

SUPPORTING STATEMENT
0704-0320

A. Justification:

1. Need for the Information Collection

This is a request for extension of OMB approval of 0704-0320 under the Paperwork Reduction Act for collection of data to be used in measuring, on a quarterly basis, cooperative agreement recipients' (state and local governments, private nonprofit organizations, Indian tribal organizations, and Indian economic enterprise) performance against goals and objectives established by awards.

The Department of Defense (DoD) Procurement Technical Assistance (PTA) Cooperative Agreement Program was established by Congress, in the Fiscal Year (FY) 1985 DoD Authorization Act (enabling legislation) to assist state and local governments, tribal organizations, Indian economic enterprises, and other nonprofit entities in establishing or maintaining PTA activities to help business firms market their goods and services to the DoD, other Federal Agencies, and state and local governments (as defined in 10 USC 142, Procurement Technical Assistance Cooperative Agreement Program). Administrative requirements for the program are established by the Department of Defense Grant and Agreement Regulations (DODGARS).

2. Use of the Information

The form is a performance report used to collect information for performance measurement, which is described in 2 CFR 200.301. For example, recipients use the form to report their progress towards meeting agreed to performance goals as well as accomplishments by the program's beneficiaries, which are usually small businesses that recipients support. The report also allows the recipient provide information so that DLA can improve program outcomes, share lessons learned and spread the adoption of promising practices.

The reported data is used by DLA/DoD personnel to monitor recipient performance to determine which programs are experiencing difficulty, which require assistance from DLA/DoD, and to determine the frequency of surveillance reviews. Under certain circumstances, the reported data may be used to document proposed cancellation of cooperative agreements.

Guidance for using the performance report, which is available on the DLA website in a fillable format, are spelled out in the terms and conditions of cooperative agreements for the Procurement Technical Assistance Program. Respondents fill out the form electronically and return it via email.

3. Use of Information Technology

The reported information originates from sources outside the Agency and technological capabilities vary at each recipient's location. DLA's development of an IT system to

accommodate electronic collection of the form from recipients is underway. We estimate that 100% of submissions will be collected electronically.

4. Non-Duplication

There is no duplication. This is the sole office for this program.

5. Burden on Small Business

There is no significant impact on small businesses.

6. Consequences of Not Collecting

The PTA Cooperative Agreement Performance Report provides a vital link between the recipient of DoD funds and DLA, the Agency assigned the responsibility to administer the program. Reporting on a quarterly basis provides the administrator, DLA and DoD, with the best means of monitoring the program.

7. Paperwork Reduction Act Guidelines

There are no special circumstances. This collection is consistent with 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

This 60-day Federal Register Notice was published in the Federal Register on May 21, 2015 (80 FR 29314). There were no comments received from the public.

The 30-day Federal Register Notice was published in the Federal Register on 09/25/2015 (80 FR 57795).

9. Gifts or Payment

No payments or gift will be provided to the respondents.

10. Confidentiality

As no personally identifiable information is collected, a Privacy Act Statement and Privacy Impact Assessment are not required. A System of Records Notice is not required as records are not retrievable by name or other unique identifier. Per DLA Records Schedule, DLA Small Business Procurement Technical Assistance Program (record series 4205.4) records are retained for 6 years after the period of performance ends.

11. Sensitive Questions

Data collected does not include sensitive information.

12. Estimates of Respondent Burden and Annual Costs

Number of Respondents (Approx)	95
Responses per Respondent	4
Annual Responses	380
Hours per Response	7
Total Hours	2660

95 respondents X 4 responses	380
	<u>X 7 hours per response</u>
	2660 hours

2660 hrs. X \$25* per hour	\$66,500
Total Cost to Respondents	\$66,500

*FY15 GS-9 hourly rate per U.S. Office of Personnel Management

13. Estimated Respondent Costs Other Than Burden Hour Costs

There are no additional costs to the respondents.

14. Estimated Annual Cost to the Federal Government

Estimated cost to the Government:

Labor Cost to Process Requests	127 hrs. X \$25*	\$3,175.00
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(380 annual responses, processing time @ 20 minutes each (1/3 hr)
380/3 = 127 hours.)

Labor Costs:	\$3,175.00
O&M Costs (Printing/Overhead):	500.00
TOTAL ANNUAL COST:	\$3,675.00

*FY15 GS-9 hourly rate per U.S. Office of Personnel Management

15. Reasons to Change in Burden

This is an extension of a previously approved program collection. There is no change in burden.

16. Publication of Results

This information is not for publication.

17. Non-Display of OMB Expiration Date

This approval is not being sought.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

No exceptions.

B. Collection of Information Employing Statistical Methods

Collections do not employ statistical methods.