

SUPPORTING STATEMENT
FOR THE
ADMINISTRATION FOR NATIVE AMERICANS (ANA)
ANNUAL DATA REPORT (ADR)

OMB No. 0970-0475

A. Justification

1. Circumstances Making the Collection of Information Necessary

The Annual Data Report information collection is conducted in accordance with Sec. 811 [42 USC 2992] of the Native American Programs Act and will allow ANA to report quantifiable results across all program areas. It also provides grantees with parameters for reporting their progress and helps ANA better monitor and determine the effectiveness of their projects.

2. Purpose and Use of the Information Collection

The Annual Data Report (ADR) is submitted to ANA on an annual basis and provides grantees with a set format by which they report on their performance indicators, progress achieved, and training and technical assistance needs. This standardized format allows ANA to monitor grantee progress, identify grantees that may need training and/or technical assistance, and report quantifiable results to Congress

3. Use of Improved Information Technology and Burden Reduction

The ADR is now built into the On-Line Data Collection (OLDC) within GrantSolutions. This reduces the burden on the grantees and ANA program staff. Previously the information collection was a fillable Adobe form emailed to the grantee to be filled out and emailed back to the program office.

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. Impact on Small Businesses or Other Small Entities

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

5. Impact on Small Businesses or Other Small Entities

Not applicable. There is no adverse impact on small business or other small entities. Further, ANA provides technical assistance to any respondent who needs assistance in completing the information collection.

6. Consequences of Collecting the Information Less Frequently

Failure to collect this information would violate the legislative mandate of the Native American Programs Act of 1974 as amended. The ADR is only required to be collected on an annual basis in order to effectively monitor ANA project progress. Reducing the frequency of the ADR would hamper ANA's efforts to exercise oversight responsibilities of its funded projects and would preclude ANA from offering timely training and technical assistance to grantees.

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. 83, No. 106, page 25464, published on June 1, 2018. 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 ADR is not considered confidential. Therefore, no additional safeguards are considered necessary beyond those that are customarily applied to routine government information. In rare cases, grantees may insert or attach information to their ADRs, such as community meeting attendance lists that include contact information. ANA will take reasonable precautions to keep information contained in the ADR private to the extent permitted by law. The ADRs 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 ADR.

12. Estimates of Annualized Burden Hours and Costs

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

INSTRUMENT	NUMBER OF RESPONDENTS	NUMBER OF RESPONSES PER RESPONDENT	AVERAGE BURDEN HOURS PER RESPONSE	TOTAL BURDEN HOURS
ADR/SEEDS	275	1	1	275
TOTAL	275	1	1	275

Estimated Total Annual Burden Hours: 275

The job code is 21-1093 and wage data from May 2017 is \$17.50 per hours.

The estimate of annualized cost to respondents for hour burden (inclusive of fringe and overhead) is \$34.10. The dollar equivalent would be \$34.10 X 275 hours or \$9,377.50.

<https://www.bls.gov/oes/current/oes211093.htm>

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

No annual cost burden to the respondents.

14. Annualized Cost to the Federal Government

No annual cost burden to the federal government.

15. Explanation for Program Changes or Adjustments

There are no changes to the information collection of the program.

16. Plans for Tabulation and Publication and Project Time Schedule

ADRs will be tabulated and the aggregate data shared with Congress and other stakeholders on an annual basis.

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)

1. Respondent Universe and Sampling Methods

Respondents are ANA applicants/grantees. Sampling methods are not applicable with this collection activity. The ADR is required to be completed by grantees on an annual basis in order to review of outcomes and benefits of ANA projects.

2. Procedures for the Collection of Information

The ADR is a grantee progress report form that is only submitted by those applicants who received ANA grant awards. The ADR is an online form that will be submitted directly to ANA via the OLDC system in GrantSolutions.

3. Methods to Maximize Response Rates and Deal with Non-response

ANA maximizes the response rate by requiring each grantee to complete the ADR annually throughout the life of the project; thereby ensuring response rates are maximized.

4. Test of Procedures or Methods to be Undertaken

ANA and the GrantSolutions development team have thoroughly tested the ADR in the OLDC system.

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

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