

## 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 Responses	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	EMPG Work Plan	58	1	58	3 hrs.	174	\$51.77	\$9,008.26
<b>Total</b>		<b>58</b>		<b>58</b>		<b>174</b>		<b>\$9,008.26</b>

\* **Note:** The “Avg. Hourly Wage Rate” for each respondent includes a 1.46 multiplier to reflect a fully-loaded wage rate.

**Question 15**

<b>Itemized Changes in Annual Burden Hours</b>						
<b>Data collection Activity/Instrument</b>	<b>Program Change (hours currently on OMB Inventory)</b>	<b>Program Change (New)</b>	<b>Difference</b>	<b>Adjustment (hours currently on OMB Inventory)</b>	<b>Adjustment (New)</b>	<b>Difference</b>
EMPG Work Plan				174	174	0
<b>Total(s)</b>				<b>174</b>	<b>174</b>	<b>0</b>

***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.