

Narrative of Changes

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

Collection Title: Logistics Capability Assistance Tool (LCAT)

OMB Control Number: 1660-0127

Current Expiration Date: 04/30/2014

Collection Instruments: FEMA Form 008-0-1; FEMA Form 008-0-2; FEMA Form 008-0-3

The following are the changes to the collection:

One global change was to the title of the collection to Logistics Capability Assistance Tool (LCAT). The old title was Logistics Capability Assessment Tool (LCAT).

Changes were made to FEMA Form 008-0-1 guide and FEMA Form 008-0-2 (Local) and FEMA Form 008-0-3 (Tribal) Content Guides have been developed and implemented for LCAT.

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – See explanation below.

Question 14 – Costs to the Federal Government updated.

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	LCAT Briefing / No Form	11	1	11	0.33 hour (20 minutes)	3.3	\$43.57	\$158.16
State, Local or Tribal Government	State Content Guide and Instructions / FEMA Form 008-0-1	10	1	10	12 hours	120	\$43.57	\$5,228.40
State, Local or Tribal Government	Local Content Guide / FEMA Form 008-0-2	10	1	10	12 hours	120	\$43.57	\$5,228.40
State, Local or Tribal Government	Tribal Content Guide / FEMA Form 008-0-3	10	1	10	12 hours	120	\$43.57	\$5,228.40
Total		41		41		363		\$15,843.36

• Note: The "Avg. Hourly Wage Rate" for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

Question 15 – See explanation 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
LCAT Briefing / No Form				3.3	3.3	0
State Content Guide and Instructions (formerly State & local Self-Assessment and Instructions) / FEMA Form 008-0-1				120	120	0
Local Content Guide / FEMA Form 008-0-2	0	120	+120			
Tribal Content Guide / FEMA Form 008-0-3	0	120	+120			
Total(s)	0	240	+240	123	123	0

Explain:

Since the last submission, the Local (FEMA Form 008-0-2) and Tribal (FEMA Form 008-0-3) Content Guides have been developed and implemented thus increasing the annual burden hours. These additional content guides are instrumental in executing a successful LCAT to be able to meet the needs of our customers, the State, local and Tribal government partners.