
**SUPPORTING STATEMENT FOR PAPERWORK
REDUCTION ACT SUBMISSIONS
Senior Corps Project Progress Report (PPR)**

A. Justification

A1. Need for Information Collection

The Project Progress Report (PPR) was designed to cover the performance reporting requirements of OMB Circulars A-102 and A-100, and as referenced in Program Regulations for the Foster Grandparent Program, Senior Companion Program, and RSVP.

Reference:

- a) *Corporation for National and Community Service: Foster Grandparent Program*
45 CFR Parts 1208 and 2552
RIN 3045-AA18
ACTION: Final regulations.

Sec. 2552.25 What are a sponsor's administrative responsibilities?

2552.25 (g) - Establish record keeping/reporting systems in compliance with Corporation requirements that ensure quality of program and fiscal operations, facilitate timely and accurate submission of required reports and cooperate with Corporation evaluation and data collection efforts.

- b) *Corporation for National and Community Service: Senior Companion Program*
45 CFR Parts 1207 and 2551
RIN 3045-AA17
ACTION: Final regulations.

Sec. 2551.25 What are a sponsor's administrative responsibilities?

2551.25(g) - Establish record keeping/reporting systems in compliance with Corporation requirements that ensure quality of program and fiscal operations, facilitate timely and accurate submission of required reports and cooperate with Corporation evaluation and data collection efforts.

- c) *Corporation for National and Community Service: RSVP (Retired and Senior Volunteer Program)*
45 CFR Parts 1209 and 2553
RIN 3045-AA19
ACTION: Final regulations.

Sec. 2553.25 What are a sponsor's administrative responsibilities?

Sec. 2553.25(g) - Establish record keeping and reporting systems in compliance with Corporation requirements that ensure quality of program and fiscal operations, facilitate timely and accurate submission of required reports and cooperate with Corporation evaluation and data collection efforts.

The proposed revised PPR will continue to collect information demonstrating that federal grantees meet their performance goals as specified in their awarded Grant Application.

The specific revision requested to change frequency of grantee reporting the full PPR from semi-annual to annual.

A2. Indicate how, by whom, and for what purpose the information is to be used.

The Project Progress Report (PPR) was designed to meet agency program management requirements and to ensure that projects address and fulfill legislated program purposes and associated work plan objectives agreed-upon in the granting of the award. Information is used by agency management to determine that projects are achieving goals and objectives, gauge progress toward meeting grantee identified performance measures, identify technical assistance needed to correct deficiencies, manage budget variances and resource issues arising in grants, and help to establish priorities for scheduling site visits. If the PPR information was not submitted, the agency would be unable to fulfill these purposes, possibly resulting in inefficient or inappropriate operations.

A3. Minimize Burden: Use of Improved Technology to Reduce Burden

The PPR is available to Senior Corps grantees through the Corporation's web-based grant management system, "eGrants". Senior Corps grantees began using the eGrants systems in September 2002 and eight years later, are fully indoctrinated into the use of the system for grant application, management and reporting.

The requested revised PPR continue to allow grantees to enter, update, save, print and access the latest information about their grants across a secure connection.

The electronic submissions of PPR from individual Senior Corps grantees are retained in the eGrants database for no fewer than seven (7) years.

A4. Non-Duplication

The PPR form requests only the minimum information required for proper management and does not duplicate information requested in other reports or available from other sources.

A5. Minimizing for economic burden for small businesses or other small entities.

This collection of information does not impact small businesses because they are not eligible to apply for grants. There is no economic burden to any other small entities beyond the cost of staff time to collect and report the data. This is minimized to the degree possible by only asking for the information absolutely necessary to measure progress towards the Corporation's strategic initiative benchmarks.

A6. Consideration of Collection

The PPR is used by Senior Corps grantees to report progress toward accomplishing work plans, tracking performance measures, identifying technical assistance needed and challenges encountered, and success stories. It is the sole reporting mechanism available to the federal funding agency to receive this information.

A7. Special circumstances that would cause information collection to be collected in the specified ways.

There are no special circumstances that would require the collection of information in any other ways specified.

A8. Provide copy and identify the date and page number of publication in the Federal Register of the Agency's notice.

The 60 day *Notice* soliciting comments was published on Friday, March 12, 2010 on page 11864.

A9. Payment to Respondents

There are no payments or gifts to respondents

A10. Confidentiality

Information provided by this collection will be held solely by Foster Grandparent, Senior Companion, and RSVP program grantees, including the sponsor organization leadership and individual RSVP projects' staff.

A11. Sensitive Questions

The information collection does not include questions of a sensitive nature.

A12. Hour burden of the collection

There are 1,300 Senior Corps grantees. The currently approved total aggregate burden on all respondents is estimated at 10,800 hours. The requested change will reduce the burden by 50%, from 10,800 hours to 5,400 hours annually. All Senior Corps grantees will submit full progress reports on an annual basis. The per-respondent burden is currently estimated at 8 hours. The proposed change will decrease the current burden to an estimated 4 hours per respondent.

A13. Cost burden to the respondent

NA

A14. Cost to Government

There are no additional costs to the Government.

A15. Reasons for program changes

The Corporation has determined that decreasing the frequency of reporting full Progress Report information from semi-annual to annual will continue to provide the management and performance information needed, and will result in a reduced burden to the Senior Corps grantees.

A16. Publication of results

Not applicable. The responses to this information collection will not be published.

A17. Explain the reason for seeking approval to not display the expiration date for OMB approval of the information collection.

Not applicable.

A18. Exceptions to the certification statement

There are no exceptions to the certification statement in the submitted ROCIS form.