

## 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 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 |
| 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<br>(15 mins.)                  | 569                            | \$52.79               | \$30,038                     |
| State, local or Tribal Government           | Review of FEMA Form 516-0-1                                              | 19                 | 20                              | 380                    | 0.333<br>(20 mins.)                 | 127                            | \$39.10               | \$4,966                      |
| <b>Total</b>                                |                                                                          | <b>2,294</b>       |                                 | <b>2,655</b>           |                                     | <b>696</b>                     |                       | <b>\$35,004</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.

| <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> |
| FEMA Form 516-0-1                              |                                                          |                             |                   | 696                                                  | 696                     | 0                 |
| <b>Total(s)</b>                                |                                                          |                             |                   | <b>696</b>                                           | <b>696</b>              | <b>0</b>          |

***Explain:***

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