

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 and 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 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
	Staffing for Adequate Fire and Emergency Response (SAFER) (General)							

State, Local or Tribal Government	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-	Staffing for Adequate Fire and Emergency Response Recruitment and Retention of Volunteer Firefighters Application (Questions and							

Profit Institutions	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)

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
SAFER FEMA Form 080-0-4 (Local)	0	0	0	14,130	9,207	-4923
SAFER FEMA Form 080-4 (Not for Profit)	0	0	0	60	64	4
SAFER FEMA Form 080-0-4a (Local)	0	0	0	7,500	4,628.00	-2872
SAFER FEMA Form 080-0-4b (Local)	0	0	0	4,275	3,045	-1230
SAFER FEMA Form 080-0-4b (Not for Profit)	0	0	0	225	240	15
SAFER FEMA Form 087-0-0-2 (Local)	0	840	840	0	0	0
SAFER FEMA Form 087-0-0-2 (Not for Profit)	0	40	40	0	0	0

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.