

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.

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
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)

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.