**Narrative of Changes**

**Collection Title:** The Declaration Process: Requests for Preliminary Damage Assessment (PDA), Requests for Supplemental Federal Disaster Assistance, Appeals, and Requests for Cost Share Adjustments

**OMB Control No.:** 1660-0009

**Current Expiration Date:** March 31, 2016

**Collection Instruments:** FEMA Form 010-0-13

The following are the changes to the collection:

Supporting Statement:

Question 2 was updated to reflect this collection was last approved in March 2013 and that FEMA is seeking a revision to FEMA Form 010-0-13 to account for new checkbox so that States and Tribes can indicate whether they will be seeking assistance from the Small Business Administration.

Question 8 – Updated to reflect Federal Register publication.

Question 10 – Updated to reflect current privacy information.

Question 12 – Updated to reflect that there are now 567 Federally recognized tribes instead of 566.; Adjusted total number of responses to 356 instead of 355.; and the total annual respondent cost was updated to reflect updated Department of Labor, Bureau of Labor Statistics wage rates.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | Request for Presidential Disaster Declaration Major Disaster or Emergency / FEMA Form 010-0-13 | 623 | .57 | 356 | 9 (hours) | 3,204 | $76.52 | $245,170.08 |
| State, Local or Tribal Government | Initial Data Gathering for Governor’s Request / No Form | 623 | .57 | 356 | 24 (hours) | 8,544 | $33.10 | $282,806.40 |
| **Total** |  | **623** |  | **356** |  | **11,748** |  | **$527,976.48** |

* **Note:** The “Avg. Hourly Wage Rate” for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.
* **Note:** Numbers in the table are rounded up due to rounding in ROCIS.

Question 14 – Costs to the Federal Government updated.

Question 15 – Annual hour burden adjustment to reflect adjusted number of responses.

Question 15 – Annual cost burden adjustment to reflect zero costs attributed to collection instead of the previous estimate based on hour burden.