

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.

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
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.