

**Supporting Statement**  
**Data Collection Form for Application for Federal Assistance**  
**SF- 424 Short 4040-0003**

We are renewing an approved data collection (OMB No. 4040-0003), the SF-424 Short Form (Short) as a Common Form. We are requesting a three-year re-instatement and clearance of this form. This form is utilized by Federal grant making agencies and is used to create grant application packages for individual applicants. The collection expired on July 30, 2011.

**A. Justification**

**1. Need and Legal Basis**

The Office of Federal Financial Management (OFFM) leads efforts at government-wide grants management to assure that Federal grants to non-Federal entities are managed properly and spent in accordance with laws and regulations. Working cooperatively with Federal grant-making agencies and non-Federal entities, OFFM establishes policies and guidelines through OMB's Uniform Administrative Requirements. Grants.gov serves as a repository for Federal grant-related forms on behalf of OMB OFFM.

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, establish the reporting requirements fulfilled by this form.

**2. Information Users**

The form is used by non-Federal entities to apply for grants, and by Federal grants management staff to evaluate applicants for Federal financial assistance.

**3. Improved Information Technology**

Federal awarding agencies have the option of allowing recipients to use electronic submission of alternate forms. Although agencies can allow recipients to submit electronically, or via other forms, they are only approved to collect the information approved under this information collection.

**4. Duplication of Similar Information**

There is no other source for the information reported on this form.

**5. Small Businesses**

The information requirements do not pertain to small business or other small entities.

**6. Less Frequent Collection**

No less frequent collection is feasible.

## **7. Special Circumstances**

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards establish the requirements fulfilled by this form.

## **8. Federal Register Notice/Outside Consultation**

The Grants.gov Program Management Office, published the proposed SF-424 Short collection for 90-day public comment in the *Federal Register* on November 6, 2014 (79 FR 65965) and for 60-day public comment on February 11, 2015 (80 FR 7597).

No comments were received.

## **9. Payment/Gift to Respondents**

Not applicable since there is no payment to respondents, other than remuneration of grantees.

## **10. Confidentiality**

The grant-making agencies will maintain the authoritative copy of all application materials and data. The information will be consistent with OMB policies related to the administration of Federal grants as well as agency policies and practices for access to electronic and paper records. If application forms are submitted through the Grants.gov Apply mechanism, Grants.gov will maintain only transmission records pertaining to the files. Grants.gov will not maintain application materials and data.

## **11. Sensitive Questions**

Not applicable since there are no sensitive questions.

## **12. Burden Estimate**

### **Section A. Estimated Annualized Burden Hours to Respondents**

As this is a Common Form, burden is reported only for HHS. By aggregating the agency's estimates as reported from the Grants.gov data call, an estimate of the total burden of the information collection was developed.

By aggregating HHS' burden estimates, an estimate of the total burden of the information collection was developed and generated an estimate of burden. Collectively, HHS received 8,388 applications from individuals annually and estimate that it takes applicants 30 minutes\* on average to complete each application. Cumulatively, these organizations report the total burden to applicants to be 4,194 hours.

### Burden to Respondents

Agency	Number of Respondents	Number of Responses per Respondent	Total Responses	Average Burden per Response in Hours	Total Burden Hours
HHS	8388	1	8388	30/60	4194
<b>TOTAL</b>	<b>8388</b>		<b>8388</b>		<b>4194</b>

### Section B. Burden Cost

#### SF-424 Short Form 4040-0003 Estimated Annualized Cost to Respondents

Agency	Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
HHS	Grant Writer	4194	\$30	125,820
<b>TOTAL</b>		<b>4194</b>		<b>\$125,820</b>

### 13. Capital Costs

There is no projected incremental increase in the cost burden to respondents and record keepers associated with the use of the Short form.

### 14. Cost to the Federal Government

The primary sources of costs to the Federal government are related to staff hours associated with reviewing grant applications and the costs of receiving and maintaining records and systems. Each agency currently has existing personnel; systems and processes in place to receive and review their agency-specific grant applications. Any additional cost for agency system development, maintenance and enhancements should not be attributed to use of the Short form; therefore, its use is not expected to alter annualized Federal costs.

Agency personnel time to review the form is averaged at 30 minutes per form. Agencies provided an estimate of personnel review time during the burden collection process. Based on 8,388 responses per year (8,388 x 30 minutes/60 minutes = 4,194 hours estimated personnel time.

Grants administrative personnel generally are in the GS-9 through GS-15 range. Based on a step five average of these grades, an average hourly salary is \$39 per hour.

Therefore, 8,388 annual applications x \$39 x 0.5h = \$163,566 of estimated annual cost to the federal government to review the form.

**15. Program or Burden Changes**

Not applicable as there were no program nor burden changes.

**16. Publication and Tabulation Dates**

Not applicable since there are no publication plans.

**17. Expiration Date**

Three years from OMB approval.

**18. Certification Statement**

Not applicable since there are no exceptions to the certification.

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

No statistical methods are employed in this information collection.