

## Narrative of Changes

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

Collection Title: The Declaration Process: Requests for Preliminary Damage Assessment (PDA),  
Requests for Supplemental Federal Disaster Assistance, Appeals, and Requests for Cost Share  
Adjustments

OMB Control No. 1660-0009

Current Expiration Date: September 30, 2019

Collection Instruments: FEMA Form 010-0-13

The following are the changes to the collection:

Supporting Statement:

Question 1 – Updated to reflect legal authority for the Final Rule that is updating this collection.

Question 2 – Updated to reflect that the collection was previously approved in September 2016 via a normal processing request.

Question 8a – Updated to reflect the Federal Register citations.

Question 10 – Updated to reflect that a Privacy Threshold Analysis was completed and approved by DHS Privacy Office on December 5, 2013 for this collection.

Question 12 – Burden hours has increased. See question 15 below for an explanation.

Estimated Annualized Burden Hours and Costs								
Type of Respondent	Form Name / Form Number	No. of Responses	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	Request for Presidential Disaster Declaration Major Disaster or Emergency / FEMA Form 010-0-13	623	.571	356	9 hours	3,204	\$79.22	\$253,820.88
State, Local or Tribal Government	Initial Data Gathering for Governor's Request / No Form	623	.571	356	24.126 hours	8,588.8	\$39.89	\$342,607.23

<b>Total</b>		<b>623</b>		<b>356</b>		<b>11,792.8</b>		<b>\$596,428.11</b>
--------------	--	------------	--	------------	--	-----------------	--	---------------------

Question 15

<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>
Request for Presidential Disaster Declaration Major Disaster or Emergency / FEMA Form 010-0-13				3,204	3,204	0
Initial Data Gathering for Governor's Request / No Form	8,544	8,588.8				
<b>Total(s)</b>	<b>8,544</b>	<b>8,588.8</b>	<b>+44.8</b>	<b>3,204</b>	<b>3,204</b>	<b>0</b>

***Explain:***

Due to the changes in the Final Rule, the time burden on respondents and potential respondents is changed by 0.8 hours for each State request for a major disaster declaration that authorizes IA. The total time for the information collection burden change is 44.8 additional hours. Tribal governments' requests for major disasters declarations that authorize IA are not subject to change in the time burden.

***Itemized Changes in Annual Cost Burden***

***Explain:***

There is no cost burden for this collection.