

**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.

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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.

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked, "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the

universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

| Collection Name | Start | End | Purpose | Method | Population | Est. # Respondents | Burden Hours |
|--|--------------|------------|--|---------------|---|---------------------------|---------------------|
| Grants and Cooperative Agreements with State and Local Governments | Sep FY08 | Aug FY11 | Ensure proper accounting of Federal Funds and property provided under grants and cooperative agreements with state and local governments | Free Format | Grantees and Cooperative Agreement Partners | 70 | 1470 |

2. Describe the procedures for the collection of information including:

- * *Statistical methodology for stratification and sample selection,*
- * *Estimation procedure,*
- * *Degree of accuracy needed for the purpose described in the justification,*
- * *Unusual problems requiring specialized sampling procedures, and*
- * *Any use of periodic (less frequent than annual) data collection cycles to reduce burden.*

Statistical methodology for stratification and sample selection:

Due to the subjective and individual nature of the reporting and record keeping prescribed in 14 CFR Part 1273, statistical methods are not used. Instead, all reports are reviewed on a case-by-case basis by procurement and technical personnel.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

The information collection respondents are grantees and cooperative agreement partners. The reports contain detailed information which enables the Government to ensure proper accounting as prescribed in 14 CFR Part 1273

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

Because of the free format for the information collecting, no tests of procedures are conducted.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

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