**Narrative of Changes**

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

Collection Title: Federal Hotel and Motel Fire Safety Declaration Form

OMB Control No.: 1660-0068

Current Expiration Date: 6/30/2015

Collection Instruments: FEMA Form 516-0-1

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 – Number of forms respondents. See Question 15 for explanation.

Question 14 – Costs to the Federal Government updated.

Question 15 – Burden hour 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** |
| Business or other For-Profit | Federal Hotel and Motel Fire Safety Declaration Form / FEMA Form 516-0-1 | 2,275 | 1 | 2,275 | 0.25  (15 mins.) | 569 | $52.79 | $30,038 |
| State, local or Tribal Government | Review of FEMA Form 516-0-1 | 19 | 20 | 380 | 0.333  (20 mins.) | 127 | $39.10 | $4,966 |
| **Total** |  | **2,294** |  | **2,655** |  | **696** |  | **$35,004** |

* 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** |
| FEMA Form 516-0-1 |  |  |  | 696 | 696 | 0 |
| **Total(s)** |  |  |  | **696** | **696** | **0** |

***Explain:***

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