

**Supporting Statement for the State Program Report
for FY 2010 – 2013**

A. Justification

1. Circumstances Making the Collection of Information Necessary

- This is a request for Office of Management and Budget (OMB) approval of a survey for the collection of Title III and Title VII performance data of The Administration on Aging (AoA). This is a request with minor changes based on respondent feedback to the previously approved OMB document.
- The Older Americans Act, P.L. 89-73, enacted July 14, 1965, last amended in October 2006, P.L. 109-365, requires a report annually on the performance of Older Americans Act funded projects.
- Data collected from this survey is essential to provide performance measures are required by Congress as part of the Administration on Aging Government Performance Results Act (GPRA).

2. Purpose and Use of Information Collection

- 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 on the SPR describes the services provided under Title III of the OAA. The information from the current collection is reported to Congress and is available for on-line inquiry via the internet to the public.

3. Use of Improved Technology & Electronic Submission

- States are required to submit data electronically via an on-line internet based secure server.

4. Efforts to Identify Duplication and Use of Similar Information

- No other sources collect this or similar information.

5. Impact on Small Businesses or Other Small Entities

- Reporting is performed by State Agencies on Aging. No small businesses will be involved in this collection.

6. Consequences of Less Frequent Information Collection

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

- Quarterly ARRA reporting on a small subset of the data, 6 fields, is required as part of AoA's ARRA performance reporting plan, approved by OMB. States report people served, units and expenditures for home delivered and congregate meals funded by ARRA until all ARRA nutrition funds are spent.

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

- None of the listed circumstances applies to this submission.

8. Comments in Response to the Federal Register Notice/Outside Consultation

- A notice that AoA was soliciting comments on the information collection requirements relating to State Program Report data collection was published in the January 29, 2010 in *Federal Register Vol 75, No. 19, page 4824*. Eight people submitted comments. Technical changes were made to the data collection instrument based on comments received.
- AoA sought outside consultation from States via a series of 3 webinars that were held from September, 2008 through November, 2008. Over 75 people from state users, national associations, and other professionals in the field participated in these discussions. Recommendations from the webinars were incorporated into the data collection instrument.
- The 30-day Federal Register notice has been submitted to the *Federal Register*.

9. Explanation of any Payment/Gift to Respondents – No payment is provided

10. Assurance of Confidentiality Provided to Respondents

- Individuals are not identified in the report. Aggregate data are being collected.

11. Justification for Sensitive Questions

- No information of a sensitive nature is being asked or collected.

12. Estimates of Annualized Burden Hours (Total Hours & Wages)

- The information below shows the estimated annualized burden hours and costs for states to enter their data.

12A. Explanation

- The burden hours are based on the number of states 52, at an estimated average time of 50 hours per year submitted annually for 2,600 hours.
- To produce a ARRA performance report, which includes a subset of the annual data of 6 fields, is estimated to take an average of 1 hour per quarter for a total of 224 hours.
- Total burden hours are 2,824.

12A. Estimated Annualized Burden Hours

Type of Respondent	Form Name	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours
States	State Program Report	52	1	50	2,600
States with ARRA fund remaining	ARRA Performance Report	56	4	1	224

12B. Estimated Annualized Wages

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
States Unit on Aging staff	2,824	\$27.89 per hour	\$78,761

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs

- There should not be any additional costs to the projects beyond those already identified in Item 12 above.

14. Annualized Cost to Federal Government

- The estimated annualized cost to the Federal Government is \$14,330 based on the estimated mid-point payscale for grades 12 & 13.

Staff Hours/Costs

200 hrs. x \$38.92 per hour \$7,784
 200 hrs. x \$32.73 per hour \$6,546

Total Cost to Federal Government \$14,330

15. Explanation for Program Changes or Adjustments – No change

16. Plans for Tabulation and Publication and Project Time Schedule

- Results from State Program Report are uploaded to the Aging Integrated Database (AGID) available on-line at www.data.aoa.gov . Results are available in the Fall annually.

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

- We are not seeking approval to not display the expiration date for OMB approval of the information collected.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

- There are no exceptions to this request for certification.

B. Collection of Information Employing Statistical Methods

These collections do not employ statistical methods.