

**SUPPORTING STATEMENT**  
**U.S. Department of Commerce**  
**Economic Development Administration**  
**COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIES (CEDs)**  
**OMB CONTROL NO. 0610-0093**

**A. JUSTIFICATION**

**This request is for approval from the Office of Management and Budget for the extension of a currently approved information collection.**

**1. Explain the circumstances that make the collection of information necessary.**

The mission of the Economic Development Administration (EDA) is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. EDA provides investments that will help our partners across the nation (states, regions and communities) implement locally-driven solutions to create wealth and minimize economic distress by promoting a favorable business environment to foster private capital investment and long-term jobs through capacity building, infrastructure construction, technical assistance, and research.

In order to receive investment assistance under EDA's Public Works and Economic Adjustment programs, applicants must undertake a planning process that results in a Comprehensive Economic Development Strategy (CEDs). A CEDs also is a prerequisite for a region's designation by EDA as an Economic Development District (EDD) (see 13 CFR 303, 305.2, and 307.2 of EDA's regulations). In addition, CEDs requirements pertain to existing recipients, as follows:

- EDA-funded EDDs must submit an updated CEDs at least once every five years.
- EDA-funded EDDs must submit an annual CEDs performance report analyzing their performance in relation to the performance targets set forth in their EDA-approved CEDs.

The CEDs planning process and resulting CEDs is designed to guide the economic growth of an area and provides a mechanism for coordinating the efforts of individuals, organizations, local governments, and private industry concerned with economic development.

The following is a brief synopsis of the EDA programs affected by these requirements:

**Public Works and Economic Development**

Public Works and Economic Development Program investments help support the construction or rehabilitation of essential public infrastructure and facilities necessary to generate or retain

private sector jobs and investments, attract private sector capital, and promote vibrant economic ecosystems, regional competitiveness and innovation.

### **Economic Adjustment Assistance**

The Economic Adjustment Assistance Program provides a wide range of technical, planning and infrastructure assistance in regions experiencing adverse economic changes that may occur suddenly or over time. This program is designed to respond flexibly to pressing economic recovery issues and is well suited to help address challenges faced by U.S. regions and communities.

If the CEDS is completed by an EDA-funded recipient, the CEDS will be structured as an actual deliverable in the grant award, and the EDA staff member administering the grant will either approve the deliverable or request changes. Alternatively, a CEDS may be required as part of an application package submitted by a non-EDA-funded District. If the CEDS is submitted with all initial application materials, it will be reviewed by the applicable EDA regional office's Investment Review Committee (IRC), and will be one of many things the IRC will consider in making a funding recommendation to the Selecting Official. In other cases, the applicant may elect to submit the CEDS after being notified by EDA that the project merits further consideration in which case the CEDS will be reviewed by EDA staff to ensure conformance with EDA requirements prior to EDA making an offer of financial assistance.

#### **2. Indicate how, by whom, and for what purpose the information is to be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.**

The information contained in the CEDS is evaluated by EDA personnel to competitively select proposed Public Works and Economic Adjustment projects for funding. It also is used to ensure that the recipient is complying with EDA's CEDS requirements.

The information collected will not be disseminated to the public.

#### **3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.**

EDA permits recipients and applicants to submit CEDS either electronically or in hardcopy format.

#### **4. Describe efforts to identify duplication.**

EDA is unaware of any duplication with respect to this information collection. EDA periodically reviews its information collections to ensure that there is no duplication.

**5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.**

Small businesses are not eligible for Public Works and Economic Adjustment assistance and therefore are not affected by this information collection.

**6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

EDA would not be able to fulfill its statutory mandate if the information collection is not conducted.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.**

Not applicable.

**8. Provide a copy of the PRA Federal Register Notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to the notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

On March 30, 2012, a Federal Register Notice (Volume 77, Number 62, Pages 19178-19179) was published to solicit public comments on this information collection. No comments were received.

**9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.**

No gifts or payments are provided to any respondent.

