

## Narrative of Changes

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

Collection Title: Controlled Equipment Request Form

OMB Control No.: 1660-0141

Current Expiration Date: 09/30/2016

Collection Instruments: FEMA Form 087-0-0-1

The following are the changes to the collection:

The FEMA form number has not been changed however, FEMA Form 087-0-0-1 has been revised. See Forms Revision Chart provided for FEMA Form 087-0-0-1.

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 |
| Business or other for-profit                | Controlled Equipment Request Form / FEMA Form 087-0-0-1 | 119                | 1                               | 119                    | 0.75<br>(45 minutes)                | 89                             | \$29.60               | \$2,634.40                   |
| State, Local or Tribal Government           | Controlled Equipment Request Form / FEMA Form 087-0-0-1 | 56                 | 1                               | 56                     | 0.75<br>(45 minutes)                | 42                             | \$29.60               | \$1,243.20                   |
| <b>Total</b>                                |   | <b>175</b>         |                                 | <b>175</b>             |                                     | <b>131</b>                     |                       | <b>\$3,877.60</b>            |

- Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 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 |
| Controlled Equipment Request Form / FEMA Form 087-0-0-1 |   |                      |            | 131   | 131              | 0          |
| <b>Total(s)</b>   |   |                      |            | <b>131</b>                                    | <b>131</b>       | <b>0</b>   |

***Explain:***

There are no changes to the annual hour burden and there has been no change to the information being collected. However, FEMA Form 087-0-0-1 has since been revised.