

**Supporting Statement for Information Collection**  
**3090-0112, State Agency Monthly Donation Report of Surplus Property, GSA Form**  
**3040,**

**A. Justification**

**1. Circumstances that make the collection of information necessary.** GSA Form 3040 - is required by the Administrator of General Services to carry out his authority under Public Law 94-519 the Federal Property and Administrative Services Act of 1949. The law provides for a partnership of Federal and State governments in the conduct of the donation program, fair and equitable distribution of available property, and periodic submission of reports provide program overview. A copy of the statute and promulgating regulation is attached.

**2. Use of Information.** The 3040 reports are required by the Administrator of General Services to carry out his discretionary authority to transfer surplus personal property for donation and to report to Congress on the status and progress of the donation program. Data provided by State agencies on the GSA Form 3040 is used by the GSA Central Office Donation Division in the preparation of the annual and biennial reports to Congress, as well as in evaluating regional and State agency performance in carrying out their donation responsibilities.

**3. Consideration of using information technology.** GSA is initiating discussion with State Agencies to determine the feasibility of electronically transmitting information in the future. This would require interfacing between a multitude of varying State disposal systems and the Federal Electronic Disposal System.

**4. Describe efforts to identify duplication.** The 3040 report is the only means of collecting this information we solely depend on the submission of this report by the States to collect this information.

**5. If the collection of information impacts small businesses or other small entities (item 5), describe any methods used to minimize burden.**

Not applicable – Small businesses or other small entities are not involved.

**6. Describe the consequence to Federal activities if the collection is not conducted or is conducted less frequently.** The quarterly reports are required by GSA to track trends donation activity as well as for cross-referencing and defining other reports for the purpose of overseeing the Donations Program.

**7. Special circumstances for collection.**

- **Report information to the agency more often than quarterly;**
- **Prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **Submit more than an original and 2 copies of any document;**
- **Retain records, other than health, medical, government contracts, grant-in-aid, or tax records, for more than 3 years;**
- **In connection with a statistical survey, that is not designed to produce valid, reliable results that can be generalized to the universe of study;**
- **Require the use of a statistical classification that has not been reviewed and approved by OMB;**

**Supporting Statement for Information Collection  
3090-0112, State Agency Monthly Donation Report of Surplus Property, GSA Form  
3040,**

- **Include a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **Submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

Not applicable – Federal Property Management Regulation 102-37.360 requires submission of the 3040 Report on a quarterly basis. Frequencies for less than quarterly would not provide GSA with the timely information needed for effective program overview and control.

**8. Efforts to consult with persons outside the agency.**

A 60-day notice was published in the *Federal Register* at 80 FR 18843, on April 8, 2015. No comments were received. A 30-day notice was published in the *Federal Register* at 80 FR 41502, on July 15, 2015. No comments were received.

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

Not applicable.

**10. Describe any assurance of confidentiality provided to respondents.**

No assurance of confidentiality is provided.

**11. Additional justification for questions of a sensitive nature.**

No questions of a sensitive nature are asked.

**12. Estimated total annual public hour burden.**

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for**

**Supporting Statement for Information Collection  
3090-0112, State Agency Monthly Donation Report of Surplus Property, GSA Form  
3040,**

**information collection activities should not be included here. Instead, this cost should be included in Item 13.**

Estimates were obtained through discussions with selected respondents on the time required to collect, prepare, and transmit the information on the form. There are currently 55 State agencies, each of which are required to submit four reports each year. It takes an administrative assistant about a half hour to assemble reports and input figures. It takes 1 hour to review and analyze information. Annual cost to the respondents is unknown. Collection processes and administrative procedures impacting the cost vary for each State Agency.

Estimated respondents/yr.....	55
Number of response per respondent.....	<u>x 4</u>
Total Responses annually .....	220
Estimated hours/response .....	<u>x 1.5</u>
Estimated total burden hours .....	330

**13. Provide an estimate for the total annual cost burden to respondents or record-keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)**

- **The cost estimate should be split into two components: (a) total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling, and testing equipment, and record storage facilities.**
- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995; (2) to achieve regulatory compliance with requirements not associated with the information collection; (3) for reasons other than to provide information or keep records for the Government or (4) as part of customary and usual business or private practices.**

**Supporting Statement for Information Collection  
3090-0112, State Agency Monthly Donation Report of Surplus Property, GSA Form  
3040,**

**14. Estimated cost to the Government.**

Estimated annual cost to the Federal Government. The Federal cost has been estimated at \$13,053.00. It was calculated as follows, based on the wages of a GS-12 who takes a total of approximately 1.5 burden hours to process each form:

<b><u>GS-12</u></b>	
Reviewing Time/hr	1.5
Requests/year	<u>      x      220</u>
Review Time/year	330
Average Cost/hr	<u>      x      \$39.50</u>
<b>Total Government Cost</b>	<b>\$13,053.00</b>

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14.**

We no longer employ GS-5s on Utilization and Donation Staff. The work is accomplished by GS-12s.

**16. Outline plans for published results of information collection.**

The 3040 reports are tabulated and analyzed by General Services Administration on a quarterly basis and used to evaluate regional and State agency performance in carrying out their donation responsibilities. Biennially, a report containing cumulative 3040 data and an evaluation of the Donation Program is published and submitted to Congress for their review.

**17. Approval not to display expiration date.**

Not applicable.

**18. Explanation of exception to certification statement.**

No exceptions.

**B. Collections of Information Employing Statistical Methods.**

Statistical methods are not used in this information collection.