

Supporting Statement
Data Collection Form for Application for Federal Assistance
SF-271 Outlay Report and Request for Reimbursement for Construction Programs
4040-0011

The SF-271 Outlay Report and Request for Reimbursement for Construction Programs form is an OMB approved collection (4040-0011). We are seeking an approval by OMB to reinstatement as a Common form. This form will be utilized by up to 26 Federal grant making agencies. We are requesting a 3-year clearance of this 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 parties are managed properly and spent in accordance with laws and regulations. Working cooperatively with Federal grant-making agencies and non-Federal parties, OFFM establishes policies and guidelines through OMB's grants management circulars. Grants.gov serves as a repository for Federal grant-related forms on behalf of OMB OFFM.

Office of Management and Budget (OMB) Circulars A-102, Grants and Cooperative Agreements with States and Local Governments, and A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, establish the reporting requirements fulfilled by this form.

2. Information Users

The SF-271 Outlay Report and Request for Reimbursement for Construction Programs is used to request reimbursement for all construction programs. The Federal awarding agencies and OMB use information reported on this form for general management of the Federal assistance awards programs

3. Improved Information Technology

Federal awarding agencies have the option of allowing grantees to use electronic submission of alternate forms. Although agencies can allow grantees 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

The proposed collection of information will be conducted in a manner that complies with relevant legislation authorizing Federal grants programs, OMB policies related to the administration of Federal grants including OMB Circulars A-102, A-110 (relocated to Relocated to 2 CFR 215), A-21 (relocated to 2 CFR 220), A-87 (relocated to 2 CFR 225), and A-122 (relocated to 2 CFR 230), and guidelines of 5 CFR 1320.5(d)(2).

8. Federal Register Notice/Outside Consultation

The Grants.gov Program Management Office, managed by HHS, published the current SF-271 Outlay Report and Request for Reimbursement for Construction Programs form for public comment in the *Federal Register* for 60-day comment period on August 24, 2021 (86 FR 47323). 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. This will be kept private to the extent allowed by law. 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.

11. Sensitive Questions

Not applicable since there are no sensitive questions.

12. Burden Estimate

Section A. Estimated Annualized Burden Hours to Respondents

As this is a Common Form, burden is reported only for HHS. Agencies may elect to use the form for future use. Agencies electing future use of the form will be added through a change request. All agencies with grant programs that award grants to organizations are eligible to use this form.

HHS received 40,000 submissions in FY2013 and estimate that it takes applicants approximately one hour on average to complete this form. Cumulatively, these organizations report the total burden to applicants to be 40,000 hours.

SF-271 Outlay Report and Request for Reimbursement Form Estimated Annualized Burden to Respondents

AGENCY	SF-271 Outlay Report and Request for Reimbursement Number of Annual	Number of Responses per Respondent	Total Annual Responses	in Hours	Total Burden Hours
HHS	40,000	1	40,000	1	40,000
TOTAL	40,000		40,000		40,000

Section B. Burden Cost

SF-424 (Mandatory) Form 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	40,000	\$ 1,200,000
TOTAL			40,000	\$ 1,200,000

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 \$1,200,000.

13. Capital Costs

The proposed collection is based on the **SF-271 Outlay Report and Request for Reimbursement** form currently in use. There is no projected incremental increase in the cost burden to respondents and record keepers associated with the use of the form.

14. Cost to the Federal Government

There is no projected incremental increase in the cost burden to the Federal Government.. Each agency currently has existing personnel, systems and processes (or other resources) in place to receive and review their agency-specific grant applications. Any additional cost for agency system development, maintenance and enhancements should not be attributed to use of the revised Mandatory form, and therefore its use is not expected to alter annualized Federal costs.

Agency personnel time to review the form is estimated at 1 hours per form. Based on 40,000 responses per year the total Burden Hours on Agency Personnel is 40,000 hours.

Grants administrative personnel generally are in the GS-9 through GS-15 range. Based on a step one average of these grades, an average hourly salary is \$39 per hour.

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
40,000	1	40,000	\$39.00	1,560,000

Therefore, the annual cost to the Federal government is \$1,560,000.

15. Program or Burden Changes

Not applicable as there were no program nor burden changes.

16. Publication and Tabulation Dates

Not applicable since there are no publication plans.

17. Expiration Date

Not applicable since the OMB number will be included on the data collection form.

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.