

**THE SUPPORTING STATEMENT FOR CSBG BACKUP SHEET TO SUSTAIN LINE  
10(a) OF THE EXPENDITURE REPORT (269A) FOR STATES, TRIBES AND  
TERRITORIES**

**A. Justification**

**1. Circumstances Making the Collection of Information Necessary**

The Standard Form 269A is the form used by states, tribes, and territories to report quarterly/annualy expenditures for grants through the Federal Government. Failure to collect the data would seriously compromise ACF's ability to monitor the Community Service Block Grant Stimulus (CSBGS) expenditures. Authority to require financial reports is contained in 45 CFR Subpart C Section 96.30. States are required to report quarterly.

This request is an extension of an approval that was initially granted under the use of emergency procedures for ARRA.

**2. Purpose and Use of the Information Collection**

ACF will continue to use the Financial Report 269A to collect expenditure from the grantees on a quarterly/annually basis. A backup sheet has been created to identify the various activities that make up the total Federal share of outlays reported on the 269A Report line 10(a). This attachment to the 269A form ensures that all funds provided by the Recovery Act are clearly distinguishable in all agency financial systems, business systems and reporting systems. This form was last approved in 1997.

**3. Use of Improved Information Technology and Burden Reduction**

To the extent that a state can complete its financial reports faster and more efficiently electronically, the burden is reduced. In accordance with Action Transmittal OA-ACF-AT-01-05 (January 25, 2005), in lieu of paper copies, States are encouraged to submit their periodic financial reporting forms electronically, via the ACF On-Line Data Collection (OLDC) system.

**4. Efforts to Identify Duplication and Use of Similar Information**

Although no formal efforts to identify duplication have been undertaken, ACF has identified no alternative sources of similar or duplicate information.

**5. Impact on Small Businesses or Other Small Entities**

These requirements have no impact on small businesses or entities.

**6. Consequences of Collecting the Information Less Frequently**

The CSBG statute requires quarterly/annually financial reporting. Without it, ACF would be unable to exercise fiscal oversight in a responsible manner. While the A-133 audit provides fiscal compliance data, it is not available until some two years after the period of support.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

Not applicable.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

No comments have been received from the Emergency Federal Register (FR) Notice.

**9. Explanation of Any Payment or Gift to Respondents**

No payments and/or gifts will be provided to respondents.

**10. Assurance of Confidentiality Provided to Respondents**

The information collected is not confidential.

**11. Justification for Sensitive Questions**

None of the information requested from state agencies is of a sensitive nature.

**12. Estimates of Annualized Burden Hours and Costs**

ANNUAL BURDEN ESTIMATES

Instrument	Number of Respondents	Number of Responses per Respondent	Average Burden Hours per Response	Total Burden Hours
Back Up Sheet For CSBG/ARRA Expenditure Report	103	4	4	1648

Estimated Total Annual Burden Hours: 1648

For the 52 states, 47 tribes, and 4 territories processing their CSBG/ARRA financial

reporting requirement will be a quarterly burden that, we estimate, will average 4 hours per response, resulting in a total quarterly burden of 412 hours, and an annual burden of 1648 hours.

The total staff cost of processing each quarterly report for all 103 recipients is estimated at \$20,600.00. This is based on the estimate that preparation will take 4 recipient's staff-hours at an average cost of \$50 per hour (including overhead, fringe benefits, etc) time 103 respondents.

**13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers**

There are no additional direct monetary costs.

**14. Annualized Cost to the Federal Government**

The annual Federal costs associated with Regional and Central Office staff reviewing and processing the CSBG/ARRA financial reports is estimated to be \$20,600. This is based on the estimate that processing each of the 103 plans will require one federal staff-hour at an average cost of \$100 per hour (including overhead, fringe benefits, etc). The limited amount of photocopying of the Recipient plans and the limited use of the telephone for conference calls is already built into our general administrative expenses. This workload does not represent additional costs in those areas.

**15. Explanation for Program Changes or Adjustments**

There are no program changes or adjustments.

**16. Plans for Tabulation and Publication and Project Time Schedule**

Sections 678B(c) and 678E (b) (2) of the Community Services Block Grant Act require the Secretary to submit each fiscal year a report on performance measurement and a report on compliance with the goals of the Community Services Block Grant program. Further, the Community Services Block Grant Act requires that these reports be submitted together. Published copies of these Reports to Congress may be obtained by contacting the Office of Community Services within the Administration for Children and Families at 202-690-5660.

**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

We will display the new OMB approval expiration date on the Back Up Sheet to the 269(A).

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions to the certification statement in Item 19 of Form OMB 83-I.

**B. Collections of Information Employing Statistical Methods**

Statistical methods are not applicable to this information collection.