

## Narrative of Changes

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

Collection Title: Federal Hotel and Motel Fire Safety Declaration Form

OMB Control No.: 1660-0068

Current Expiration Date: 08/31/2018

Collection Instruments: FEMA Form 516-0-1

### Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of forms respondents decreased. See Question 15 for explanation.

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
Business or other For-Profit	Federal Hotel and Motel Fire Safety Declaration Form / FEMA Form 516-0-1	1,309	1	1,309	0.25 (15 mins.)	327	\$41.70	\$13,635.90
State, local or Tribal Government	Review of FEMA Form 516-0-1	21	28	588	0.333 (20 mins.)	196	\$43.27	\$8,480.92
<b>Total</b>		<b>1,330</b>		<b>1,897</b>		<b>523</b>		<b>\$22,116.82</b>

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

Question 15 explanation below.

<b>Itemized Changes in Annual Burden Hours</b>						
<b>Data collection Activity/Instrument</b>	<b>Program Change (hours currently on OMB Inventory)</b>	<b>Program Change (New)</b>	<b>Difference</b>	<b>Adjustment (hours currently on OMB Inventory)</b>	<b>Adjustment (New)</b>	<b>Difference</b>
FEMA Form 516-0-1				696	523	-173
<b>Total(s)</b>				<b>696</b>	<b>523</b>	<b>-173</b>

***Explain:***

There are no changes to the information being collected. However, the burden hours have decreased based on the estimated number of respondents and responses from the last OMB submission. The current annual hour burden is 696 hours, the new hours burden is 523 for a decrease of 173 annual hour burden.