

**SUPPORTING STATEMENT**  
**FOR THE**  
**ADMINISTRATION FOR NATIVE AMERICANS**  
**Panel Reviewer Profile Form**

**OMB No. 0970-0265**

**Reinstatement, with changes to a previously approved collection for which approval has expired.**

**A. Justification**

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

This information collection is conducted in accordance with 42 USC of the Native American Programs Act of 1972, as amended. Specifically, 42 USC 2991d-1, "Panel review of applications for assistance," states that ANA will:

(1) "The Commissioner shall establish a formal panel review process for purposes of evaluating applications for financial assistance under sections 2991b and 2991d of this title; and determining the relative merits of the projects for which such assistance is requested."

(2) "To implement the process established under paragraph (1), the Commissioner shall appoint members of review panels from among individuals who are not officers or employees of the Administration for Native Americans. In making appointments to such panels, the Commissioner shall give preference to American Indians, Native Hawaiians, other Native American Pacific Islanders (including American Samoan Natives), and Alaska Natives." (See Attachment)

The responses to this collection are necessary to allow the Commissioner of ANA to select qualified people to review grant applications for: Social and Economic Development Strategies (SEDS), Native Language Preservation and Maintenance, and Environmental Regulatory Enhancement projects. The panel review process is a legislative mandate in the ANA funding process.

Furthermore, this collection is necessary for the Commissioner to comply with the legislatively required preference given to prospective panel

members of American Indians, Native Hawaiians, other Native American Pacific Islanders (including American Samoans), and Alaska Natives.

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

The purpose of this information collection is to collect information that ANA can use to select qualified people to review grant applications.

The information obtained in this collection allows the Commissioner of ANA to comply with the legislatively required preference under 42 USC 2991d-1, and use that preference in selecting panel members of American Indian, Native Hawaiian, other Native Pacific Islander (including Native Samoan ), and Alaska Native descent.

- 3. Describe whether, and to what extent the collection of information involves the use of automated, electronic, and other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.**

Applicants/respondents have the option to utilize automated, electronic information technology to complete the Panel Reviewer Profile Form  
The form is “housed” electronically on the ANA website and the ANA shared drive. The completed forms will be maintained by ANA.  
Respondents are encouraged to submit the completed forms electronically, but they do have an option to submit in paper form.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

There is no similar information, and ANA program staff has determined through extensive contacts with organizations and individuals in both the private and public sectors that there is no similar data available that meets the ANA panel selection purposes.

- 5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.**

The collection of this information causes no effect upon small businesses or other small entities. The information being requested and required has been held to the absolute minimum required for the intended use. Most of

the current revisions were designed to further reduce the burden potential respondents.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reduce burden.**

Failure to collect this information would violate the legislative mandate of the Native American Programs Act of 1974 as amended to establish a formal panel review process for purposes of evaluating applications for financial assistance, determining the relative merits of the projects for which such assistance is requested, and in making appointments to such panels, giving preference to American Indians, Native Hawaiians, other Native American Pacific Islanders (including American Samoan Natives), and Alaska Natives.

**7. Explain any special circumstances that require the collection to be conducted in manner:**

There are no special circumstances requiring collection be conducted in any manner described in Item #7 of the OMB Supporting Statement Instructions and Guidance.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notices, required by 5 CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments.**

Attached is a copy of the Federal Register 60-Day Notice, "Proposed Information Collection Activity: Comment Request," Volume 79, No. 14, Page 3597, published on January 22, 2014.

Summary of comments received:

No comments were received.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payment or gift to respondents or remuneration to contractors or grantees has been paid. Respondents would only be paid if selected to participate on the grant application review.

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

This information is considered confidential, therefore, safeguards are considered necessary beyond that customarily applied to routine government information. The Panel Reviewer Profile Form is “housed” electronically on the ANA website and is only password accessible by applicants and certain ANA staff. The completed forms are maintained confidentially by ANA.

No information of a confidential nature will be disseminated per 45 CFR 73.735-307 (a) Use of official information.

**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.**

This is not applicable. No information of a sensitive nature is requested in the ANA Panel Reviewer Profile Form.

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

Instrument	Number of Respondents	Number of Responses per Respondent	Average Burden Hour per Response	Total Burden Hours
Consultant and Evaluator Qualifications Form	300	1	.5	150

Estimated Total Annual Burden Hours: **150**

Public reporting burden for the preparation and review of the ANA funding application is estimated to average **.5 hour** per response, including the time for reviewing instructions, gathering and maintaining data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**13. Provide an estimate of the annual cost burden to respondents or record keepers resulting from the collection of information.**

The annual cost burden to respondents or record keepers resulting from the collection of information is zero. There are no direct monetary costs to respondents other than their time to complete the form, and the use of existing resources.

**14. Provide estimates of annualized cost to the Federal Government.**

The estimated annualized cost to respondents for hour burdens for collection of information identifying and using appropriate wage rate categories is \$194.

The form is “housed” electronically on the ANA website, as well as on the shared drive, and will be completed by the applicant. The cost that the Government will incur will be printing the documents when desired and the actual time spent reviewing the forms.

- Costs for printing documents – paper and printer toner = \$100
- Costs for tabulating and analysis of responses – 2 hours at \$47/hr = \$94

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

There are no program changes or adjustments reported in items 13 and 14 of the OMB Form 83-I.

**16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

Data that will be collected will not be tabulated and published. The results of the collection will not be used for any statistical use. The collection of information by means of the ANA Panel Reviewer Profile Form does not employ statistical methods.

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

This is not applicable.

**18. Explain each exception to the certification statement identified in Item 19, “Certification for Paperwork Reduction Act Submission,” on Form OMB 83-I.**

This is not applicable.