

## Narrative of Changes

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

Collection Title: Environmental and Historic Preservation Screening Form

OMB Control No.: 1660-0115

Current Expiration Date: 1/31/2017

Collection Instruments: FEMA Form 024-0-1

There has been a few minor changes to the collection form:

- Two statements have been deleted from FEMA Form 024-0-1 which reference Information Bulletins. They were removed due to new policy documents which supersede the Information Bulletins; FEMA EHP Instruction 108-1-1 and DHS Instruction Manual 023-01-001-01. Both documents are uploaded in ROCIS.

The following are the changes to the collection:

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Updated to reflect the decrease in burden hours. See table 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	Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1	1,800	1	1,800	8 hours	14,400	\$49.77	\$716,688
Not-for-Profit Institutions	Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1	200	1	200	8 hours	1,600	\$49.77	\$79,632
<b>Total</b>		<b>2,000</b>		<b>2,000</b>		<b>16,000</b>		<b>\$796,320</b>

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.

<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>
Environmental and Historic Preservation Screening Form / FEMA Form 024-0-1				24,000	16,000	-8,000
<b>Total(s)</b>				24,000	<b>16,000</b>	<b>-8,000</b>

***Explain:***

There has been no change to the information being collected. However, there has been a decreased in the number of respondents and annual burden hours due to a decrease in grant funding over the past two grant years. FEMA Form 024-0-1 had a few minor changes due to new policy documents (FEMA EHP Instruction 108-1-1 and DHS Instruction Manual 023-01-001-01).