

**Supporting Statement  
Data Collection Form for  
Assurances for Non-Construction Programs (SF-424B)  
4040-0007**

The Assurances for Non-Construction Programs (SF-424B) is an information collection approved by the OMB under control number 4040-0007. This form will be utilized by 51 federal grant-making agencies, and additional grant-making entities. This information collection expired on February 28, 2025. Grants.gov is seeking a three-year reinstatement without change of this information collection and a three-year clearance.

**A. Justification**

**1. Need and Legal Basis**

The Office of Federal Financial Management (OFFM) leads efforts in government-wide grants management to assure that Federal grants to non-Federal entities are managed properly and spent in accordance with laws and regulations. Working cooperatively with Federal grant-making agencies and non-Federal entities, OFFM establishes policies and guidelines through OMB's Uniform Administrative Requirements via 2 CFR Part 200, which establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities. Grants.gov serves as a repository for Federal grant-related forms.

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards establish the reporting requirements fulfilled by this form. This collection also partially fulfills OFFM responsibilities under Pub. L. 109-282, Sec 2590, Federal Funding Accountability and Transparency Act of 2006, and Pub. L 106-107, Sec 468, Federal Financial Assistance Management Improvement Act of 1999.

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) required, among other things, that grant financial assistance awards be displayed on a publicly accessible and searchable website, USAspending.gov. The Digital Accountability and Transparency Act (DATA Act), Pub. L. 113-101, expanded on the FFATA by establishing governmentwide standards and holding agencies accountable for the quality of the data.

**2. Information Users**

The form is used by non-Federal entities to apply for grants, and by Federal grants management staff to evaluate applicants for Federal financial assistance.

**3. Improved Information Technology**

Federal awarding agencies have the option of allowing recipients to use electronic submission of alternate forms. Although agencies can allow recipients to submit electronically, or via other forms, they are only approved to collect the information approved under this information collection.

#### **4. Duplication of Similar Information**

There is no other source for the information reported on this form.

#### **5. Small Businesses**

The information requirements do not pertain to small business or other small entities.

#### **6. Less Frequent Collection**

No less frequent collection is feasible.

#### **7. Special Circumstances**

The proposed collection of information will be conducted in a manner that complies with relevant legislation authorizing Federal grants programs, OMB policies related to the administration of Federal grants including OMB Circulars A-102, A-110 (relocated to Relocated to 2 CFR 215), A-21 (relocated to 2 CFR 220), A-87 (relocated to 2 CFR 225), and A-122 (relocated to 2 CFR 230), and guidelines of 5 CFR 1320.5(d)(2).

#### **8. Federal Register Notice/Outside Consultation**

The Grants.gov Program Management Office managed by HHS published the current Application for Federal Financial Assistance form collection for public comment in the *Federal Register* for 60-day comment on November 26, 2024 (89 FR 93309). Interested individuals were invited to send comments regarding any aspect of this collection of information. No public comments were received.

#### **9. Payment/Gift to Respondents**

Not applicable since there is no payment to respondents, other than remuneration of grantees.

#### **10. Confidentiality**

The grant-making agencies will maintain the authoritative copy of all application materials and data. The information will be consistent with OMB policies related to the administration of Federal grants as well as agency policies and practices for access to electronic and paper records. If application forms are submitted through the Grants.gov Apply mechanism, Grants.gov will maintain only transmission records pertaining to the files. Grants.gov will not maintain application materials and data.

#### **11. Sensitive Questions**

Not applicable since there are no sensitive questions.

#### **12. Burden Estimate**

As this is a Common Form, burden is reported only for HHS. By aggregating the agency's estimates as reported from the Grants.gov data call, an estimate of the total burden of the information collection was developed.

HHS receives approximately 9,772 applications annually and estimates that it takes applicants approximately 0.5 hour on average to complete each application. Cumulatively, HHS reports that the total burden to applicants to be approximately 4,886 hours.

## Section A. Estimated Annualized Burden Hours to Respondents

### Assurances for Non-Construction Programs (SF-424B)

#### Estimated Annualized Burden to Respondents

AGENCY	Number of Annual Respondents	Number of Responses per Respondent	Total Annual Responses	Average Burden on Respondent per Response in Hours	Total Burden Hours
HHS	9772	1	9772	0.5	4886
TOTAL	9772	1	9772	0.5	4886

## Section B. Burden Cost

### Assurances for Non-Construction Programs (SF-424B)

#### Estimated Annualized Cost to Respondents

Cost To Respondents				
AGENCY	Type of Respondent	Hourly Wage Rate	Total Burden Hours	Total Respondent Cost
HHS	Grant Writer	\$30	4886	\$146,580
TOTAL			4886	\$146,580

The Estimated Annualized Cost to Respondents assumes that the Hourly Wage Rate for a grant writer is \$30. The Total Burden Hours times the Hourly Wage Rate produces the Total Respondent Cost which is \$146,580.

## 13. Capital Costs

There is no projected incremental increase in the cost burden to respondents and record keepers associated with the use of the Assurances for Non-Construction Programs (SF-424B) form.

## 14. Cost to the Federal Government

There is no projected incremental increase in the cost burden to the Federal Government with the implementation of the renewed Assurances for Non-Construction Programs (SF-424B). Each agency currently has existing personnel, systems and processes (or other resources) in place to receive and review their grant applications. Any additional cost for agency system development, maintenance and enhancements should not be attributed to use of the Assurances for Non-Construction Programs (SF-424B) form, and therefore its use is not expected to alter annualized Federal costs.

### Cost to Government

Total Annual Responses	Agency Personnel Time to Review (Hours)	Total Burden Hours on Agency Personnel	Average Grants Administrative Hourly Salary	Estimated Annual Cost to Federal Government for Form Review
4886	0.5	2443	\$49	\$119,707

Agency personnel time to review the form is estimated at 1 hour per form. Based on 4886 responses per year, then 2443 hours are estimated personnel hours to review. Grants administrative personnel generally are in the GS9 - 15 range. Based on a step one average of these grades, an average hourly salary is \$49 per hour. Therefore, 2443 hours x \$49 = \$119,707 of estimated annual cost to the federal government to review the form.

#### **15. Program or Burden Change**

The burden hours reflected in this ICR remain unchanged at 4,886 hours since the last ICR in 2018. The burden reported for this ICR only reflects that of HHS. As this will be a Common Form, Grants.gov is only required to report the burden for HHS. All other agencies using this IC are required to report their own burden.

#### **16. Publication and Tabulation Dates**

There are no publication plans for collected data including summarizing or tabulating by Grants.gov.

#### **17. Expiration Date**

Three years from OMB approval.

#### **18. Certification Statement**

Not applicable since there are no exceptions to the certification.

#### **B. Collections of Information Employing Statistical Methods**

No statistical methods are employed in this information collection.