

**Supporting Statement for the Annual
Semi-Annual and Final Reporting Requirements for Administration for
Community Living Discretionary Grant Programs for FY 2013-2015**

A. Justification

1. Circumstances Making the Collection of Information Necessary

The Administration for Community Living (ACL) requires grantees funded under its discretionary grants programs to report semi-annually on the performance of their projects. ACL had OMB approval for requiring semi-annual Performance (Progress) Reports for the Administration on Aging (AoA). This is a request for reinstatement of a previously approved OMB collection for AoA requirements to incorporate the creation of ACL grant programs, which includes AoA.

2. Purpose and Use of the Information Collection

The information submitted by ACL discretionary grantees is used by ACL to: (a) review and monitor the grantee's progress in achieving project objectives; (b) identify significant findings, products, and practices of the project; and (c) identify areas of performance that may benefit from advice and assistance from ACL and, in rare instances, take corrective action.

3. Use of Improved Information Technology and Burden Reduction

The information may be submitted in electronic form.

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 completing a progress report, which typically runs 5 pages.

6. Consequences of Collecting the Information Less Frequently

If the reports were to be made less frequently than semi-annually, the grantee would be less accountable to ACL for its actions, have less opportunity to receive constructive advice from ACL, and likely would miss opportunities for mid-course corrections.

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

A notice of the intention of the Administration for Community Living to continue to require grantees funded through its discretionary grants programs to under Title IV of the Older Americans Act to report semi-annually on their project performance was published in the Federal Register on April 7, 2009 by the Administration on Aging. There are no special circumstances related to this information collection.

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

No substantive comments or recommendations concerning the proposed information collection have been received for the federal register notice Volume 77, No. 153, page 47396, which was published on 8/8/12.

9. Explanation of Any Payment or Gift to Respondents

Not applicable

10. Assurance of Confidentiality Provided to Respondents

Information provided in the Performance (Progress) Report is not confidential; the report is an accounting of project activities supported by public funds.

11. Justification for Sensitive Questions

This request does not involve questions of a sensitive nature.

12. Estimates of Annualized Burden Hours and Costs

12A. Estimated Annualized Burden Hours:

Type of Respondent	Form Name	No. of Respondents	No. Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours
ACL Grantee	N/A	300	2	20	
Total					12,000

12B. Estimated Annualized Cost to Respondents Based on Burden Hours:

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
ACL Grantee	12,000	\$25.00	\$300,000.00
Total			\$300,000.00

RESPONDENT BURDEN COST ESTIMATE	
\$25 per hour – 20 hours per report – two reports per year	\$1,000
TOTAL RESPONDENT COST FOR 300 RESPONDENTS	\$300,000

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers
There are no Other Total Annual Cost Burden to Respondents and Record Keepers

14. Annualized Cost to the Federal Government

The estimated annualized cost to federal government is \$92,746

Federal Staff time

a) Program Officer review of reports and follow-up with grantees.....1,800 hours

b) Grants Officer review of reports and follow-up with grantees..... 600 hours

TOTAL FEDERAL HOURS.....2,400 hours

Salaries

a) Program Officer GS13-1, hourly rate of \$42.66 which equates to
1800 hours x \$42.66\$74,788

b) Grants Officer GS11-1, hourly rate of \$29.93 which equates to
600 hours x \$29.93.....\$17,958

TOTAL COST TO FEDERAL GOVERNMENT.....\$92,746

15. Explanation for Program Changes or Adjustments

There are no program changes or adjustments. This collection expired on 10/31/12 inadvertently due to technical problems with ICRAS and unforeseen closure of the Federal Government on 10/29/12 and 10/30/12.

16. Plans for Tabulation and Publication and Project Time Schedule

Project Officer's use collected information to ensure that grantees are adhering to their project proposal and making expected progress with their project. In the event of project delays, etc, the Project Officer uses the report to learn more about where/how they might be able to support (provide technical assistance to) the grantee. ACL does not create a report with the information. This information collected is strictly used as a project monitoring tool.

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

There is no reason display of OMB expiration date would be inappropriate

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to certification for paperwork reduction act submissions