

SUPPORTING STATEMENT - PART A

Office of Local Defense Community Cooperation Military Installation Sustainability Program of Assistance Grant Proposals

1. Need for the Information Collection

The Office of Local Defense Community Cooperation (OLDCC), in coordination with the other Federal Agencies, delivers a program of technical and financial assistance to enable states and communities to:

- Plan and carry out civilian responses to workforce, business, and community needs arising from Defense actions;
- Cooperate with their military installations and leverage public and private capabilities to deliver public infrastructure and services to enhance the military mission, achieve facility and infrastructure savings as well as reduced operating costs; and,
- Increase military, civilian, and industrial readiness and resiliency, and support military families

Title 10, United States Code, Section 2391, *Military Base Reuse Studies and Community Planning Assistance*, authorizes the Secretary of Defense to, make grants, conclude cooperative agreements, and supplement funds available under Federal programs administered by agencies other than the Department of Defense, in order to assist State and local governments in planning community adjustments and economic diversification required by (a) the encroachment of a civilian community on a military installation, or (b) threats to military installation resilience, if the Secretary determines that either the encroachment of the civilian community or threats to military installation resilience is likely to impair the continued operational utility of the military installation.

This information collection facilitates the awarding of grants under the Military Installation Sustainability Program of Assistance, including responses to the Military Installation Resilience Federal Funding Opportunity and Compatible Use Federal Funding Opportunity announcements. The rest of the grant process, including the final grant application and post-award performance reporting is covered under OMB Control Number 0704-0625 for OLDCC's Economic Adjustment Data System (EADS).

2. Use of the Information

Respondents will be States, United States Territories, counties, municipalities, other political subdivisions of a state, special purpose units of a state or local government, other instrumentalities of a state or local government, and tribal nations supporting a military installation or the defense industrial base.

Respondents will be submitting information requesting OLDCC assistance for the Military Installation Sustainability Program of Assistance, which includes two programs: (1) Resilience and (2) Compatible Use.

The collection instrument for both programs is a proposal package prepared in accordance with a Federal Funding Opportunity (FFO) Announcement posted in the Federal Register. The Compatible Use program is currently active, with an FFO published in the Federal Register on August 5, 2019 (84 FR 38014). The Resilience program is not yet active, but the draft FFO is included in the ICR package.

Each proposal shall consist of no more than ten (10) single-sided pages exclusive of cover sheet, transmittal letter, and/or addendum, typed in a minimum 11-point common typeface, with no less than 1" margins, exclusive of appendices, attachments, and cover sheet and/or transmittal letter.

Proposals may be submitted electronically via email, or printed copy by mail or hand-delivered to OLDCC.

Proposals consist of the following information:

- A. Project Description: A description of the proposed project.
- B. Project Participants: A description of the partner jurisdictions, agencies, organizations, key stakeholders, and their roles and responsibilities to carry out the proposed project. Letters of support may be included as attachments and will not count against the ten-page limit; a letter of support from each affected military installation commander should be included;
- C. Local military involvement and support: A description of the anticipated role of the installation(s) in the project; and evidence of local installation support for the proposal.
- D. Grant Funds and Other Sources of Funds: A summary of local needs, including need for Federal funding; an overview of all State and local funding sources, including the funds requested under this notice; financial commitments for other Federal and non-Federal funds needed to undertake the project to include acknowledgment to provide not less than 10% of the funding from non-Federal sources; a description of any other Federal funding for which the respondent has applied, or intends to apply to support this effort; and, a statement detailing how the proposal is not duplicative of other available Federal funding;
- E. Project Schedule: A sufficiently detailed project schedule, including milestones;
- F. Performance Metrics: A description of metrics to be tracked and evaluated over the course of the project to gauge performance of the project;
- G. Grants Management: Evidence of the intended recipient's ability and authority to manage grant funds; and,
- H. Submission Authorization: Documentation that the Submitting Official is authorized by the respondent jurisdiction(s) and the respondent jurisdiction is an eligible entity to submit a proposal and subsequently apply for assistance.
- I. If there are multiple jurisdictions involved, an addendum can include letters of support.

