**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/EMI Independent Study Course Enrollment and Test Answer Sheet

**OMB Control No.:** 1660-0046

**Current Expiration Date:** March 31, 2017

**Collection Instrument:** FEMA Form 064-0-9

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

* This form previously collected SSN’s; however, it no longer collects this data. Instead, the form now collects Student ID Numbers (SID). The SID is a number that is randomly generated for each participant taking courses at the Emergency Management Institute (EMI). EMI tracks student completions using this number; this number has no real-world applicability outside of EMI IT systems.
* The form collects the users last name. In the previous version of the form, it would simply ask for “Last Name”. It now reads “\* Last Name (Use the last name that you used

when signing up for your SID):”

For changes see the Forms Revision Chart for FEMA Form 064-0-9 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; Business or other for-profit; Not-for-profit institutions; Individuals or households; farms | FEMA/EMI Independent Study Course Enrollment and Test Answer Sheet / FEMA Form 064-0-9 (Electronic) | 689,980 | 3 | 2,069,940 | 0.5  (30 minutes) | 1,034,970 | $24.36 | $25,211,869 |

* 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** |
| FEMA/EMI Independent Study Course Enrollment and Test Answer Sheet / FEMA Form 064-0-9 (Electronic) | 0 | 0 | 0 | 4,297,492 | 1,034,970 | -3,262,522 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Explain:***

The previous OMB submission for this form (2013) was incorrectly calculated. The correct calculation is shown above in question 12.

Because the last OMB package was incorrectly calculated, there is a decrease in the burden estimate for this collection of -3,262,522 burden hours.