Agency Disclosure Notice

The public reporting burden for this collection of information, OMB 0704-XXXX, is estimated to average 7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Defense Manufacturing Community Support Program Grant Application

If designated a "Defense Manufacturing Community" and invited to submit a grant application package, respondents submit the grant application package (second collection instrument) electronically via Office of Local Defense Community Cooperation grant database management system, EADS. Respondents will receive an e-mail from OLDCC with a link to the EADS system that will allow them to log-in and initiate the application process. The EADS system consists of a series of Tabs which lead respondents through the application process.

a) Tab 1 is the SF-424, Application for Federal Assistance (OMB Number 4040-0004) consisting of 15 blocks of information and the ability to upload (electronically) all supporting information specified by OLDCC.

b) Tab 2 is the Application Narrative. Respondents input information to describe the proposed project and justify the need for financial assistance. The Application Narrative includes the following sections: Application Abstract; Introduction/Background; Need for Assistance; Project Goals and Objectives Related to OLDCC Mission; Results or Benefits Expected; Approach & Timeline; and Deliverables/Products. Each section is limited to 1,000 words. Supporting information such as Appendices, charts, maps and other illustrative materials may be uploaded to further describe the proposal.

c) Tab 3 is the Budget Narrative. Respondents input grant budget information based upon the following object class categories: (1) Salary and Fringe; (2) Travel; (3) Equipment; (4) Supplies; (5) Other Costs; (6) Contractual; (7) Indirect Costs. Respondents also have capability provide a brief explanation of costs and methodology in a text box for each object class category. Respondents will also complete the SF-424A, Budget Information for Non-Construction Programs (OMB Form 4040-0006), or the SF-424C, Budget Information for Construction Programs (OMB Form 4040-0008).

d) Tab 4 is the Assurances and Certifications Tab. Respondents will complete the SF-424B, Assurances for Non-Construction Programs (OMB Form 4040-0007), or the SF-424D, Assurances for Construction Programs (OMB Form 4040-0009), as appropriate.

Respondents will also complete the SF-LLL, Disclosure of Lobbying Activities (OMB Form 4040-0013).