

## 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: Regional Catastrophic Preparedness Grant Program (RCPGP)

OMB Control No.: 1660-0123

Current Expiration Date: 12/31/2013

Collection Instruments: FEMA Form 089-19; FEMA Form 089-26; FEMA Form 089-17

The following are the changes to the collection:

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Updated to reflect the current wage rate. See table below.

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	RCPGP Investment Justification Template / FEMA Form 089-19	10	1	10	120 hrs.	1,200	\$50.08	\$60,096.00
State, Local or Tribal Government	RCPGP (Sample) Detailed Project Plan Template / FEMA Form 089-26	10	1	10	40 hrs.	400	\$50.08	\$20,032.00
State, Local or Tribal Government	Regional Catastrophic Planning Team (RCPT) Charter Guidelines	10	1	10	16 hrs.	160	\$50.08	\$8,012.80
State, Local or Tribal Government	RCPT Membership List / FEMA Form 089-17	10	1	10	0.2 hr.	2	\$50.08	\$100.16

<b>Total</b>		<b>10</b>		<b>40</b>		<b>1,762</b>		<b>\$88,240.96</b>
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- 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.

<b>Itemized Changes in Annual Burden Hours</b>						
<b>Data collection Activity/Instrument</b>	<b>Program Change (hours currently on OMB Inventory)</b>	<b>Program Change (New)</b>	<b>Difference</b>	<b>Adjustment (hours currently on OMB Inventory)</b>	<b>Adjustment (New)</b>	<b>Difference</b>
RCPGP Investment Justification Template, FEMA Form 089-19				1,200	1,200	0
RCPGP (Sample) Detailed Project Plan Template, FEMA Form 089-26				400	400	0
Regional Catastrophic Planning Team (RCPT) Charter Guidelines				160	160	0
RCPT Membership List, FEMA Form 089-17				2	2	0
<b>Total(s)</b>				<b>1,762</b>	<b>1,762</b>	<b>0</b>

**Explain:**

There are no changes to the annual hour burden previously reported and there has been no change to the information being collected.