

## Narrative of Changes

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

Collection Title: Approval and Coordination of Requirements to Use the NETC for  
Extracurricular and Training Activities

OMB Control No.: 1660-0029

Current Expiration Date: 5/31/2017

Collection Instruments: FEMA Form 119-17-1; FEMA Form 119-17-2

The following are the changes to the collection:

The FEMA form numbers has not been changed however, FEMA Form 119-17-1 and FEMA Form 119-17-2 has been revised. See Narrative of Form Changes provided for FEMA Form 119-17-1 and FEMA Form 119-17-2 uploaded in ROCIS.

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of forms respondents has not changed.

Question 14 – Cost to the Federal Government has been updated.

Question 15 – Burden hour has not changed.

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
Individuals or households; Business or other for-profit; Not-for-profit institutions; Farms; State, local or Tribal Government	Request for Housing Accommodations / FEMA Form 119-17-1	60	1	60	0.1 (6 minutes)	6	\$33.92	\$203.52
Individuals or households; Business or other for-profit; Not-for-profit institutions; Farms; State, local or Tribal Government	Request for Use of NETC Facilities / FEMA Form 119-17-2	60	1	60	0.1 (6 minutes)	6	\$33.92	\$203.52
<b>Total</b>		<b>60</b>		<b>120</b>		<b>12</b>		<b>\$407.04</b>

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
Request for Housing Accommodations / FEMA Form 119-17-1				6	6	0
Request for Use of NETC Facilities / FEMA Form 119-17-2				6	6	0
<b>Total(s)</b>				<b>12</b>	<b>12</b>	<b>0</b>

**Explain:**

There are no changes to the annual hour burden previously reported and there has been no change to the information being collected. However, there has been a few minor edits to FEMA Form 119-17-1 and FEMA Form 119-17-2 to improve the forms.