**Narrative of Changes**

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

**Collection Title:** Non-Disaster (ND) Grants System

**OMB Control No.:** 1660-0025

**Current Expiration Date:** 9/30/2017

 **Collection Instruments:** a web-based grants management system (FEMA Form 080-0-0-15)

The following are the changes to the collection:

FEMA Form numbers:

FEMA Form 112 series of forms has been removed from this collection. However, FEMA utilizes Standard Forms (SF) in the ND Grants System which are the SF-424,

SF-424A, SF-424B, SF-424C, SF-424D, and the SF-LLL. For estimated burden hours usage of these forms see SS.

A new form number has been added to the collection which is FEMA Form 080-0-0-15. This form number has been assigned to the ND Grants web-based grants management system.

Please note that the title of this collection is being changed from:

FEMA Emergency Preparedness and Response Directorate Grants Administration Forms (title previously in ROCIS) or FEMA Grant Administration Forms/Non-Disaster (ND) Grants System (title on SS from last submission)

And is being changed to:

Non-Disaster (ND) Grants System

Supporting Statement:

Question 1 – Updated to reflect current regulatory authority.

Question 2 – Updated to reflect current description of the information is used. Also removed detailed information about the forms that are no longer being used.

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Updated to reflect removal of the elimination of legacy forms no longer used, which is a decrease in annual burden hours.

Question 14 – Costs to the Federal Government updated.

Question 15 – Burden hour decrease explained.

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| 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 | Non-Disaster (ND) Grants System / FEMA Form 080-0-0-15 | 2,380 | 22.1 | 52,598 | 0.5(30 minutes) | 26,299 | $37.57 | $988,053.43 |
| **Total** |   | **2,380** |  | **52,598** |  | **26,299** |  | **$988,053.43** |

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

Question 15, (table below)

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| 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 |
| FEMA Form 112-0-2 |   |   |   | 16770 | 0 | -16770 |
| FEMA Form 112-0-3 A, B, C |   |   |   | 6074 | 0 | -6074 |
| FEMA Form 112-0-4 |   |   |   | 74304 | 0 | -74304 |
| FEMA Form 112-0-5 |   |   |   | 12260 | 0 | -12260 |
| FEMA Form 112-0-6 |   |   |   | 233 | 0 | -233 |
| FEMA Form 112-0-7 |   |   |   | 5741 | 0 | -5741 |
| FEMA Form 112-0-8 |   |   |   | 66251 | 0 | -66251 |
| FEMA Form 112-0-9 |   |   |   | 152 | 0 | -152 |
| FEMA Form 112-0-10 |   |   |   | 2690 | 0 | -2690 |
| Non-Disaster (ND) Grants System / FEMA Form 080-0-0-15 |   |   |   |  207 |  26,999 |  26792 |
| **Total(s)** |  |  |  | **184,682** | **26,999** | **-157,683** |

***Explain:***

There has been a decrease in the annual hour burden previously reported due to the FEMA Form 112 series of forms are no longer being used and has been removed from the collection.

A new form number has been added to the collection which is FEMA Form 080-0-0-15. This form number has been assigned to the ND Grants web-based grants management system.