

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration on Aging
Program Announcements Template to Solicit Applications for Funding Under Title IV

A. Justification

1. Circumstances Making the Collection of Information Necessary

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 the Information Collection

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. Use of Improved Information Technology and Burden Reduction

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

4. Efforts to Identify Duplication and Use of Similar Information

No other data source collects this or similar information.

5. Impact on Small Businesses or Other Small Entities

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

6. Consequences of Collecting the Information Less Frequently

Applicants submit only one application for each funding opportunity

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

There are no special circumstances related to this request.

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

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. No comments or recommendations concerning the proposed information collection were received.

9. Explanation of Any Payment or Gift to Respondents

No payment is provided.

10. Assurance of Confidentiality Provided to Respondents

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

11. Justification for Sensitive Questions

This request does not involve questions of a sensitive nature.

12. Estimates of Annualized Burden Hours and Costs

Explanation:

- Estimated Number of Respondents-----300
- Frequency of Response-----1 time
- 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).
- Estimated Annual Costs for Respondents: N/A
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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
Grant Applicant	Title IV Application Template	300	1	48	14,400

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

There should not be any additional costs to respondents and record keepers

14. Annualized Cost to the Federal Government

- 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 \$89,033 and an hourly rate of \$42.66,
which equates to 100 hours x \$42.66-----\$4,266
- b. GS-7-1, annual salary of \$42,209 and an hourly rate of \$20.22,
which equates to 2 hours x \$20.22 ----- \$40
- c. GS-13-1, annual salary of \$89,033 and an hourly rate of \$42.66,
which equates to 900 hours x \$42.66 ----- \$38,394
- d. GS-13-1, annual salary of \$89,033 and an hourly rate of \$42.66,
which equates to 690 hours x \$42.66 ----- \$29,435
- TOTAL COST TO THE FEDERAL GOVERNMENT----- \$72135

15. Explanation for Program Changes or Adjustments

None

16. Plans for Tabulation and Publication and Project Time Schedule

AoA normally issues a press release on newly funded projects. In addition, a Compendium of Active Grants is posted on <http://www.aoa.gov/AoARoot/Grants/Compendium/index.aspx> each year.

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

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 for Paperwork Reduction Act Submissions

There are no exceptions to the certification statement

B. Collection of Information Employing Statistical Methods

These collections do not employ statistical methods.