b>				<b>10,584</b>	<b>24,000</b>	<b>+13,416</b>

**Explanation of the increased burden:** The increase/adjustment is due to the fact that we have more respondents. As the Federal grantees become more familiar with EHP regulations and requirements, the grantees are more apt to comply with the regulations and requirements and submit the Screening Form in order for FEMA to conduct the EHP review. The previous declaration of burden was submitted before full implementation of the EHP review process and there was no history by which the submitters could estimate the number of respondents. Now, after three years’ experience, we are very comfortable in our estimation of 3,000 respondents.

**Explanation of the adjustment in the type of respondents:** In the previous submission for this collection, FEMA indicated that there were two types of respondents: 1) “State Local Tribal Governments” and 2) “Business or other for-profit” respondents. FEMA does not provide preparedness grants to businesses or other for-profit organizations. It is believed that that box was checked in error and the box that should have been checked is the “Not for Profit Institution” box. This document correctly reflects the types of respondents for this collection.