**Narrative of Changes**

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

Collection Title: Environmental and Historic Preservation Screening Form

OMB Control No.: 1660-0115

Current Expiration Date: 1/31/2017

Collection Instruments: FEMA Form 024-0-1

There has been a few minor changes to the collection form:

* Two statements have been deleted from FEMA Form 024-0-1 which reference Information Bulletins. They were removed due to new policy documents which supersede the Information Bulletins; FEMA EHP Instruction 108-1-1 and DHS Instruction Manual 023-01-001-01. Both documents are uploaded in ROCIS.

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 – Updated to reflect the decrease in burden hours. See table below.

Question 14 – Costs to the Federal Government updated.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1 | 1,800 | 1 | 1,800 | 8 hours | 14,400 | $49.77 | $716,688 |
| Not-for-Profit Institutions | Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1 | 200 | 1 | 200 | 8 hours | 1,600 | $49.77 | $79,632 |
| **Total** |  | **2,000** |  | 2,000 |  | **16,000** |  | **$796,320** |

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** |
| Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1 |  |  |  | 24,000 | 16,000 | -8,000 |
| **Total(s)** |  |  |  | 24,000 | **16,000** | **-8,000** |

***Explain:***

There has been no change to the information being collected. However, there has been a decreased in the number of respondents and annual burden hours due to a decrease in grant funding over the past two grant years. FEMA Form 024-0-1 had a few minor changes due to new policy documents (FEMA EHP Instruction 108-1-1 and DHS Instruction Manual 023-01-001-01).