**Narrative of Changes**

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

**Collection Title:** Staffing for Adequate Fire and Emergency Response (SAFER) Grants

**OMB Control No.:** 1660-0135

**Current Expiration Date:** 8/31/2017

**Collection Instruments:** FEMA Form 080-0-4, Staffing for Adequate Fire and Emergency Response (General Questions All Applicants); FEMA Form 080-0-4a, Staffing for Adequate Fire and Emergency Response Hiring of Firefighters Application (Questions and Narrative); FEMA Form 080-0-4b, Staffing for Adequate Fire and Emergency Response Recruitment and Retention of Volunteer Firefighters Application (Questions ad Narrative); FEMA Form 087-0-0-2, Staffing for Adequate Fire and Emergency Response Quarterly Report and Payment Request Form

The following are the changes to the collection:

FEMA Form numbers:

A new form number has been added to the collection which is FEMA Form 087-0-0-2, Staffing for Adequate Fire and Emergency Response Quarterly Report and Payment Request Form.

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Combining the program increase and adjusted decrease of results in a total decrease of 8,126 annual burden hours.

Question 14 – Costs to the Federal Government updated.

Question 15 – Combining the program increase and adjusted decrease of results in a total decrease of 8,126 annual burden hours. See tables below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | Staffing for Adequate Fire and Emergency Response (SAFER) (General Questions All Applicants) / FEMA Form 080-0-4 | 1023 | 1 | 1023 | 9 hrs. | 9,207 | $54.53 | $502,057.71 |
| Not-for-Profit Institutions | Staffing for Adequate Fire and Emergency Response (SAFER) (General Questions All Applicants) / FEMA Form 080-0-4 | 32 | 1 | 32 | 2 hrs. | 64 | $49.90 | $3,193.60 |
| State, Local or Tribal Government | Staffing for Adequate Fire and Emergency Response Hiring of Firefighters Application (Questions and Narrative) / FEMA Form 080-0-4a | 617 | 1 | 617 | 7.5 hrs. | 4,628 | $54.53 | $253,364.84 |
| State, Local or Tribal Government | Staffing for Adequate Fire and Emergency Response Recruitment and Retention of Volunteer Firefighters Application (Questions and Narrative) / FEMA Form 080-0-4b | 406 | 1 | 406 | 7.5 hrs. | 3,045 | $54.53 | $166,043.85 |
| Not-for-Profit Institutions | Staffing for Adequate Fire and Emergency Response Recruitment and Retention of Volunteer Firefighters Application (Questions and Narrative) / FEMA Form 080-0-4b | 32 | 1 | 32 | 7.5 hrs. | 240 | $49.90 | $11,976 |
| State, Local or Tribal Government | Staffing for Adequate Fire and Emergency Response Quarterly Report and Payment Request Form / FEMA Form 087-0-0-2 | 210 | 4 | 840 | 1 hr. | 840 | $54.53 | $45,805.20 |
| Not-for-Profit Institutions | Staffing for Adequate Fire and Emergency Response Quarterly Report and Payment Request Form / FEMA Form 087-0-0-2 | 10 | 4 | 40 | 1 hr. | 40 | $49.90 | $1,996.00 |
| **Total** |  | **2,330** |  | **2,990** |  | **18,064** |  | **$984,437.20** |

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

Question 15, (tables below)

*****Explain:***

There is a significant decrease in the number of respondents from 3,200 to 2,330. We attribute this decrease to a reduction in available funding, and, as a result, a reduction in the amount of awards granted. The decrease in respondents results in a 9006 hour adjustment to the burden hours.

The FEMA Form 087-0-0-2, Quarterly Performance Report and Payment Request has been added to this ICR due to the requirement for grant recipients to complete this form during the grant cycle. There is a program increase of 880 burden hours due to the addition of this form.

Combining the program increase and adjusted decrease of results in a total decrease of 8,126 annual burden hours.