**Narrative of Changes**

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

Collection Title: Effectiveness of a Community’s Implementation of the NFIP Community Assistance Program CAC and CAV Reports

OMB Control No.: 1660-0023

Current Expiration Date: 1/31/2014

Collection Instruments: FEMA Forms 086-0-28(E); 086-0-29(E)

The following are the changes to the collection:

FEMA Form numbers have been changed from a paper form to an on-line digital entry form via Password Protected WEB Application on FEMA IT approved system. The paper forms FEMA Form 086-0-28 and FEMA Form 086-0-29 are being retired. There are no other changes to the collection for respondents, hours, or costs from the last submission.

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of forms respondents increased or decreased. See Question 15 for explanation.

Question 14 – Costs to the Federal Government updated.

Question 15 – Burden hour decrease or increase explained.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Estimated Annualized Burden Hours and Costs | | | | | | | | |
| **Type of Respondent** | **Form Name / Form Number** | **No. of Respon-dents** | **No. of Respon-ses per Respon-dent** | **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 | FEMA Form 086-0-28 (E) / Community Visit Report | 1000 | 1 | 1000 | 2 | 2,000 | $35.39 | $70,780 |
| State, local or Tribal Government | FEMA Form 086-0-29 (E) / Community Contact Report | 2,000 | 1 | 2,000 | 1 | 2,000 | $35.39 | $70,780 |
| **Total** |  | **3,000** |  | **3,000** |  | **4,000** |  | **$141,560** |

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

Question 15

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
| FEMA Form 086-0-28 (E) / Community Visit Report |  |  |  | 2,000 | 2,000 | 0 |
| FEMA Form 086-0-29 (E) / Community Contact Report |  |  |  | 2,000 | 2,000 | 0 |
| **Total(s)** |  |  |  | **4,000** | **4,000** | **0** |

***Explain:***

For FEMA Forms 086-0-28(E), 086-0-29(E), the paper forms are being retired due to the conversion of these forms to an on-line system for data entry. The annual hour burden to complete on-line entry is equal to completing the previous PDF “fillable” version of the paper form. There have been no changes in the information being collected.