

**Supporting Statement  
Data Collection for  
SF-424 Key Contacts; Project Abstract; Project/Performance Site  
Location(s)  
SF-424 4040-0010**

The Key Contacts; Project Abstract; Project/Performance Site Location(s) forms are an OMB-approved collection (4040-0010). This information collection will be utilized by 26 Federal agencies and additional grant-making entities. We are requesting a 3-year clearance of this form and classification as a Common Form.

**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 managed by HHS published the current Key Contacts; Project Abstract; Project/Performance Site Location(s) forms collection (4040-0010) for public comment in the Federal Register for 60-day comment on February 25, 2016 (81 FR 9485) and for 30-day public comment on June 20, 2016 (81 FR 46944). 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. 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**

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.

HHS receives approximately 4580 Key Contacts, 85 Project Abstract, and 1614 Project/Performance Site Location forms annually for a total of 6279 IC submissions. It takes applicants approximately 1 hour on average to complete each application. Cumulatively, HHS reports that the total burden to applicants is approximately 6279 hours.

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

**Key Contacts; Project Abstract; Project/Performance Site Location(s) forms  
Estimated Annualized  
Burden to Respondents**

AGENCY	IC NAME	Number of Annual Respondents	Number of Responses per Respondent	Total Annual Responses	Average Burden on Respondent per Response in Hours	Total Burden Hours
HHS	Key Contacts	4580	1	4580	1	4580
	Project Abstract	85	1	85	1	85
	Project/Performance Site Location(s)	1614	1	1614	1	1614
<b>TOTAL</b>		<b>6279</b>		<b>6279</b>		<b>6279</b>

**Section B. Burden Cost**

**SF-424 Application for Financial Assistance 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	6279	\$188,370
<b>TOTAL</b>			<b>6279</b>	<b>\$188,370</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 \$188,370.

**13. Capital Costs**

There is no cost burden to respondents and record keepers associated with the use of the Key Contacts; Project Abstract; Project/Performance Site Location(s) forms.

**14. Cost to the Federal Government**

The proposed Key Contacts; Project Abstract; Project/Performance Site Location(s) forms are based on an OMB-approved form currently in use. There is no projected incremental increase in the cost burden to the Federal Government with the implementation of the renewed Key Contacts; Project Abstract; Project/Performance Site Location(s) forms. Each agency currently has

existing personnel, systems and processes (or other resources) in place to receive and review their grant applications. Any additional cost for agency system development, maintenance and enhancements should not be attributed to use of the Key Contacts; Project Abstract; Project/Performance Site Location(s) forms, and therefore its use is not expected to alter annualized Federal costs.

Cost to Government				
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
6279	1	6279	\$39	<b>\$244,881</b>

Agency personnel time to review the form is estimated at 1 hour per form. Based on 6279 responses per year, then 6279 hours are estimated personnel hours to review. Grants administrative personnel generally are in the GS9 - 15 range. Based on a step one average of these grades, an average hourly salary is \$39 per hour. Therefore, 6279 hours x \$39 = \$244,881 of estimated annual cost to the federal government to review the form.

**15. Program or Burden Change**

Not applicable as there were no program nor burden changes.

**16. Publication and Tabulation Dates**

There are no publication plans for collected data including summarizing or tabulating by Grants.gov.

**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.