

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration on Aging

**Supporting Statement for Form OMB 83-I**

**1. Statutory Requirements**

The Administration on Aging (AoA) requires grantees funded under Title III of the Older Americans Act, P.L. 89-73, enacted July 14, 1965, last amended in October 2006, PL 109-365, to report annually on the performance of their projects. This request is for an extension of the OMB approval.

**2. Purpose and Use of Information**

The information submitted by Title III grantees is AoA's principle source for data and information on programs and services funded under the Older Americans Act (OAA). The State Program Report (SPR) contains aggregate data on activities related to Title III and Title VII of the OAA. The SPR includes population data, service profiles, and information on clients and staff for each state/district/territory. Information provided by the SPR describes the services provided under Title III of the OAA.

**3. Electronic Submission**

The information is submitted in electronic form.

**4. Duplication**

No other data source collects this or similar information.

**5. Methods to Minimize Burden on Small Entities**

Reporting is performed by State agencies on aging. There are no small entities.

**6. Consequences of Less Frequent Collection**

The Older Americans Act contains provisions for annual reporting. If the reports were made less frequently, AoA could not fulfill the legislated reporting responsibilities.

**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 require grantees funded under Title IV of the Older Americans Act to report annually was published in the Federal Register on October 17, 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 the Performance (Progress) Report is not confidential. There is no personally identifiable information provided. All reporting is done in the aggregate. The report is a compilation of statewide service expenditures and services provision under the Older Americans Act.

**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-----52
- b) Frequency of Response-----annual
- c) Estimated Annual Hour Burden-----2,600 hours (Annual hour burden derived from the following estimates: 52 respondents prepare one report a year; each report averaging 50 hours; 52x50=2,600 hours).

**13. Other Respondent Costs, Capital and Operational**

Our estimate is that any other costs incurred by the respondent beyond that calculated under item 12 above is negligible.

**14. Estimated Annualized Federal Government Cost**

- a) Distribution of report instructions to grantees-----0 hours  
(electronic distribution via web site)
- b) Central office and regional office review and follow-up-----400 hours
- TOTAL GOVERNMENT HOURS-----400 hours

**15. Changes in Burden Hours**

No change.

**16. Publication of Results**

Information/results are not published

**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.

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Frank A. Burns  
Deputy Assistant Secretary  
Center for Wellness and Community-Based Services

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Date