

Request for Approval under the “Generic Clearance for Reviewer Recruitment”

(OMB Control Number: 0970-0477)

TITLE OF INFORMATION COLLECTION: Administration for Native Americans (ANA) Reviewer Profile Questionnaire

PURPOSE: The purpose is to select qualified reviewers for Administration for Children and Families (ACF) review processes based on professional qualifications using data entered and documents provided by candidates. Example documents include writing samples and curriculum vitae and/or resume. These reviews are for ANA’s Annual Grant Reviews for its three main programs – Social and Economic Development, Language Preservation and Maintenance and Environmental Regulatory Enhancement. Applications competing for financial assistance under ANA will be reviewed and evaluated by objective review panels using only the criteria described in the Evaluation Criteria section of each funding opportunity. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson. Reviewers can be pulled for ad hoc reviews as necessary, but atypical.

DESCRIPTION OF RESPONDENTS: Respondents are individuals interested in participating in ANA’s Annual Grant Funding Application Review as a peer reviewer or panel chairperson.

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name and affiliation: Amy Zukowski, Division of Program Evaluation and Planning,
Administration for Native Americans

To assist review, please provide answers to the following question:

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Prospective Merit Reviewer	300	.4 hours	120 hours

Totals	300	.4	120 hours
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FEDERAL COST: The estimated annual cost to the Federal Government is \$5,104.80

Estimated Cost to Respondents

We estimated the total cost by using the Bureau of Labor Statistics wage data for Social and Human Services Assistants (job code 21-1093). The mean hourly wage from May 2023 is \$21.27 per hours. To account for fringe benefits and overhead the rate was multiplied by two which is \$42.54. The estimate of annualized cost to respondents for hour burden (inclusive of fringe and overhead) is \$42.54. <https://www.bls.gov/oes/current/oes211093.htm>

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - ☒ Web-based or other forms of social media
 - ☐ Telephone
 - ☐ In-person
 - ☐ Mail
 - ☐ Other, Explain

Please make sure that all instruments, instructions, and scripts are submitted with the request