**Narrative of Changes**

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

Collection Title: Approval and Coordination of Requirements to Use the NETC Extracurricular for Training Activities

OMB Control No.: 1660-0029

Current Expiration Date: 3/31/2014

Collection Instruments: FEMA Form 119-17-1; FEMA Form 119-17-2

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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** |
| Individuals or households; Business or other for-profit; Not-for-profit institutions; Farms; State, local or Tribal Government | Request for Housing Accommodations / FEMA Form 119-17-1 | 60 | 1 | 60 | .1  (6 minutes) | 6 | $30.81 | $185.00 |
| Individuals or households; Business or other for-profit; Not-for-profit institutions; Farms; State, local or Tribal Government | Request for Use of NETC Facilities / FEMA Form 119-17-2 | 60 | 1 | 60 | .1  (6 minutes) | 6 | $30.81 | $185.00 |
| **Total** |  | **60** |  | 120 |  | **12** |  | **$370.00** |

* 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** |
| Request for Housing Accommodations / FEMA Form 119-17-1 |  |  |  | 6 | 6 | 0 |
| Request for Use of NETC Facilities / FEMA Form 119-17-2 |  |  |  | 6 | 6 | 0 |
| **Total(s)** |  |  |  | **12** | **12** | **0** |

***Explain:***

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