

SUPPORTING STATEMENT - PART A

Defense Community Infrastructure Program Grant Proposals – 0704-0607

Summary of Changes from Previously Approved Collection

- This ICR now only covers the proposal package portion of the grant process. The Grant Application and Post-Award Reporting requirements for this program and other OLDCC grant programs are conducted in the Economic Adjustment Data System, which has a separate ICR that has been submitted to OMB under ICR Reference Number 202110-0704-010.
- The decrease in burden is the result of removing the Grant Application and Post-Award Reporting requirements from this ICR. This burden is now accounted for in 202110-0704-010.
- Name changed to clarify that the ICR covers only the Grant Proposal portion of the process.

1. Need for the Information Collection

Section 2391(d) of Title 10, United States Code (10 U.S.C. 2391), 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, for projects owned by a State or local government, or a not-for-profit, member-owned utility service to address deficiencies in community infrastructure supportive of a military installation.”

The Consolidated Appropriations Act for Fiscal Year 2021 (PL 116-260) provided \$60 million to the Office of Local Defense Community Cooperation (OLDCC) for the Defense Community Infrastructure Program (DCIP), and these funds expire if they are not obligated prior to September 30, 2021. This information collection facilitates the awarding of grants under DCIP, but this information collection request only includes the initial grant proposal package. The rest of the grant process, including the final grant application and post-award performance reporting, will be covered by the OMB Control Number for OLDCC’s Economic Adjustment Data System (EADS). The ICR for EADS has been submitted to OMB under ICR Reference Number 202110-0704-010.

The criteria established for the selection of community infrastructure projects reflect projects consisting of some combination of attributes that will enhance: (i) military value; (ii) military installation resilience; and/or, (iii) military family quality of life (including whether the impact of the community infrastructure on alleviating installation commuter workforce issues and the benefit of schools or other local infrastructure located off of a military installation that will support members of the armed forces and their dependents residing in the community) at a military installation.

2. Use of the Information

Respondents will be State or local governments and not-for-profit, member-owned utility services owning infrastructure outside of, but supporting, a military installation.

The collection instrument is a grant proposal package prepared in accordance to a Federal Funding Opportunity Announcement posted on the Grants.gov website. Grants.gov requires all proposers to complete the SF-424, Application for Federal Assistance (OMB Number 4040-0004).

A proposal may not exceed 20 pages (single-sided, single-spaced with 1-inch margins, 11 point Times New Roman font, and including all maps, drawings and attachments—excepting the SF-424, the independent cost estimate to validate the proposed project budget, and documents evidencing the project is construction-ready, the pages for which do not count towards this 20-page total) and shall include the following information:

- A. Point of Contact: Name, phone number, e-mail address, and organization address of the respondent's primary point of contact;
- B. Installation Need: A summary of the installation need, including which enhancement the proposal primarily addresses—military value, military installation resilience, or military family quality of life—and how the installation need degrades military value, military installation resilience, or military family quality of life at the local installation. Information on this need must also include an assessment of the likely beneficiaries from the project.
- C. Installation Endorsement: A letter of endorsement from the Commander of the local installation that includes (i) the existing conditions at the local installation to be impacted by development of the proposed project (and the extent to which the proposed project enhances the existing conditions), (ii) assessment of impact to the local installation should the proposed project not proceed, and (iii) a comparison of how those existing conditions rank against other military value, military installation resilience, or military family quality of life infrastructure issues impacting the local installation.
- D. Project Description: A description of the proposed Defense Community Infrastructure Program project, including an explanation how the project addresses the installation need;
- E. Project Engineering Information: A demonstration of the technical feasibility of the construction project;
- F. Project Parties: Identification of other parties involved in the project to include contemplated grant sub-recipients as defined by 2 C.F.R. 200.1;
- G. Grant Funds and other Sources of Funds: An overview and commitment of all funding sources;
- H. Uses of Construction Project Funds: The uses of project funding, including a total project cost estimate with major cost elements broken out for project

administration, inspection, construction, utilities, and contingency costs. Soft planning costs required for the planning, design and execution of the proposed project are allowable as a source for non-federal match;

- I. Project Development Schedule: A sufficiently detailed project schedule demonstrating that the project can commence within 12 months upon receipt of a grant and that the grant funds will be spent steadily and expeditiously once the project commences, and completed no later than 5 years following the obligation of Federal funds;
- J. Environmental Approvals: Indicate the status of all environmental approvals necessary for the construction project to proceed to construction on the timeline specified the Project Development Schedule and completion of an appropriate environmental impact analysis in accordance with the National Environmental Policy Act;
- K. State and Local Planning: If applicable, the inclusion of the construction project in the relevant State, metropolitan, and local planning documents, or a certification from the appropriate agency (e.g., Metropolitan Planning Organization) that the project will be included in the relevant planning document.
- L. Grants Management: Evidence of the intended recipient's ability and authority to manage grants;
- M. Submitting Official: Documentation that the Submitting Official is authorized by the proposer to submit a proposal and subsequently apply for assistance;
- N. National Security Waiver Attestation (if appropriate): In instances where a waiver from local match is being requested due to national security needs/importance, a signed statement from the cognizant Military Department Secretary attesting to the national security need/importance of the proposed project; and
- O. Attachments: In compliance with the overall application page limit.

Expanded descriptions of each section of the proposal can be found in the DCIP Federal Funding Opportunity as well as in the Grant Proposal collection instrument submitted with this package. Proposals will be scored by a DCIP review panel against the selection criteria. OLDCC will invite successful respondents, on the basis of their proposal's ranking by the review panel, to complete a grant application in the OLDCC EADS system. This, as well as the post-award reporting requirements, are detailed in the ICR for the EADS system (ICR Reference Number 202110-0704-010).

3. Use of Information Technology

100% of responses will be submitted electronically via Grants.gov.

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 annually 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 Monday, October 25, 2021. The 60-Day FRN citation is 86 FR 58895.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, December 22, 2021. The 30-Day FRN citation is 86 FR 72589.

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 DCIP program. 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 mentioned submission, DCIP program execution records 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

DCIP (Proposal)

- a) Number of Respondents: 150
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 150
- d) Response Time: 15 hours
- e) Respondent Burden Hours: 2,250 hours

2) Total Submission Burden

- a) Total Number of Respondents: 150
- b) Total Number of Annual Responses: 150
- c) Total Respondent Burden Hours: 2,250 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instruments

DCIP (Proposal)

- a) Number of Total Annual Responses: 150
- b) Response Time: 15 hours
- c) Respondent Hourly Wage: \$43.41
- d) Labor Burden per Response: \$651.15
- e) Total Labor Burden: \$97,672.50

2) Overall Labor Burden

- a) Total Number of Annual Responses: 150
- b) Total Labor Burden: \$97,673

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

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 Instruments

DCIP (Proposal)

- a) Number of Total Annual Responses: 150
- b) Processing Time per Response: 0 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$0
- d) Cost to Process Each Response: \$0
- e) Total Cost to Process Responses: \$0

Based on discussions with WHS, scoring of submitted Grant Proposals by the Defense Community Infrastructure Program review panel was not considered part of processing.

- 1) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 150
 - b) Total Labor Burden: \$0

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

15. Reasons for Change in Burden

Overall burden has decreased due to the removal of the Grant Application and Post-Award Reporting requirements from this ICR. As described above, this burden will be included in the forthcoming ICR that will cover OLDC's Economic Adjustment Data System (ICR Reference Number 202110-0704-010).

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.