

SUPPORTING STATEMENT - PART A

Procurement Technical Assistance Center Cooperative Agreement Performance Report – 0704-0320

Summary of Changes from Previously Approved Collection

- 97 percent of responses are now collected in a web portal. The DLA Form 1806 is still included as a collection instrument as it is used in rare instances. Information collected is exactly the same as on the DLA Form 1806

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 the DLA Form 1806 or PTA Program portal. Award recipients 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 submit it to DLA via the web based portal or email. The fields on the form and the portal are identical.

After respondents report the information, 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

100% of submissions are collected electronically. Respondents access the PTA Program web portal and provide the information in the fields. In rare instances, respondents will fill out the PDF DLA Form 1806 electronically and upload the form in the portal or send via email. This is typically only done when they are unable to access the portal, and makes up about 3% of responses.

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

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 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 Monday, September 20, 2021. The 60-Day FRN citation is 86 FR 52133.

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

A 30-Day Federal Register Notice for the collection published on Monday, November 15, 2021. The 30-Day FRN citation is 86 FR 63006.

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.

Record Series 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.

Disposition: Temporary. Cutoff at end of Event. Destroy after 6 years after closeout. N1-361-91-11.

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 Instrument(s)

PTA Center Cooperative Agreement Performance Report

- a) Number of Respondents: 95
- b) Number of Responses Per Respondent: 4
- c) Number of Total Annual Responses: 380
- d) Response Time: 5 hours
- e) Respondent Burden Hours: 1,900 hours

2) Total Submission Burden (Summation or average based on collection)

- a) Total Number of Respondents: 95
- b) Total Number of Annual Responses: 380
- c) Total Respondent Burden Hours: 1,900 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
PTA Center Cooperative Agreement Performance Report
 - a) Number of Total Annual Responses: 380
 - b) Response Time: 5 hours
 - c) Respondent Hourly Wage: \$55.00
 - d) Labor Burden per Response: \$275.00
 - e) Total Labor Burden: \$104,500

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 380
 - b) Total Labor Burden: \$104,500

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 other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument(s)
PTA Center Cooperative Agreement Performance Report
 - a) Number of Total Annual Responses: 380
 - b) Processing Time per Response: .25 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$35.00
 - d) Cost to Process Each Response: \$8.75
 - e) Total Cost to Process Responses: \$3,325

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 380
 - b) Total Labor Burden: \$3,325

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$500
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0

2) Total Operational and Maintenance Cost: \$500

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$3,325

2) Total Operational and Maintenance Costs: \$500

3) Total Cost to the Federal Government: \$3,825

15. Reasons for Change in Burden

There has been no change in burden since the last approval.

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.