

**Supporting Statement for the State Program Report
for FY 2013 – 2016**

A. Justification

1. Circumstances Making the Collection of Information Necessary

- This is a request for Office of Management and Budget (OMB) approval of a survey for the collection of Title III and Title VII performance data of the Administration on Aging (AoA). This request includes minor updates and corrections of typographical errors to the previously approved OMB document.
- The Older Americans Act (OAA), P.L. 89-73, enacted July 14, 1965, last amended in October 2006, P.L. 109-365, requires a report annually on the performance of Older Americans Act funded projects. (42 U.S.C. 3012).
- Data collection is essential to provide performance measures as required by Congress and the GPRA Modernization Act of 2010 (GPRAMA).

2. Purpose and Use of Information Collection

- The information submitted by Title III grantees is AoA's principle source for data and information on programs and services funded under the Older Americans Act (OAA). The State Program Report (SPR) contains aggregate data on activities related to Title III and Title VII of the OAA. The SPR includes population data, service profiles, and information on clients and staff for each state/district/territory. Information provided on the SPR describes the services provided under Title III of the OAA. The information from the current collection is reported to Congress and is available for on-line inquiry via the internet to the public.

3. Use of Improved Information Technology and Burden Reduction

- States are required to submit data electronically via an on-line internet based secure server.

4. Efforts to Identify Duplication and Use of Similar Information

- No other sources collect this or similar information.

5. Impact on Small Businesses or Other Small Entities

- Reporting is performed by State Units on Aging. No small businesses will be involved in this collection.

6. Consequences of Collecting the Information Less Frequent Collection

- The Older Americans Act contains provisions for annual reporting. If the reports were made less frequently, AoA would not fulfill the legislated reporting responsibilities.

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

- None of the listed circumstances applies to this submission.

8. Comments in Response to the Federal Register Notice/Outside Consultation

- A 60-day Federal Register Notice was published in the *Federal Register* on February 12, 2013, vol. 78, No. 29; pp. 9927-9928. This notice is attached. No comments were submitted.
- The 30-day Federal Register notice was published in the *Federal Register* on May 8, 2013, vol. 78, No. 89; p. 26782

9. Explanation of any Payment/Gift to Respondents – not applicable.

10. Assurance of Confidentiality Provided to Respondents

- Individuals are not identified in the report. Aggregate data are being collected.

11. Justification for Sensitive Questions

- No information of a sensitive nature is being asked or collected.

12. Estimates of Annualized Burden Hours (Total Hours & Wages)

- The information below shows the estimated annualized burden hours and costs for states to enter their data.

12A. Estimated Annualized Burden Hours

- The burden hours are based on the number of states 52, at an estimated average time of 50 hours per year submitted annually for 2,600 hours.
- Total burden hours are 2,600.

12A. Estimated Annualized Burden Hours

Type of Respondent	Form Name	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours
States	State Program Report	52	1	50	2,600

12B. Costs to Respondents

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
State Units on Aging staff	2,600	\$35.82 per hour	\$93,132

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/ Capital Costs

- There should not be any additional costs to the projects beyond those already identified in Item 12 above.

14. Annualized Cost to Federal Government

- The estimated annualized cost to the Federal Government is \$694,330.
- Based on the estimated mid-point payscale for grades 12 & 13:

Staff Hours/Costs

200 hrs. x \$38.92 per hour	\$ 7,784
200 hrs. x \$32.73 per hour	\$ <u>6,546</u>
	\$ 14,330

Contract for database	<u>\$680,000</u>
Total Cost to Federal Government	\$694,330

15. Explanation for Program Changes or Adjustments – The annual response and burden hours have been reduced due to the expiration of ARRA performance reporting requirements.

16. Plans for Tabulation and Publication and Project Time Schedule

- Results from State Program Report are uploaded to the Aging Integrated Database (AGID) available on-line at <http://www.agid.acl.gov/> . Results are available annually.

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

- We are not seeking approval to not display the expiration date for OMB approval of the information collected.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

- There are no exceptions to this request for certification.

B. Collection of Information Employing Statistical Methods. If statistical methods will not be used to select respondents and item 17 on Form 83-I is checked “No” use this section to describe data collection procedures.

- These collections do not employ statistical methods.