

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration on Aging

Supporting Statement for Form OMB 83i

1. Statutory Requirements

The Administration on Aging (AoA) funds discretionary grants under Title IV of the Older Americans Act, P.L. 89-73, enacted July 14, 1965, last amended on October, 2006, P.L. 109-365, (44 U.S.C. 3501-3520). Based on guidance from the Department of Health and Human Services, AoA has developed a template for Program Announcements to solicit applications for funding under Title IV. AoA currently has OMB approval for the template now used. This request is for an extension of the OMB approval.

2. Purpose and Use of Information

AoA Program Officers use the Program Announcement and Grant Application Instructions template as a guide for the development of solicitations for new funding opportunities. Prospective applicants prepare their applications based on this announcement.

3. Electronic Submission

The information must be submitted in electronic form via www.grants.gov.

4. Duplication

No other data source collects this or similar information.

5. Methods to Minimize Burden on Small Entities

There is minimal burden in applying for Title IV discretionary funding where applications are typically limited to 20 pages.

6. Consequences of Less Frequent Collection

Applicants submit only one application for each funding opportunity.

7. Special Circumstances

There are no special circumstances related to this request.

8. Comment to Federal Register

A notice of the intention of the Administration on Aging to continue to use the current Program Announcement template for Older Americans Act Title IV funding opportunities published in the Federal Register on October 18, 2006. No substantive comments or recommendations concerning the proposed information collection were received.

9. Payment to Respondents

No payment is provided.

10. Confidentiality

Information provided in a Program Application is confidential and only becomes public if an application is funded.

11. Sensitive Questions

This request does not involve questions of a sensitive nature.

12. Estimate of Information Collection Burden Hours

- a) Estimated Number of Respondents-----300
- b) Frequency of Response-----1 time
- c) Estimated Annual Hour Burden-----14,400 hours (Annual hour burden derived from the following estimates: 300 respondents prepare 1 application; each application takes an average of 48 hours to complete; 300x48=14,400 hours).
- d) Estimated Annual Costs for Respondents: N/A

13. Other Respondent Costs, Capital and Operational

Our estimate is that any costs incurred by the respondent are negligible.

14. Estimated Annualized Federal Government Cost

- a) Program Officer preparation of Program Announcement-----100 hours
(assuming 10 separate announcements)
- b) Posting of Application of announcements on www.grants.gov-----2 hours
- c) Project Officer review of applications/arranging independent review----900 hours
- d) Program and Grants Officer follow-up with applicants-----690 hours
- TOTAL GOVERNMENT HOURS----- 1,692 hours

GOVERNMENT SALARIES

- a. GS-13-1, annual salary of \$77,353 and an hourly rate of \$37.06,
which equates to 100 hours x \$37.06-----\$3,706
- b. GS-7-1, annual salary of \$36,671 and an hourly rate of \$17.57,
which equates to 2 hours x \$17.57 -----\$35
- c. GS-13-1, annual salary of \$77,353 and an hourly rate of \$37.06,
which equates to 900 hours x \$37.06 -----\$33,354
- d. GS-13-1, annual salary of \$77,353 and an hourly rate of \$37.06,
which equates to 690 hours x \$37.06 -----\$25,571

TOTAL COST TO THE FEDERAL GOVERNMENT-----\$62,666

15. Changes in Burden Hours

Adjustments in the burden hours were made as a result of a revision in the number of responses anticipated and the hours anticipated to review each response.

16. Publication of Results

AoA normally issues a press release on newly funded projects. In addition, a Compendium of Active Grants is posted on www.aoa.gov each year.

17. Display of Expiration Date

The Administration on Aging has no reason not to display the expiration date of OMB approval for this collection of information.

18. Exceptions to Certification Statement

There are no exceptions to the certification statement

Certification by Authorized Official Submitting Request

I certify that the form submitted for approval is necessary for the proper performance of the agency's functions; that the proposed data collection represents the minimum burden on respondents consistent with the need for information; that the information collected is not available from any other source; that the request complies with the requirements of the Freedom of Information Act and the Privacy Act of 1974, and is consistent with applicable OMB and agency policy directives.

John Wren
Deputy Assistant Secretary for Management

Date