

## 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: Homeland Security Grant Program (HSGP)

OMB Control No.: 1660-0125

Current Expiration Date: 12/31/2013

Collection Instruments: FEMA Form 089-1; FEMA Form 089-16;  
and FEMA Form 089-20

From the last OMB approval, OMB Collection 1660-0119, FEMA Preparedness Grants: Operation Stonegarden (OPSG) Collection was a stand-alone program and had its own PRA collection. This program has since been merged into the FEMA Preparedness Grants: Homeland Security Grant Program (HSGP) collection under OMB Collection 1660-0125 and as a result the burden hours have increased.

For changes to FEMA Form 089-20, please see change request chart.

Supporting Statement:

Question 2 – Updated to include OPSG forms.

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of respondents has increased. See Question 15 for explanation.

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	HSGP/SHSP/UASI Investment Justification, FEMA Form 089-1	56	1	56	1488.5 hrs.	83,356	\$38.14	\$3,179,197
State, Local or Tribal Government	Documentation from SAA on how operational overtime UASI funds held by State would support urban area	10	2	20	4 hrs.	80	\$38.14	\$3,051
State, Local or Tribal Government	Multi-year Training & Exercise Plan	56	1	56	42 hrs.	2,352	\$38.14	\$89,705
State, Local or Tribal Government	Urban Area Working Group Structure, including Points of Contact	62	2	124	1354 hrs.	167,896	\$38.14	\$6,403,553
State, Local or Tribal	UASI Governance Charter	33	2	66	250 hrs.	16,500	\$38.14	\$629,310

Government								
State, Local or Tribal Government	UASI Strategy	33	2	66	500 hrs.	33,000	\$38.14	\$1,258,620
State, Local or Tribal Government	UAWG spending consensus	33	2	66	80 hrs.	5,280	\$38.14	\$201,379
State, Local or Tribal Government	OPSG Operations Order / FEMA Form 089-16	39	1	39	570	22,230	\$38.14	\$847,852
State, Local or Tribal Government	OPSG Inventory of Operation Orders / FEMA Form 089-20	39	1	39	72	2,808	\$38.14	\$107,097
<b>Total</b>		<b>322</b>		<b>532</b>		<b>333,502</b>		<b>\$12,719,764</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
HSGP/SHSP/UASI Investment Justification, FEMA Form 089-1				83,356	83,356	0
Documentation from SAA on how operational overtime UASI funds held by State would support urban area				80	80	0
Multi-year Training & Exercise Plan				2,352	2,352	0
Urban Area Working Group Structure, including Points of Contact				167,896	167,896	0
UASI Governance Charter				16,500	16,500	0
UASI Strategy				33,000	33,000	0
UAWG spending consensus				5,280	5,280	0
OPSG Operations Order / FEMA Form 089-16		22,230	+22,230			
OPSG Inventory of Operation Orders / FEMA Form 089-20		2,808	+2,808			
<b>Total(s)</b>		<b>25,038</b>	<b>+25,038</b>	<b>308,464</b>	<b>308,464</b>	<b>0</b>

**Explain:**

From the last OMB approval, OMB Collection 1660-0119, FEMA Preparedness Grants: Operation Stonegarden (OPSG) Collection was a stand-alone program and had its own PRA collection. This program has since been merged into the FEMA Preparedness Grants: Homeland Security Grant Program (HSGP) collection under OMB Collection 1660-0125 and as a result the burden hours have increased from 308,464 hours to 333,502 hours.

In 2009, OPSG was no longer its own program, the grant program has been incorporated into the HSGP grant and the forms used for the OPSG program has been included in the collection's submission which has resulted in an increase of average burden hours.