

## SUPPORTING STATEMENT - PART A

Defense Community Infrastructure Program Grant Proposals – 0704-0607

### Summary of Changes from Previously Approved Collection

- This collection includes a new instrument labeled, FY25 DCIP Application Content and Format, for proposers to use to streamline the overall application 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 Full-Year Continuing Appropriations and Extensions Act, 2025 (PL 119-4) will provide approximately \$50 to \$100 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, 2025. This information collection facilitates the awarding of grants under DCIP, and includes the initial grant proposal package.

The criteria established for the selection of community infrastructure projects reflect the following order of priority: (i) projects that will enhance military value; (ii) projects that contribute to the training of cadets enrolled in an independent Reserve Officer Training Corps program at a covered educational institution; (iii) project that will enhance military installation resilience; and/or, (iv) projects that will enhance 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 21 pages (single-sided, single-spaced with 1-inch margins, 11 point Times New Roman font, and including all maps, drawings and attachments. The unsigned Standard Form 424, the letter of support from the installation commander, documents showing that the project is construction-ready, and documentation showing evidence of the availability of any other participating federal funding do not count against this twenty-one (21) page limit.

#### A. Standard Form 424

Please refer to the instructions provided with the Grants.gov Notice of Funding Opportunity (NOFO) on how to complete the Standard Form 424. Please note: information entered in Box 18, Estimated Funding, in the “Federal” form field in Grants.gov will be used as the formal amount the proposal requests under the competition.

#### B. Summary of Proposer and Eligibility

The Summary of Proposer and Eligibility section provides information necessary to determine eligibility under the Defense Community Infrastructure Program and may not exceed two (2) pages in length.

#### C. Summary of Project Enhancement

The Summary of Project Enhancement section provides information necessary to assess the characteristics of the proposed project against the prioritization of enhancements below.

10 U.S.C. § 2391(d)(1)(B) directs the Secretary to establish criteria for the selection of community infrastructure projects to receive assistance based on the prioritization of military value, the training of cadets at covered educational institutions, installation resilience, and military quality of life. Proposals must describe how the project meets one of the following four prioritizations: (i) projects that will enhance military value; (ii) projects that contribute to the training of cadets enrolled in an independent Reserve Officer Training Corps program at a covered educational institution; (iii) project that will enhance military installation resilience; and/or, (iv) projects that will enhance military family quality of life.

If relevant, proposals including projects that are defense-related critical infrastructure and/or a strategic seaport will also be considered.

#### D. Summary of Community-Installation Need

The Summary of Community-Installation Need provides general information about the proposed project, the community need, and the installation need. The letter also includes (i) projects that will enhance military value; (ii) projects that contribute to the training of cadets enrolled in an independent Reserve Officer Training Corps program at a covered educational institution; (iii) project that will enhance military installation resilience; and/or, (iv)

projects that will enhance military family quality of life This Summary section may not exceed three (3) pages in length.

#### E. Summary of Construction Readiness

The Summary of Construction Readiness provides evidence that the proposed project may commence (i.e., break ground) quickly should the project be awarded and that the project can be completed within five (5) years of a grant award date when the funds for this competition will expire. This Summary section may not exceed fourteen (14) pages in length and includes the following:

- A. Status of planning and design of the proposed project;
- B. Budget and funding sources;
- C. Proposed project schedule from September 2025;
- D. Review of environmental planning;
- E. Status of permitting approvals;
- F. Status of site control; and
- G. Attachments.

The NOFO will include an optional instrument to help proposers fill in all the required information outlined above. The instrument will be linked in the NOFO (available on Grants.gov) and will help streamline the process by allowing proposers to enter in relevant information, reduce time of entry for the proposers, and increase scoring accuracy of the submission against the NOFO.

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, based on 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.

#### 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 Tuesday, December 17, 2024. The 60-Day FRN citation is 89 FR 102120.

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

A 30-Day Federal Register Notice for the collection published on Tuesday April 8<sup>th</sup>, 2025. The 30-Day FRN citation is 90 FR 15140.

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: \$45.87
- d) Labor Burden per Response: \$688.05
- e) Total Labor Burden: \$103,208

2) Overall Labor Burden

- a) Total Number of Annual Responses: 150
- b) Total Labor Burden: \$103,208

The Respondent hourly wage was determined by using the Department of Labor Wage Website using the most current wages ([https://www.bls.gov/oes/current/oes\\_nat.htm](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: 12 hours (3 hours each for 4 reviewers)
- c) Hourly Wage of Worker(s) Processing Responses: \$75.00
- d) Cost to Process Each Response: \$900.00
- e) Total Cost to Process Responses: \$135,000

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: \$135,000

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: \$135,000

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$135,000

15. Reasons for Change in Burden

The burden has increased since the previous approval due to an increase in hourly wage to reflect the most up to date wages.

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.