**Narrative of Changes**

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

Collection Title: FEMA’s Grants Reporting Tool (GRT)

OMB Control No.: 1660-0117

Current Expiration Date: 1/31/2017

Collection Instruments: Web-based collection reporting system

The following are the changes to the collection:

There has been no change to the collection form.

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Updated to reflect the current wage rate. See table below.

Question 14 – Costs to the Federal Government updated.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table A.12: 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 | Initial Strategy Implementation Plan (ISIP) | 56 | 1 | 56 | 8 hrs. | 448 | $36.02 | $16,136.96 |
| State, Local or Tribal Government | Biannual Strategy Implementation Report (BSIR) | 56 | 2 | 112 | 15.25 hrs. | 1,708 | $36.02 | $61,522.16 |
| **Total** |  | **56** |  | **168** |  | **2,156** |  | **$77,659.12** |

\*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** |
| Initial Strategy Implementation Plan (ISIP) |  |  |  | 448 | 448 | 0 |
| Biannual Strategy Implementation Report (BSIR) |  |  |  | 1708 | 1,708 | 0 |
| **Total(s)** |  |  |  | **2,156** | **2,156** | **0** |

***Explain:***

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