

Supporting Statement for Information Collection
3090-0112, State Agency Monthly Donation Report of Surplus Property, GSA Form
3040

A. Justification

1. Circumstances that make the collection of information necessary. GSA Form 3040 is required by 41 CFR 102-37.360 in order to evaluate State agency performance in carrying out their donation responsibilities in a fair and equitable manner and to ensure State agencies are effectively distributing property transferred to them by GSA.

2. Use of Information. The 3040 reports are used by GSA Zonal Offices in their State agency reviews to evaluate State agency performance in carrying out their donation responsibilities. Data provided by State agencies is also used by GSA Central Office representatives to report to federal working groups on the types of categories and purposes for which donated property has been acquired by donees.

3. Consideration of using information technology. The GSA Form 3040 is now collected electronically by the property management computer system – GSAXcess®. State Agencies for Surplus Property need only enter the receipts and property donations by category on a quarterly basis.

4. Describe efforts to identify duplication. The 3040 report is the only means of collecting this information; we solely depend on the submission of this report by the State agencies to collect this information.

5. If the collection of information impacts small businesses or other small entities (item 5), describe any methods used to minimize burden.

Not applicable – Small businesses or other small entities are not involved.

6. Describe the consequence to Federal activities if the collection is not conducted or is conducted less frequently. The quarterly reports are required by GSA to track trends, donation activity, as well as for cross-referencing and defining other reports for the purpose of overseeing the Donation Program.

7. Special circumstances for collection.

Not applicable – Federal Management Regulation 102-37.360 requires submission of the 3040 Report on a quarterly basis. Frequencies for less than quarterly would not provide GSA with the timely information needed for effective program overview and control.

8. Efforts to consult with persons outside the agency.

A 60-day notice was published in the *Federal Register* at 83 FR 44272 on August 30, 2018. No comments were received. A 30-day notice was published in the *Federal Register* at 84 FR 1148 on February 5, 2019.

9. Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.

Not applicable.

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10. Describe any assurance of confidentiality provided to respondents.

No assurance of confidentiality is provided.

11. Additional justification for questions of a sensitive nature.

No questions of a sensitive nature are asked.

12 & 13. Estimated total annual public hour burden.

Estimates were obtained through discussions with selected respondents on the time required to collect, prepare, and transmit the information on the form. There are currently 56 State agencies, each of which are required to submit four reports each year. It takes an administrative assistant about a half hour to assemble reports and input figures. It takes about an hour to review and analyze information. Annual cost to the respondents is unknown. Collection processes and administrative procedures impacting the cost vary for each State Agency.

Estimated respondents/yr.....	56
Number of responses/respondent.....	<u>x 4</u>
Total responses annually	224
Estimated hours/response	<u>x 1.5</u>
Estimated total burden hours	336

14. Estimated cost to the Government.

Estimated annual cost to the Federal Government. The Federal cost has been estimated at \$5,025.44. It was calculated as follows, based on the wages of GSA’s Office of Personal Property Management, Utilization and Donation Division, nationwide average employee salary who take a total of approximately 0.5 burden hours to process each form:

Reviewing Time/hr	0.5
Responses/year	<u>x 224</u>
Review Time/year	112
Average Cost/hr	<u>x \$44.87</u>
Total Government Cost	\$5,025.44

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14.

The 3040 is now reviewed electronically and does not require manual entry by a GSA employee which decreased the estimated reviewing time to 0.5 burden hours. In addition, the average cost per hour has been adjusted to reflect the current nationwide employee average salary. The total number of respondents and responses increased to encompass all 56 State Agencies.

16. Outline plans for published results of information collection.

The 3040 reports are posted on a GSA-hosted website that compiles GSAXcess report data, used only by GSA employees for internal purposes. The data is analyzed on a quarterly basis and used to evaluate State agency performance in carrying out their

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donation responsibilities. The data can be shared with the public as necessary but only by request.

17. Approval not to display expiration date.

Not applicable.

18. Explanation of exception to certification statement.

No exceptions.

B. Collections of Information Employing Statistical Methods.

Statistical methods are not used in this information collection.