

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 gathering programmatic and financial reporting information from grantees every six months the IAF will be able to assess grant performance and ensure financial accountability.
2. The programmatic and financial information in GovGrants will be collected from each grantee on a semesterly basis in order to monitor grant progress, inform decision-making on additional grant funding (e.g. amendments) and future programming, and share grant progress with both internal and external stakeholders.
3. Programmatic and financial reporting information is collected online directly from the grantee through IAF's GovGrants platform. Information is translated into their languages to minimize burden.
4. The User Acceptance Testing team (composed of IAF staff members) has been working with the contractor to ensure that all data points are entered into the system only once and that this information is not collected nor duplicated elsewhere. 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. 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. To minimize burden, information is translated into their languages. In addition, careful consideration of indicators and narrative questions has been conducted to ensure IAF is asking for the minimal amount of information required to effectively advance its mission, ensure accountability, and capture results for stakeholders.
6. If the IAF did not collect this information from grantees, obtained it less frequently, or obtained the information from less grantees or a sample/subset of grantees, the IAF could not properly assess each individual grant's progress on a consistent basis. The IAF is committed to mitigating technical obstacles to reduce reporting burden by providing training sessions to proponents and grantees on how to use the system and providing other technical aid.
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:

450 respondents
x 2 per respondent
=900 total annual responses
x (18 hours per average respondent)
= 16,200 respondent hours
x \$15.62/hour for personnel, record-keeping, overhead
\$253,044 total cost to respondents

Respondents submit a financial report twice per year.

A note on the hourly wage of grantees: The average hourly wage of \$15.62 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:
- 450 respondents
x 2 per respondent
= 900 total annual responses
x 0.5 hours to review one response
= 450 total federal hours
x \$45.14 GS-12/1 (DCB) hourly wage
\$20,313 total cost to the Federal government
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.

**SUPPORTING STATEMENT B: COLLECTION OF INFORMATION EMPLOYING
STATISTICAL METHODS.**

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