

Narrative of Changes

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

Collection Title: Controlled Equipment Request Form

OMB Control No.: 1660-0141

Current Expiration Date: 09/30/2016

Collection Instruments: FEMA Form 087-0-0-1

The following are the changes to the collection:

The FEMA form number has not been changed however, FEMA Form 087-0-0-1 has been revised. See Forms Revision Chart provided for FEMA Form 087-0-0-1.

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of forms respondents has not changed.

Question 14 – Cost to the Federal Government has been updated.

Question 15 – Burden hour has not changed.

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	Controlled Equipment Request Form / FEMA Form 087-0-0-1	119	1	119	0.75 (45 minutes)	89	\$29.60	\$2,634.40
State, Local or Tribal Government	Controlled Equipment Request Form / FEMA Form 087-0-0-1	56	1	56	0.75 (45 minutes)	42	\$29.60	\$1,243.20
Total		175		175		131		\$3,877.60

- Note: The “Avg. Hourly Wage Rate” for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

Question 15

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
Controlled Equipment Request Form / FEMA Form 087-0-0-1				131	131	0
Total(s)				131	131	0

Explain:

There are no changes to the annual hour burden and there has been no change to the information being collected. However, FEMA Form 087-0-0-1 has since been revised.