**Narrative of Changes**

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

Collection Title: Emergency Management Performance Grant Program (EMPG)

OMB Control No.: 1660-0126

Current Expiration Date: 4/30/2017

Collection Instruments: (Work Plan)

FEMA Forms: None

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 hourly wage rate.

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 | EMPG Work Plan | 58 | 1 | 58 | 3 hrs. | 174 | $51.77 | $9,008.26 |
| **Total** |  | **58** |  | **58** |  | **174** |  | **$9,008.26** |

**\* Note**: The “Avg. Hourly Wage Rate” for each respondent includes a 1.46 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** |
| EMPG Work Plan |  |  |  | 174 | 174 | 0 |
| **Total(s)** |  |  |  | **174** | 174 | 0 |

***Explain:***

There are no changes to the annual hour burden previously reported.However, the Quarterly Performance Progress Reports (SF-PPR) has since been discontinued and removed from this collection. Included with this OMB Number 1660-0126 collection package renewal, is a DHS Fact Sheet that was drafted by the DHS leadership, to provide historical background of this collection tool.