**10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.**

There is no assurance of confidentiality provided to respondents of this information collection.

**11. Provide additional justification for any question of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

This collection of information does not request information of a sensitive nature.

**12. Provide an estimate in hours of the burden of the collection of information.**

There are four components to the estimate of the burden of this information collection:

- 1) The burden on recipients newly designated as EDA-funded EDDs. These recipients must develop a CEDS acceptable to EDA as part of the scope of work of the grant. In recent years, EDA has designated an average of 3 new Districts each year.
- 2) The burden on existing recipients, who must submit an updated CEDS at least once every five years. This involves updating the document to reflect changing economic conditions, but requires significantly less time than developing a CEDS from scratch. EDA currently has approximately 380 EDA-funded EDDs and therefore estimates that, on average, it will receive 76 revised CEDS (380/5=76) per year.
- 3) The burden on existing recipients, all of whom must submit an annual performance report analyzing their performance relative to the targets set forth in the EDA-approved CEDS.
- 4) The burden on applicants for EDA assistance that are not located within an EDA-funded EDD. Most of the country is covered by EDA-funded EDDs; however, some areas are without an EDD. In that case, an applicant for EDA Public Works or Economic Adjustment Assistance would have to submit a CEDS as part of the application process. EDA estimates that approximately 62 applicants for Public Works or Economic Adjustment Assistance each year are not located in areas that already have EDA-approved CEDS and therefore must develop one as a prerequisite for applying for EDA assistance. EDA does not require that these CEDS, however, be as detailed as those that are developed as part of the scope of work of an EDA grant, and therefore they are not as time-consuming.

The detailed calculation is as follows:

3 initial CEDS/year * 480 hours/initial CEDS	= 1,440
+ 76 revised CEDS/year * 160 hours/revised CEDS	=12,160
+380 updated CEDS performance reports/year * 40 hours/report	=15,200
+ 62 CEDS by applicants not in EDA-funded District *40 hours	= <u>2,480</u>
<b>TOTAL</b>	<b>= 31,280</b>

**13. Provide an estimate of the total annual cost burden to the respondents or record keepers resulting from the collection of information (excluding the value of the burden hours in Question 12).**

Excluding the value of the burden hours, there is no cost to the respondent associated with this information collection.

**14. Provide estimates of annualized cost to the Federal government.**

To estimate the annual cost to the Federal government with respect to this information collection we must first calculate the hourly burden on the Federal government:

3 initial CEDS/year * 40 hours to review and approve CEDS	=	120
+76 revised CEDS/year * 10 hours to review and approve revision	=	760
+380 performance reports/year * 5 hours/report	=	<u>1,900</u>
		2,780

Above and beyond the burden associated with the single application (included in a separate information collection), there is no burden to government personnel associated with the approximately 62 CEDS included as part of an application package from applicants located in areas not covered by EDA-funded EDDs.

The annualized cost to the Federal Government is therefore estimated as:

$$2,780 \text{ hours} * \$45/\text{hour} = \$125,100$$

**15. Explain the reasons for any program changes or adjustments.**

The total burden hours associated with this information collection decreased from 35,880 to 31,280 burden hours. This adjustment decrease of 4,600 burden hours resulted from a smaller number of newly funded Economic Development Districts, which require an initial CEDS. This smaller number of new EDDs is due to the fact that a large portion of the U.S. is currently covered by existing EDDs.

**16. For collections whose collections will be published, outline the plans for tabulation and publication.**

Specific details of information collected from respondents will generally not be published. However, some of the information collected may be published in aggregate form as part of EDA's annual report, Government Performance and Results Act reporting, EDA's Balanced Scorecard or other summary reports.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that the display would be inappropriate.**

Not applicable; there is no form or document which EDA uses on which to place such a display because the guidance is provided in EDA's regulations at section 302 of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3162) and EDA's regulations at 13 C.F.R. part 303.

**18. Explain each exception to the certification statement.**

No exceptions are requested.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

This information collection does not employ statistical methods. .