

**Supporting Statement**  
**Data Collection Form for Application for Federal Assistance**  
**SF-429 Real Property Status Report 4040-0016**

The SF-429 Real Property Status Report is an OMB approved collection (4040-0016) we are seeking an approval by OMB to reinstatement as a Common form. This form will be utilized by up to 26 Federal agencies and other grant-making entities. We are requesting a 3-year clearance of this form.

**A. Justification**

**1. Need and Legal Basis**

The creation of the Real Property Status Report simplifies a required collection process Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, establish the requirements fulfilled by this form.

Agencies are currently using a variety of reports to account for and track the status of and to request disposition instructions related to real property for which the Federal government holds an interest as a result of the real property being acquired, improved or furnished under a Federal financial assistance award and for real property that was donated to a Federal project in the form of a match or cost sharing donation. During the public consultation process mandated by Public Law 106-107, grant recipients requested standardized reports to help them submit appropriate property information when required. The Public Law 106-107 Post Award Subgroup developed a new standardized report, the "Real Property Status Report," for submission of the required data related to real property for which the Federal government holds an interest. The report consists of the cover sheet (SF-429), three attachments to be used as required: General Reporting, SF-429-A; Request to Acquire, Improve or Furnish, SF-429-B, and a Disposition Request, SF-429-C.

**2. Information Users**

The information collected is used by the awarding agencies to obtain reports from Federal assistance recipients regarding: (1) the status of real property; (2) requests for authority to acquire, improve or furnish real property, and (3) requests for disposition instructions, (related to real property for which the Federal government holds an interest as a result of the real property being acquired, improved or furnished under a Federal financial assistance award and for real property that was donated to a Federal project in the form of a match or cost sharing donation).

**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**

The collection of information is required to meet a statutory requirement; thus, the collection cannot be less frequently.

#### **7. Special Circumstances**

The proposed collection of information will be conducted in a manner that complies with relevant legislation. Office of Management and Budget (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, managed by HHS, published the current SF-429 Real Property Status Report collection for public comment in the *Federal Register* for 60-day comment period on November 6, 2014 (79 FR 65963) and a 30-day comment period on February 11, 2015 (80 FR 7599). Interested individuals were invited to send comments regarding any aspect of this collection of information. No public 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. This will be kept private to the extent allowed by law. 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. All agencies with grant programs that award grants to organizations are eligible to use this form.

HHS received 100,000 submissions in FY2013 and estimate that it takes applicants approximately one hour on average to complete this form. Cumulatively, these organizations report the total burden to applicants to be 100,000 hours.

**SF-429 Real Property Status 4040-0016 Estimated Annualized Burden to Respondents**

| <b>AGENCY</b> | <b>SF-424 Mandatory Number of Annual Respondents</b> | <b>Number of Responses per Respondent</b> | <b>Total Annual Responses</b> | <b>Average Burden on Respondent per Response in Hours</b> | <b>Total Burden Hours</b> |
|---------------|--|---|-------------------------------|---|---------------------------|
| <b>HHS</b>    | 100,000  | 1   | 100,000                       | 1   | 100,000                   |
| <b>TOTAL</b>  | <b>100,000</b>                                       |   | <b>100,000</b>                |   | <b>100,000</b>            |

## Section B. Burden Cost

### SF-429 Real Property Status 4040-0016 Estimated Annualized

Cost to Respondents

| Cost To Respondents |                    |                  |                    |                       |
|---------------------|--------------------|------------------|--------------------|-----------------------|
| AGENCY              | Type of Respondent | Hourly Wage Rate | Total Burden Hours | Total Respondent Cost |
| HHS                 | Grant Writer       | \$ 30.00         | 100,000,           | 3,000,000             |
| <b>TOTAL</b>        |                    |                  | <b>100,000</b>     | <b>3,000,000</b>      |

The Estimated Annualized Cost to Respondents assumes that the hourly wage rate for a grant writer is \$30. The Total Burden Hours times the Hourly Wage Rate produces the Total Respondent Cost which is \$3,000,000.

### 13. Capital Costs

The proposed collection is based on the SF-429 Real Property Status 4040-0016 currently in use. There is no projected incremental increase in the cost burden to respondents and record keepers associated with the use of the revised form.

### 14. Cost to the Federal Government

The proposed collection is based on the form currently in use. There is no projected incremental increase in the cost burden to the Federal Government with the implementation of the revised form. Each agency currently has existing personnel, systems and processes (or other resources) 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 revised Mandatory form, and therefore its use is not expected to alter annualized Federal costs.

Agency personnel time to review the form is estimated at 1.0 hours per form. Based on 100,000 responses per year the total Burden Hours on Agency Personnel is (100,000 x 1 hours) = 100,000hours.

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

| Total Annual Responses | Agency Personnel Time to Review (Hours) | Total Burden Hours on Agency Personnel | Average Grants Administrative Hourly Salary | Estimated Annual Cost to Federal Government for Form Review |
|------------------------|---|--|---|---|
| 100,000                | 1.0                                     | 100,000                                | \$39.00                                     | <b>3,900,000</b>  |

Therefore, 100,000 annual applications = \$3,900,000 of estimated annual cost to the federal government to review the form.

### 15. Program or Burden Changes

The SF429 has been re-categorized as a common form. Reporting reflects HHS burden only.

**16. Publication and Tabulation Dates**

Not applicable since there are no publication plans.

**17. Expiration Date**

Not applicable since the OMB number will be included on the data collection form.

**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.