

SUPPORTING STATEMENT - PART A

OMB CONTROL NUMBER 0704-0320

“Procurement Technical Assistance Center Cooperative Agreement Performance Report”

1. NEED FOR THE INFORMATION COLLECTION

This information collection by the Defense Logistics Agency (DLA) gathers data to be used in measuring, on a quarterly basis, cooperative agreement recipients' 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 1985 to assist state and local governments, tribal organizations, tribal economic enterprises, and other non-profit 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. Administrative requirements for the program are established by the DoD grant and Agreement Regulations (DoDGARS).

This collection is authorized by:

- PL 98-525, “H.R.5167 - Department of Defense Authorization Act, 1985”
- 10 USC Ch. 142, “Procurement Technical Assistance Cooperative Agreement Program”
- 32 CFR Ch. I, Subchapter C, Part 21, “DoD Grants and Agreements – General Matters”
- 2 CFR 200.301, “Performance Measurement”

2. USE OF THE INFORMATION

The performance report is collected via DLA Form 1806. Recipients use the form to report their progress toward meeting performance goals as well as accomplishments by the program's beneficiaries, which are usually small businesses that recipients support. The report also allows the award recipient (respondent) to provide information used by DLA to improve program outcomes, share lessons learned, and spread the adoption of promising practices. Guidance for using the performance report is spelled out in the terms and conditions of cooperative agreements for the PTA program. Respondents complete the report electronically and return it to DLA via email.

After forms are returned by respondents, DLA personnel use the data to monitor award recipient performance and determine which programs are experiencing difficulty and which programs require assistance from the Department. The data is also used to determine the frequency of surveillance reviews. Under certain circumstances, the reported data may be used to document proposed cancellation of cooperative agreements.

3. USE OF INFORMATION TECHNOLOGY

Respondents fill the PDF version of DLA Form 1806 electronically and submit the form to DLA via email; as such, 100% of submissions are collected electronically.

Currently, DLA is making efforts to establish a system where respondents may enter their data directly rather than into the form. This initiative will ease burden on both the respondent and the Federal Government. DLA plans to implement this system before the next submission for approval of extension of this OMB Control Number.

4. NON-DUPLICATION

The information obtained through this collection is unique and is not already available for use or adaption from another cleared source.

5. BURDEN ON SMALL BUSINESSES

This information collection does not impose a significant economic impact on a substantial number of small businesses or other small entities.

6. LESS FREQUENT COLLECTION

The PTA Cooperative Agreement Performance Report provides a vital link between the recipient of DoD funds and DLA, the agency responsible for administration of the program. Reporting on a quarterly basis provides the administrator, DLA, and DoD the best means of monitoring the program.

7. PAPERWORK REDUCTION ACT GUIDELINES

This collection of information will be conducted in a manner consistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. CONSULTATION AND PUBLIC COMMENTS

PART A: PUBLIC NOTICE

60-DAY FEDERAL REGISTER NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Friday, August 17, 2018. The 60-Day FRN citation is 83 FRN 41069.

No comments were received during the 60-Day FRN comment period.

30-DAY FEDERAL REGISTER NOTICE

A 30-Day Federal Register Notice for the collection published on Wednesday, October 24, 2018. The 30-Day FRN citation is 83 FRN 53612.

PART B: CONSULTATION

Apart from soliciting public comments through the Federal Register, no additional consultation was conducted for this submission.

9. GIFTS OR PAYMENTS

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. CONFIDENTIALITY

PRIVACY ACT STATEMENT (PAS)

A Privacy Act Statement (PAS) is not required for this collection because we are not requesting individuals to furnish personal information for a system or records.

SYSTEM OF RECORDS NOTICE (SORN)

A System of Records Notice (SORN) is not required for this collection because records are not retrievable by personally identifying information (PII).

