

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 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	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.