

## **SUPPORTING STATEMENT A: JUSTIFICATION**

1. The IAF works to promote sustainable development in Latin America and the Caribbean by offering small investments directly to civil society organizations through funding actions, such as grants and cooperative agreements. By registering in the grant management system, proponents will be able to submit applications and grantees will be able to access their programmatic and financial reporting information.
2. The grant registration in GovGrants will be collected from each proponent (grant seeker), if they meet basic eligibility requirements. Transition to an online portal will allow for electronic grant application and reporting which will increase the efficiency of IAF's grant management program. The IAF-01 collects the minimum amount of information needed for users to create an account.
3. Grant registration information is collected directly online from the proponent through IAF's GovGrants platform. The registration form can be translated into Spanish, Portuguese, French, and Haitian Creole using a built-in Google Translate function to minimize burden on grantees.
4. All information collections IAF-02 and IAF-03, which cover the application and reporting process, auto populate any information which was previously requested so users will not be required to enter information more than once. The information necessary for registration in the system is not already collected elsewhere. GovGrants' financial and programmatic reporting information will serve as the agency's single source of truth (SSOT) for data.
5. IAF's grantees include small grassroots organizations and businesses in Latin America and the Caribbean. To minimize burden on grantees, the registration form can be translated into Spanish, Portuguese, French, and Haitian Creole using a built-in Google Translate function.
6. If the IAF did not collect registration information from proponents, obtained it less frequently, or obtained the information from less proponents or a sample/subset of proponents, the IAF could not properly determine the amount of registrants and the proponent could not submit a grant application. The IAF is committed to mitigating technical obstacles to reduce burden by providing training sessions to proponents on how to use the system and providing other technical aids in the relevant languages.
7. There are no special circumstances applicable to this information collection.
8. The first Federal Register Notice was published on August 11, 2023 (88 FR 54644). The agency received no public comments. The second Federal Register Notice was published on November 8, 2023 (88 FR 77106).

9. The IAF would not be providing any payment or gift to respondents.
10. When trade secrets or confidential commercial or financial information are submitted to the agency in this collection, they will be held in confidence to the extent permitted by applicable law including the Freedom of Information Act (“FOIA”) at 5 U.S.C. section 552(b)(4) in addition personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy will be held in confidence according to 5 U.S.C. section 552(b)(6). The personal information of United States citizens and permanent residents will also be subject to the protections of 5 U.S.C. 552a and 22 CFR Part 1003.
11. Not applicable. None of the questions on this form are of a sensitive nature.
12. The estimated burden of collecting this information per year is as follows:

1,400 respondents  
 x 1 per respondent  
 =1,400 total annual responses  
 x (0.1 hours per average respondent)  
 =140 respondent hours  
 x \$15.60/hour for personnel, record-keeping, overhead  
 \$2,184 total cost to respondents

The IAF receives approximately 1,400 grant applications per year and expects registrations, which will be necessary before a proponent can apply, will match that number.

A note on the hourly wage of grantees: The average hourly wage of \$15.60 is based on the grantees’ budgets submitted to the IAF as part of the Grant Agreement package using the average salary for a project director at \$43,000 and the average salary for an administrative assistant at \$22,000.

13. There are no additional costs to the respondents or recordkeepers resulting from this information collection.
14. The estimated annualized cost to the Federal government is as follows:
- 1,400 respondents  
 x 1 per respondent  
 =1,400 total annual responses  
 x .01 hours to review one response  
 =14 total federal hours  
 x \$45.14 GS-12/1 (DCB) hourly wage  
 \$631.96 total cost to the Federal government

Note that each individual registration will not be viewed, but rather cleaned and aggregated. The estimated time and cost is an average; the majority of registrations will

not require data cleaning, but some may and will require more time to revise.

15. This is a new ICR and figures are new and do not reflect adjustments to previously reported information.
16. The results will not be published.
17. The IAF will display the OMB expiration date on each form.
18. The IAF is not seeking an exception to the certification statement.

**STATISTICAL METHODS.**

*This supporting statement does not contain any collection of information requirements that employ statistical methods.*