PRIVACY IMPACT ASSESSMENT (PIA)

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

RECORDS RETENTION AND DISPOSITION SCHEDULE

4205.4 Procurement Technical Assistance Program (PTAP). Correspondence, Federal Register announcements, Commerce Business Daily announcements, solicitations for cooperative agreement proposals, program evaluation criteria, applicant proposals, cooperative agreement award documents, recipient performance reports and other similar information used to administer procurement technical assistance programs. Temporary. Cutoff at end of Event. Destroy after 6 years after closeout. N1-361-91-11

11. SENSITIVE QUESTIONS

This collection of information includes no questions considered sensitive.

12. RESPONDENT BURDEN AND LABOR COSTS

DLA Form 1806

RESPONSE VOLUME (ANNUAL)

# Respondents	95
# Responses per Respondent	4
Total # Responses	380

$$\text{Total \# Responses} = (\text{\# Respondents}) \times (\text{\# Responses per Respondent})$$

BURDEN PER RESPONSE

Time per Response (Hours)	5
Cost per Response (Dollars)	\$275.00

ANNUAL BURDEN

Annual Time Burden (Hours)	1,900
Annual Cost Burden (Dollars)	\$104,500.00

$$\text{Annual Time Burden} = (\text{Total \# Responses}) \times (\text{Time per Response})$$

$$\text{Annual Cost Burden} = (\text{Total \# Responses}) \times (\text{Cost per Response})$$

This collection is conducted quarterly.

Respondent wage was estimated based on a median hourly wage of \$55.62 (rounded down to \$55.00) using wage information available from the Bureau of Labor Statistics at <https://www.bls.gov>.

13. RESPONDENT COSTS OTHER THAN BURDEN HOUR COSTS

There are no annualized costs to respondents to complete this collection other than the labor burden costs addressed in Section 12 of this document.

14. COST TO THE FEDERAL GOVERNMENT

PART A: LABOR COST TO THE FEDERAL GOVERNMENT

DLA Form 1806

RESPONSE VOLUME (ANNUAL)

Total # Responses	380
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Matches Total # Responses from Section 12

PROCESSING BURDEN PER RESPONSE

Time per Response (Hours)	.25
Cost per Response (Dollars)	\$8.75

ANNUAL PROCESSING BURDEN

Annual Time Burden (Hours)	95
Annual Cost Burden (Dollars)	\$3,325.00

Annual Time Burden = (Total # Responses) X (Time per Response)

Annual Cost Burden = (Total # Responses) X (Cost per Response)

Wage information for government employees processing responses was estimated based on the average hourly wage for a GS-12 (\$35.05, rounded down to \$35.00) using wage information available from the Office of Personnel Management at <https://www.opm.gov>.

PART B: OPERATIONAL AND MAINTENANCE COSTS TO THE FEDERAL GOVERNMENT

Operational and Maintenance Cost Categories

Equipment	\$ -
Printing	\$500.00
Postage	\$ -
Software Purchases	\$ -
Licensing Costs	\$ -
Other (Explain)	\$ -
Total	\$500.00

PART C: TOTAL COST TO THE FEDERAL GOVERNMENT

Cost Summary	
Labor Cost	\$3,325.00
Operational & Maintenance Cost	\$500.00
Total Cost	\$3,825.00

15. REASONS FOR CHANGE IN BURDEN

This is an extension with change to an active collection.

DLA Form 1806

	Previously Approved	Requested
Total # Responses	380	380
Annual Time Burden (Hours)	2,660	1,900
Annual Cost Burden (Dollars)	\$66,500.00	\$104,500.00

Although the total number of responses has not changed since the last approval, the time burden has decreased due to increased efficiency in the respondents' process for providing data to DLA. Respondents are now utilizing software (for purposes unrelated to this collection) which automatically tracks some of the information requested in DLA Form 1806. The cost burden has

increased from the last approval due to inflation and adjustments to the estimation of respondent wages.

16. PUBLICATION OF RESULTS

The results of this information collection will not be published.

17. NON-DISPLAY OF OMB EXPIRATION DATE

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. EXCEPTIONS TO CERTIFICATION FOR PRA SUBMISSION

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.