

Narrative of Changes

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

Collection Title: Homeland Security Exercise and Evaluation Program (HSEEP) Documentation

OMB Control No.: 1660-0118

Current Expiration Date: 05/31/2017

Collection Instruments: FEMA Form 091-0; FEMA Form 008-0-26; FEMA Form 008-0-27

Two new forms are being added to this collection FEMA Form 008-0-26 and FEMA Form 008-0-27. The title of the collection has changed from “Homeland Security Exercise and Evaluation Program (HSEEP) After Action Report (AAR) Improvement Plan (IP)” to “Homeland Security Exercise and Evaluation Program (HSEEP) Documentation”.

The following are the changes to the collection:

Supporting Statement:

Question 2 – Updated to include the two new collection instruments.

Question 10 – Updated to reflect current privacy information.

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

Question 14 – Costs to the Federal Government updated.

Question 15 – Burden hour 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	HSEEP/AAR/IP / FEMA Form 091-0	109	5	545	40 hours	21,800	\$64.42	\$1,404,251.36
State, Local, or Tribal, Government	Multi-Year Training and Exercise Plan (TEP) / FEMA Form 008-0-26	109	1	109	12 hours	1308	\$64.42	\$84,255.08
State, Local, or Tribal, Government	National Exercise Program (NEP) Nomination Form / FEMA Form 008-0-27	50	1	50	2 hours	100	\$64.42	\$6,441.52
Total		268		704		23,208		\$1,494,947.96

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

Question 15

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
HSEEP/AAR/IP / FEMA Form 091-0 (States, Local, Tribal, Territorial Governments)				17,920	21,800	3,880
HSEEP/AAR/IP / FEMA Form 091-0 (Federal Government)				2,520	0	-2,520
Multi-Year Training and Exercise Plan (TEP) / FEMA Form 008-0-26	0	1,308	+1,308			
National Exercise Program (NEP) Nomination Form / FEMA Form 008-0-27	0	100	+100			
Total(s)	0	1,408	+1,408	20,440	21,800	1,360

Explain:

There will be a small increase in the hours of the AAR/IP (FEMA Form 091-0) collection due to an increase in the number of reports estimated to be submitted from State, Local, and Tribal governments. This is due to both an increase in the number of respondents, due to Tribal governments being added to the number of respondents, and an increase in the number of responses per respondent as one annual form will be required in addition to the currently required one form per quarter. While there will still be a collection of AAR/IP (FEMA Form 091-0) from State, Local, Tribal, and territorial governments, there will no longer be a collection of the AAR/IP (FEMA Form 091-0) from the Federal Government. Additionally, the new collections of TEPs (FEMA Form 008-0-26) and NEP (FEMA Form 008-0-27) nomination forms will result in an increase in burden hours. The TEP new form annual hour burden will be 1308 annual hours and the NEP Nomination new form annual hour burden will be 100 annual hours.