

## THE SUPPORTING STATEMENT

The Office of Management and Budget (OMB) requires that for approval under the Paperwork Reduction Act a Supporting Statement must be prepared in the format specified below. Information in the Supporting Statement should be provided in a manner that is responsive to the OMB instructions, and each item must be identified using the numbering system given by OMB. If the Supporting Statement exceeds 10 single-spaced pages in length, there should be a summary not exceeding one page in length which precedes it.

Every effort should be made to keep the Supporting Statement to a length of 10-12 pages. When possible, detailed information should be placed in an attachment, which is then referenced in an appropriate place in the Supporting Statement so that interested reviewers can peruse it. Each attachment should be referenced in the text, so that a reviewer knows why it has been included and which portions may be of particular interest. Brevity and clarity with respect to both the text of the Supporting Statement and any attachments are highly desirable; only the information requested by the OMB outline and needed to understand the project should be included.

This annotated electronic version of the OMB outline for a Supporting Statement has been prepared by the ACF, Office of Planning, Research and Evaluation (OPRE), to assist in the preparation of a request for clearance of an information collection. This template can be downloaded from the PRA E-Office information collection web site.

### **General Instructions**

**A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must be entered in worksheet I. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. OMB reserves the right to require the submission of additional information with respect to any request for approval.**

## THE SUPPORTING STATEMENT

### Specific Instructions

#### A. Justification

##### 1. Circumstances Making the Collection of Information Necessary

Grants for the Native American Language Preservation and Maintenance (P&M) program are authorized by section 803C (a) [42 USC 2991b-3] of the Native American Programs Act of 1974 (NAPA), as amended.

The Administration for Native Americans (ANA) is piloting the Funding Application Submission Template (F.A.S.T) to respond to the Funding Opportunity Announcement for the Native American Language Preservation and Maintenance for Fiscal Year 2016. AS an administrative policy, ANA will require all applicants competing in this competition to use the F.A.S.T. Applications not in the F.A.S.T. form will be screened out of competition.

This information collection is necessary to evaluate applications for financial assistance and determine the relative merits of the projects for which such assistance is requested, as set forth in section 803C (a) [42 USC 2991b-3].

##### 2. Purpose and Use of the Information Collection

The information collected in the F.A.S.T. will be used by peer panel reviewers, ANA and the Office of Grants Management to review discretionary grant applications. Applicants are required to complete the F.A.S.T. form as part of their P&M funding application package.

##### 3. Use of Improved Information Technology and Burden Reduction

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). The F.A.S.T. will be uploaded as a stand-alone file to Grants.gov. It will be downloadable as some paper

applications will be received from applicants after they have been approved for an exemption from required electronic submission.

4. Efforts to Identify Duplication and Use of Similar Information

ANA has reviewed information collection instruments and has determined that there are no existing forms that can be used to meet ANA's data collection needs.

5. Impact on Small Businesses or Other Small Entities

The information being requested has been held to the absolute minimum required for the intended use.

6. Consequences of Collecting the Information Less Frequently

The Funding Application Submission Tool information collection is conducted in accordance with 42 USC of the Native American Programs Act of 1972, as amended. This collection is necessary to evaluate applications for financial assistance and determine the relative merits of the projects for which such assistance is requested, as set forth in Sec. 803 [42 USC 2991b].

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances requiring these collections to be conducted in any manner described in Item #7 of the OMB Supporting Statement Instructions.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

The 60-day Federal Register Notice, Vol. 80, No. 101, page 30253, published on May 27, 2015. No public comments were received in response to this notice.

9. Explanation of Any Payment or Gift to Respondents

No payments or gifts have been or will be provided to any respondents.

10. Assurance of Confidentiality Provided to Respondents

Information being requested in the F.A.S.T. is not considered confidential. Therefore, no additional safeguards are considered necessary beyond those that are customarily applied to routine government information. In rare cases, applicants may insert or attach information to their F.A.S.T.s, such as community meeting attendance lists that include contact information. ANA will take reasonable precautions to keep information contained in the F.A.S.T. private

to the extent permitted by law. The F.A.S.T. are "housed" electronically on the ACF GrantSolutions system.

11. Justification for Sensitive Questions

This is not applicable. No information of a sensitive nature is requested in the F.A.S.T. form.

12. Estimates of Annualized Burden Hours and Costs

The following is the hour of burden estimate for this information collection:

<b>INSTRUMENT</b>	<b>NUMBER OF RESPONDENTS</b>	<b>NUMBER OF RESPONSES PER RESPONDENT</b>	<b>AVERAGE BURDEN HOURS PER RESPONSE</b>	<b>TOTAL BURDEN HOURS</b>
Native Language Preservation and Maintenance Funding Application Submission Template	40	28	1.50	1680

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

The annual cost burden to respondents or record keepers resulting from the collection of information is expected to be zero.

14. Annualized Cost to the Federal Government

The estimated annualized cost to the federal government to collect and analyze this data is expected to be zero.

15. Explanation for Program Changes or Adjustments

The Funding Application Submission Tool is will be a consolidated streamlined pre-formatted electronic application that is more user friendly than the traditional way applicants respond to a Funding Opportunity Announcement. It will have an interactive interface providing structure and clarity for applicants.

16. Plans for Tabulation and Publication and Project Time Schedule

The F.A.S.T. form will be made available on Grants.gov and the ACF Grants webpage

17. Reason(s) Display of OMB Expiration Date is Inappropriate

This is not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

This is not applicable

**B. Statistical Methods (used for collection of information employing statistical methods)**

**The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When item 16 is checked "Yes," the following documentation should be included in the supporting statement to the extent that it applies to the methods proposed:**

1. Respondent Universe and Sampling Methods

Respondents are ANA applicants. Sampling methods are not applicable with this collection activity. The F.A.S.T. is required one time only (at time of application).

2. Procedures for the Collection of Information

The F.A.S.T. form is part of the ANA grant application package. Applicants are required to complete and submit the form along with all other required documents at the time they are applying for a grant. The data collected is from all applicants that apply for ANA grant funds.

3. Methods to Maximize Response Rates and Deal with Nonresponse

ANA maximizes the response rate by requiring that the F.A.S.T. be completed and

submitted with the grant application package.

4. Test of Procedures or Methods to be Undertaken

Extensive testing will occur by ANA and Grants.gov prior to launch of the F.A.S.T.. Testing will be in accordance with Grants.gov practices and procedures.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Camille Loya  
Admin for Native Americans  
Director Division of Policy  
202-251-5672