

**SUPPORTING STATEMENT
2700-0093**

April 2008

Grants and Cooperative Agreements with State and Local Governments

A. Justification.

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

This collection is required to ensure proper accounting of Federal funds and property provided under grants and cooperative agreements with state and local governments. Reporting and recordkeeping are prescribed in 14 CFR Part 1273.

2. Indicate how, by whom, how frequently, and for what purpose the information will be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

Absence of the information provided by agreement recipients by means of the following proposals, reports, and recordkeeping would result in NASA's inability to carry out its mission and to comply with statutory requirements, e.g., Chief Financial Officers Act, on the accountability of public funds and maintenance of an appropriate internal control system.

INFO AND REPORTS	FREQUENCY	USE
Proposals	Occasionally	Select qualified recipients
Requests for Payment	Occasionally	Make payments
Financial Reports, SF 269	As Required	Report expenditures
Property Reports	Annually	Report to Congress
Patent & New Technology Reports	Annually	Protect rights of Government & recipients
Performance Reports	Annually	Assess progress
Changes, including subcontracts and foreign nationals	Occasionally	Determine recipient control of funds and property and protect U.S. property interests
Recordkeeping	Continuous	Ensure Proper accounting of funds

3. Describe whether, and to what extent the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology. Also describe any consideration of using information technology to reduce burden.

Electronic funds transfer is used for payment under Treasury guidance. In addition, NASA encourages the use of computer technology and is participating in Federal efforts to extend the use of information technology to more Government processes via the Internet. Submission of almost all information required under grants or cooperative agreements with state and local governments, including property, financial, performance, and financial reports, is submitted electronically.

4. Describe efforts to identify duplication.

Each grant and cooperative agreement is awarded for a unique project. There is no known duplication of information.

5. If the collection of information impacts small businesses or other small entities (Item five of form OMB 83-I, the Paperwork Reduction Act Submission form), describe any methods used to minimize burden.

This collection is strictly from state and local governments. There is no impact on small business.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.

Absence of information would result in reduced accountability for public funds and property.

7. Explain any special circumstances that would cause an information collection to be conducted in certain manners (as listed).

None

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR § 1320.8 (d), soliciting comments on the information collection before submission to OMB.

April 18, 20008; Page 21160

9. Explain any decision to provide any payment or gift to respondents, other than

remuneration of contractors or grantees.

None

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The confidentiality of this data is governed by statues, the Freedom of Information Act, and agreement provisions and special conditions.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters, that are commonly considered private.

No sensitive questions are involved.

12. Provide estimates of the hour burden of the collection of information.

INFO and REPORTS	No. of Respondents	No. of Responses	Hours per Report	TOTAL HOURS
Proposals	20	20	20	400
Request for Payment	70	70	1	70
Financial Report, SF 269s	70	140	1	140
Property Reports	40	40	1	40
Patent/New Technology Reports	30	30	1	30
Performance Reports	70	70	1	70
Changes, including subcontracts and foreign nationals	20	20	1	20
Recordkeeping	70	70	10	700
TOTALS	70	460		1,470

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

There is no cost burden to respondents or record-keepers, as costs related to the collection of this information are reimbursed by the Federal Government.

14. Provide estimates of annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours,

operational expenses, and any other expense that would not have been incurred without this collection of information.

Review time is estimated as follows:

Proposals: 15 hours each
Requests for Payment: .25 hours each
Reports: .5 hours each

Median GS-12/13 rate of \$40.00/hr is used to estimate Government cost.

Proposals:	20 x 15 = 300 hours @ \$40.00=	\$12,000
Requests for Payment:	70 x .25 = 17.5 hours @ \$40.00=	\$ 700
Reports:	300 x .5 = 150 hours @ \$40.00	<u>\$ 6,000</u>
		\$18,700

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

No program changes.

16. For collections of information intended for publication, outline plans for tabulation and publication.

Not applicable

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display may be inappropriate.

Approval Expiration Date may be displayed.

18. Explain each exception to the certification statement identified in item 19, "Certification for Paperwork Reduction Act Submissions" of OMB Form 83-1.

Not applicable

B. Collections of Information Employing Statistical Methods.

Not Applicable.