

**Supporting Statement Part A Justification
2027-2029 IMLS Grant Application Forms
OMB Control Number 3137-0092**

1. Necessity of the Information Collection

The Institute of Museum and Library Services (IMLS) requests a renewal clearance for the IMLS Grant Application Forms under the Paperwork Reduction Act. The current clearance expires on May 31, 2026. The information collections in this package include instructions necessary for organizations to apply for grant funding from the agency.

Background

To facilitate the administration of the IMLS application and review processes for its discretionary grants and cooperative agreements, the agency uses standardized application forms for eligible libraries, museums, and other organizations to apply to its funding opportunities. The forms submitted for public review in this Notice are the IMLS Library-Discretionary Program Information Form, the IMLS Museum Program Information Form, the IMLS Supplementary Information Form, and the IMLS Budget Form.

The IMLS Library-Discretionary Program Information Form, the IMLS Museum Program Information Form, the IMLS Supplementary Information Form, and the IMLS Budget Form are each included in one or more of the Grants.gov application packages associated with IMLS grant programs' Notices of Funding Opportunity (NOFOs). These forms automatically transmit data into IMLS's electronic grants management system, eGMS, through a system-to-system interface.

This action is to renew the forms and instructions associated with all IMLS NOFOs from fiscal year (FY) 2027 through FY 2029.

2. Purposes and Uses of the Data

IMLS uses the information collected through these forms to capture itemized project budgets, identify any high-level financial concerns about applicants, identify alignments with agency- and grant program-level goals and objectives, validate applicant eligibility, assign peer reviewers, and manage the peer review processes. The agency also uses this information for strategic planning, performance analysis, and to provide information to the Administration and Congress. Data elements subject to the Freedom of Information Act (FOIA) also provide information about IMLS's grant applications and programs to individuals outside the agency. Additionally, applicants may use this information to validate their project ideas or application strategies, to follow trends in their fields, and to identify effective practices that can be widely adapted to improve the quality of museum and library services throughout the United States.

3. Use of Information Technology

IMLS leverages technology to enhance the efficiency and effectiveness of its programs while minimizing the burden on prospective applicants. These forms are integrated into one or more Grants.gov application packages for the agency's discretionary grant programs and applicants complete these forms through the Grants.gov Workspace. Once grant applicants save and submit the forms, the data entered on them is automatically transmitted to eGMS via a system-to-system interface. This automation process saves IMLS staff a substantial amount of time by eliminating the

need for manual data entry and greatly reduces the risk of errors.

4. Efforts to Identify Duplication

All IMLS external-facing documents are annually reviewed through an internal clearance process, which requires review by several different offices within the agency, including the program offices, the Office of the General Counsel, and the Office of Grants Management. This annual review process protects against the duplication of information requested. These forms do not duplicate any other collection that IMLS conducts.

5. Method Used to Minimize Burden on Small Businesses

Participation is entirely voluntary. No small businesses are impacted, but some applications for IMLS funding are submitted by small non-profit organizations. Every effort has been made to streamline application instructions and to simplify application and reporting procedures. The agency's internal clearance process ensures that no undue burden is placed on any applicant that is seeking IMLS funding.

6. Consequences of Less Frequent Data Collection

These collections of information are essential to IMLS in meeting its statutory mission to award federal financial assistance under the Museum and Library Act (20 U.S.C. Section 9101 *et seq.*), and its obligation to identify needs and trends in museum, library, and information services.

7. Special Circumstances

None of the listed conditions apply.

8. Consultations Outside the Agency

The 60-Day Notice for the 2026-2029 IMLS Grant Application Forms (3137-0092) was published on February 2, 2026, in the Federal Register (91 FR 4638). The agency received no comments in response to this Notice. The 30-day notice requesting comments for the OMB clearance was published in the Federal Register on April 09, 2026 (91 FR 18007).

IMLS uses several different mechanisms to consult with people outside the agency. Contact information for program officers is widely distributed and easily accessible on the agency's website (www.imls.gov), and awardees and potential applicants are encouraged to communicate frequently with these experts. IMLS program staff travel to national, regional, and local conferences where they meet with potential applicants to discuss program requirements. Finally, agency staff consult informally with its communities throughout the year at meetings hosted by representatives of key professional associations and at agency convenings held for other purposes.

IMLS notes and evaluates all suggestions from applicants, including those pertaining to revising NOFOs and reporting forms, and responding to the invitation for comments found in the burden statement contained in each information collection. The agency makes every effort to shorten and simplify application instructions and forms in response to applicants' suggestions.

9. Payments or Gifts to Respondents

No payments or gifts are provided to any of the respondents.

10. Assurance of Confidentiality

No assurance of confidentiality is provided. Files are subject to FOIA requests and are handled on a case-by-case basis. IMLS intends to make final reports available via its website and so informs applicants and grantees.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature.

12. Estimate of Hour Burden to Respondents

The estimated total annual number of respondents for the four forms (described below) is 1,800. This number was estimated based on a count of the number of applicants for IMLS standard discretionary grant programs in recent years. Applicants to museum grant programs complete the IMLS Museum Program Information Form, and applicants to library grant programs complete the IMLS Library-Discretionary Program Information Form. For new grant programs that may be developed during the period for which this control number is valid, applicants will complete the IMLS Supplementary Information Form, which requests all the same information contained in the existing two forms (i.e., the IMLS Museum Program Information Form and the IMLS Library-Discretionary Program Information Form) except for the name of the program. All applicants are required to complete and submit the IMLS Budget Form. The number of annual burden hours is estimated to be 6,300 hours. This figure is based on an estimate of thirty minutes per response for the IMLS Museum Program Information Form, the IMLS Library-Discretionary Program Information Form, and the IMLS Supplementary Information Form, and three hours per response for the IMLS Budget Form.

13. Estimate of Cost Burden to Respondents

The annual estimated cost burden to respondents for the three forms is \$211,176. The 6,300 yearly public burden hours represents 1,800 applicants spending an average of thirty minutes to complete each individual Program Information Form or Supplementary Information Form (one of these is required per application), and three hours to complete the IMLS Budget Form. The average costs per hour are based on the Bureau of Labor Statistics mean hourly wages for librarians (\$32.97) and museum curators (\$34.07), which totals an average hourly salary of \$33.52.

The two cost components for total capital/start-up and operation/maintenance/purchase of services are not applicable.

14. Estimate of Costs to Federal Government

The annual total cost to the Federal Government for the four forms described in paragraph 12 above is estimated to be \$54,652.50. Reflecting the auto-ingestion of application data from Grants.gov to eGMS via a system-to-system interface, the time required to process one IMLS Budget Form is estimated to be 30 minutes and seven minutes for each Program Information Form or Supplementary Information Form. The mean hourly wage for a staff member doing this work is \$48.58.

15. Explanation of Change in Burden

The burden for respondents reflects a more accurate assessment of the time required to prepare each form. The original burden included in the 60-Day Federal Register Notice included a slightly increased number of estimated yearly respondents. Since the agency published that Notice in early February, IMLS received its FY26 applications, which assured the agency that its application numbers have remained in line with previous yearly submission numbers. With this additional information, IMLS has reduced its estimated number of respondents as well as the estimated total burden hours.

16. Statistical Usage

Not applicable.

17. Request to Not Display Expiration Date

Not applicable. The new expiration date will be displayed on each of the four forms described in paragraph 12 above.

18. Exception to Certification Statement

Not applicable.