

**SUPPORTING STATEMENT**  
**0704-0320**

**A. Justification:**

1. This is a request for OMB approval under the Paperwork Reduction Act for collection of data to be used in measuring, on a quarterly basis, cooperative agreement recipients' (state and local governments, private nonprofit organizations, Indian tribal organizations, and Indian economic enterprise) performance against goals and objectives as established in their applications for which an award was made.

The Department of Defense (DoD) Procurement Technical Assistance (PTA) Cooperative Agreement Program was established by Congress, in the Fiscal Year (FY) 1985 DoD Authorization Act (enabling legislation) to assist state and local governments, tribal organizations, Indian economic enterprises, and other nonprofit entities in establishing or maintaining PTA activities to help business firms market their goods and services to the DoD, other Federal Agencies, and state and local governments (as defined in 10 USC 142). A subsequent amendment (FY 88) set aside a portion of the funding for a program to benefit American Indians. Eligible entities under the American Indian program include tribal organizations and Indian economic enterprises (for profit and nonprofit). Program requirements are established by Department of Defense Grant and Agreement Regulations (DODGARS).

2. Cooperative agreements are awarded on a competitive basis. Past performance data is obtained from the performance report. The data is used to indicate recipient accomplishments against goals and objectives set forth in the application, for which an award was made. The reported data also provides budget information (total amount expended, total DoD funds expended) used to monitor the expenditure of DoD funds, and program accomplishments.

The reported data is used by DLA/DoD personnel to monitor recipient performance to determine which programs are experiencing difficulty, which require assistance from DLA/DoD, and to determine the frequency of surveillance reviews. Under certain circumstances, the reported data has been used to document proposed cancellation of cooperative agreements.

The reported data is consolidated into an annual report, by state, indicating program achievements. If this information were not available, officials could not be apprised of program success/failure and the need for program continuation.

3. The reported information originates from sources outside the Agency. Technological capabilities vary at each recipient location, from manual to total automation. Automation of report data from the agreement recipient to the appropriate Agency field activity to this Headquarters has been accomplished and the report is submitted only in electronic form via the Internet. No paper copies of the report are required or accepted by DLA/DoD.

4. There is no similar information available that is reported consistently by all recipients. This is the only such requirement for DLA/DoD recipients of cooperative agreements.

5. There is no significant impact on small entities.

6. The PTA Cooperative Agreement Performance Report provides a vital link between the recipient of DoD funds and DLA, the Agency assigned the responsibility to administer the program. Reporting on a quarterly basis provides the administrator, DLA and DoD, with the best means of monitoring the program.

7. Collection is consistent with 5 CFR 1320.5(d)(2).

8. Comments were solicited by the Federal Register on February 6, 2012 (77 FR 5779). There were no public comments received.

A list that contains the name, address, phone number, and point of contact for each of the recipients is maintained at the Web site: <http://www.dla.mil/SmallBusiness/Pages/ptap.aspx>. Each year, after award, the list is verified and updated.

9. No payments or gifts have been made to the respondents.

10. No assurance of confidentiality has been provided to respondents on the basis of statute, regulation, or Agency policy.

11. Data collected does not include sensitive information.

12. Estimates of the burden of information collection:

|                                |      |
|--------------------------------|------|
| Number of Respondents (Approx) | 95   |
| Responses per Respondent       | 4    |
| Annual Responses               | 380  |
| Hours per Response             | 7    |
| Total Hours                    | 2660 |

|                              |                        |
|------------------------------|------------------------|
| 95 respondents X 4 responses | 380                    |
|                              | X 7 hours per response |
|                              | 2660 hours             |

|                           |          |
|---------------------------|----------|
| 2660 hrs. X \$25 per hour | \$66,500 |
| Total Cost to Respondents | \$66,500 |

13. There are no additional costs to the respondents.

14. Estimated cost to the Government:

|                |                |            |
|----------------|----------------|------------|
| Administrative | 40 hrs. X \$75 | \$3,000.00 |
|----------------|----------------|------------|

|                          |                |            |
|--------------------------|----------------|------------|
| Overhead                 | 10 hrs. X \$25 | \$ 250.00  |
| Total Cost to Government |                | \$3,250.00 |

15. This is a reinstatement of a previously approved collection with no changes.
16. There is no plan to publish the collected information.
17. The OMB number and expiration will be displayed.
18. No exception requested.

B. Collections of Information employing Statistical Methods

The collection of this information is not based on statistical methodology.