

PART A. JUSTIFICATION: Collections Assessment for Preservation Program

1. Necessity of the Information Collection

The Institute of Museum and Library Services supports an affordable and accessible collections assessment program for small to midsize museums of all kinds to help them care for and conserve their collections. Through this program, IMLS will increase the capacity of museums to understand the conservation needs of their collections and the building environments in which they are housed; strengthen the knowledge of museum personnel about the care and conservation of museum collections; and position museums to plan strategically for the long-term care and conservation of their collections under standard and exigent circumstances.

IMLS anticipates awarding a three-year cooperative agreement with funding from its National Leadership Grants for Museums (NLG for Museums) program to administer the Collections Assessment for Preservation Program.

The Collections Assessment for Preservation Program furthers IMLS's Strategic Plan 2018-2022 by supporting the stewardship of museum and library collections at institutions of all types and sizes. Across the nation, museums of all types are charged with the responsibility to provide for the management and care of a wide variety of objects and materials entrusted to them by the public for long term preservation and interpretation. The Collections Assessment for Preservation Program is intended to help meet these needs, with a focus on the conservation needs of these collections. IMLS wishes to enter into a cooperative agreement with an external organization to administer the program, which will provide small and midsize museums with opportunities to engage with conservation professionals, who will provide an assessment of their collections, buildings, and building systems. By giving an institution a prioritized set of recommendations to improve collections care, the program is often a first step in assisting a museum with the longer-term preventative care of its collections.

IMLS will work closely with the Cooperator in the implementation of project activities. This will include, but not be limited to, reviewing and approving draft documents and materials; participating in meetings of project-related committees; engaging in program promotion and publicity; and reviewing and submitting Federal Register notices and survey instruments prepared to the Office of Management and Budget as part of Paperwork Reduction Act compliance. The Cooperator will manage all program parameters, including but not limited to soliciting and evaluating participant applications; selecting and notifying participants; identifying, soliciting, and evaluating assessors; and facilitating the provision of customized reports for participating museums. The Cooperator will also conduct outreach to a broad range of collecting museums, including aquariums, arboretums, art museums, botanical gardens, children's/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.

The Notice of Funding Opportunity (NOFO) will allow IMLS to solicit information from prospective applicants regarding their proposals to address the program parameters. The NOFO will request basic applicant information on standardized forms; an organizational profile; a

narrative outlining project justification, project work plan and project results; a schedule of completion; a proposed budget; a budget justification; information about key personnel who will implement project activities; and supplementary information to support the application.

2. Purposes and Uses of the Data

The information collected through the Notice of Funding Opportunity will be used by IMLS to evaluate submitted proposals in order to select the most qualified cooperator to administer the program over a three-year period. Applications will be subject to both internal and external peer review to evaluate the merit of the proposals, the accuracy of budget projections, and the qualifications of key personnel identified to implement project activities.

3. Use of Information Technology

IMLS is committed to the use of improved information technology to maximize the efficiency and effectiveness of its programs, while reducing the burden on potential applicants. All information collected through this NOFO will be submitted through Grants.gov. The data provided by applicants will be automatically ingested into eGMS, the agency's electronic grants management system, through a system-to-system interface, thus saving many hours of data entry time.

All submitted proposals and associated correspondence and documents will be stored in eGMS as the permanent record of the application, including associated peer reviews.

4. Efforts to Identify Duplication

The Collections Assessment for Preservation Program NOFO does not duplicate any other collection being conducted by IMLS, nor are we aware of any other information collections that will support the administration of a similar program of this scope and intent.

5. Methods Used to Minimize Burden on Small Businesses

Participation is entirely voluntary. No small businesses are impacted, but some applicants for IMLS funding may be from a small non-profit organization. Every effort has been made to streamline processes and instructions and to simplify the application and reporting processes. The agency's internal clearance process ensures that no undue burden is placed on any applicant for IMLS funding.

6. Consequences of Less Frequent Data Collection

This NOFO will collect information to support a three-year period of funding to administer the Collections Assessment for Preservation Program. Issuing the NOFO less frequently would create a less competitive opportunity and deprive a wide variety of potential applicants to submit proposals to administer the program for IMLS.

7. Special Circumstances

The proposed data collection activities are consistent with the guidelines set forth in 5 CFR 1320.6 (Controlling Paperwork Burden on the Public-General Information Collection Guidelines). There are no special circumstances that require deviation from these guidelines.

8. Consultations Outside the Agency

IMLS published a 60-Day Notice of Proposed Information Collection Request for Comments on the Federal Register on September 21, 2020 (85 FR 59333-59334). Written comments were due

to the Office of Grants Policy and Management, Institute of Museum and Library Services on or before November 13, 2020. One comment was received and responded to. IMLS published a 30-Day Notice of submission for OMB review, comment request, on [REDACTED].

9. Payments or Gifts to Respondents

No payments or gifts will be given to respondents.

10. Assurance of Confidentiality

No assurance of confidentiality is provided. Files are subject to FOIA requests and are handled on a case-by-case basis. IMLS intends to make final reports available via its website and so informs applicants and grantees.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature.

12. Estimates of Hour Burden to Respondents/Table

The estimated number of respondents is 9. This number is based on an assessment of the number of applicants for similar IMLS funding opportunities in previous years. The number of annual burden hours is estimated to be 360, based on estimates that an application requires 40 hours to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the application documents.

13. Estimates of Cost Burden to Respondents

The estimated cost to applicants is \$1,137.00. The burden hours total 360, and the average is 40 hours. The average cost per hour is based on \$28.43, the Bureau of Labor Statistics average mean hourly wage for Museum Curators.

The two cost components for total capital/start-up and operation/maintenance/purchase of services are not applicable.

14. Estimates of Cost to Federal Government

The cost to IMLS for staff time is estimated at \$43.59 average salary for a total of 45 hours. The total cost to the federal government is \$1,961.55.

15. Reason for Program Changes or Cost Adjustments

This is a new submission. There are no program changes or cost adjustments.

16. Statistical Usage

Not applicable.

17. Request to Not Display Expiration Date

We are not requesting an exemption from the requirements to display the expiration date for OMB approval. All data collection materials and documentation will include the OMB approval number and expiration date.

18. Exceptions to the Certification

No exceptions to the certification statement apply to the Collections Assessment for Preservation Program Notice of Funding Opportunity.