After requirements are validated by an OLDCC Project Manager, and the OLDCC Director has determined and found that OLDCC assistance is authorized, respondents will receive a system-generated e-mail from OLDCC with a link to the web-based EADS system that will allow them to create a log-in and initiate the grant application process. Due to the number of OLDCC programs that utilize the EADS system, this application process and subsequent performance reporting is covered by OMB Control Number 0704-0625. The EADS system consists of a series of Tabs which lead respondents through the application process. This process is detailed in-depth in the Supporting Statement for 0704-0625.

Once awarded, the respondents will be required to submit recurring Performance Reports (quarterly or semi-annual) via EADS. As previously mentioned, this step in the process is covered by 0704-0625 since it takes place in the EADS system and is identical to a number of other OLDCC programs. Respondents will also submit electronic payment requests (at their discretion) through the U.S. Department of Health and Human Services' Payment Management System.

3. Use of Information Technology

100% of responses for the Military Installation Sustainability proposal may be submitted electronically to OLDCC. Respondents have the option to also mail or hand deliver a printed copy to OLDCC, which we estimate to be 5%-10%.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation 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 entities.

6. Less Frequent Collection

This collection is annual and is driven by annual Congressional appropriations processes.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Thursday, October 14, 2021. The 60-Day FRN citation is 86 FR 57129.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Friday, January 14, 2022. The 30-Day FRN citation is 87 FR 2421.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

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

10. Confidentiality

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

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

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

At this time, there are no file numbers within the OSD General Records Schedule (GRS) or the National Archives and Records Administration (NARA) GRS that account for records through the execution of the Military Installation Sustainability Program of Assistance. OLDCC is working on a submission to update the organization's assigned records category (1208) within the OSD GRS. We are proposing that these documents have the following retention schedule:

- (a) Funded projects and supporting documents are permanent. Cut off after the closeout of the project. Retire to NARA after 25 years.
- (b) Non-funded project documents are temporary. Cut off after the project is no longer being considered for funding. Destroy after 20 years.

Until the approval or disapproval of the formentioned submission, the Military Installation Sustainability Program of Assistance will be treated as 'Unscheduled' as defined in 36 CFR 1220.18. This means the records will be handled as permanent records until the final disposition is approved by NARA.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instruments
(Grant Proposal Submission)
 - a) Number of Respondents: 18
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 18
 - d) Response Time: 40 hours
 - e) Respondent Burden Hours: 720

- 2) Total Submission Burden
 - a) Total Number of Respondents: 18
 - b) Total Number of Annual Responses: 18
 - c) Total Respondent Burden Hours: 720

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instruments
(Grant Proposal Submission)
 - a) Number of Total Annual Responses: 18
 - b) Response Time: 40 hours
 - c) Respondent Hourly Wage: \$46.91
 - d) Labor Burden per Response: \$1,876.40
 - e) Total Labor Burden: \$33,775.20

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 18
 - b) Total Labor Burden: \$33,775.20

The Respondent hourly wage was determined by using the Department of Labor Wage Website (https://www.bls.gov/oes/current/oes_nat.htm): 17-0000 Architecture and Engineer Occupations, and 13-1111 Management Analysts

13. Respondent Costs Other Than Burden Hour Costs

We estimate no more than 3 proposals will be received by mail or hand-delivered. Cost estimate for this postage will be \$5.00 per proposal for a total cost of \$15.00.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instruments
(Grant Proposal Submission)
 - a) Number of Total Annual Responses: 18
 - b) Processing Time per Response: 3 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$60.87 (GS-14/6)
 - d) Cost to Process Each Response: \$182.61

- e) Total Cost to Process Responses: \$3,286.98
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 18
 - b) Total Labor Burden: \$3,286.98

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0
- 2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$3,286.98
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$3,286.98

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

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 Paperwork Reduction Submissions"

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