

## SUPPORTING STATEMENT - PART A

### Defense Manufacturing Community Support Program – 0704-DMCS

#### 1. Need for the Information Collection

The Defense Manufacturing Community Support Program (DMCSP), authorized under Section 846 of the Fiscal Year 2019 National Defense Authorization Act (PL 115-232), is designed to undertake long-term investments in critical skills, facilities, research and development, and small business support in order to strengthen the national security innovation and manufacturing base. The program also seeks to ensure complementarity of those communities so designated with existing Defense Manufacturing Institutes. Defense Manufacturing Institutes are manufacturing ecosystems established since 2014, with common manufacturing and design challenges revolving around specific technologies. To date, the Department of Defense has established nine (9) Manufacturing Institutes - <https://defenseinnovationmarketplace.dtic.mil/business-opportunities/manufacturing-usa-institutes/> . (For complete roster of all existing manufacturing institutes, see link at <https://www.manufacturingusa.com/institutes> )

The Defense Manufacturing Community Support Program is designed to recognize communities that demonstrate best practices in attracting and expanding defense manufacturing. Best practices include bringing together key local stakeholders and using long-term planning that integrates targeted public and private investments across a community's entire defense industrial ecosystem. Interactions within and between these elements can create assets upon which many firms can draw. While such assets are fundamental in promoting defense sector development, many are otherwise not adequately addressed by the private sector alone. Thus, well-designed public investment is crucial to building a self-sustaining ecosystem that attracts private investment from new and existing manufacturers and leads to a broad-based increase in manufacturing resilience and regional prosperity across the sector, the region and the nation.

This information collection is necessary to facilitate the identification of new Defense Manufacturing Communities and the awarding of grants under the DMCSP. This includes the initial grant proposal package, final grant application, and required post-award performance reporting.

#### 2. Use of the Information

Respondents will be institutions of higher education or a consortium of higher education institutions; public or private non-profit consortium of defense industries; and state, local or tribal government organization. Respondents will be responding to the information collection to be designated by the Under Secretary of Defense for Acquisition and Sustainment, or their delegate, as a "Defense Manufacturing Community," and will then be invited by the Director, Office of Local Defense Community Cooperation to submit a detailed grant application.

The first collection instrument will be a proposal package prepared in accordance to a Federal Funding Opportunity Announcement posted on the Grants.gov website. The proposal will consist of (1) Defense Manufacturing Community Designation Concept (slide presentation, 10-slide maximum); (2) Defense Manufacturing Community Designation White Paper (20-page maximum) and, (3) Any Necessary Supporting Documentation (25-page maximum). Respondents return the proposal package by uploading electronically on the Grants.gov website.

If designated a “Defense manufacturing Community” and invited to submit a grant application package, respondents submit the grant application package (second collection instrument) electronically via Office of Local Defense Community grant database management system, EADS following these actions:

- a) Respondents will receive an e-mail from OLDCC with a link to the EADS system that will allow them to log-in and initiate the application process. The EADS system consists of a series of Tabs which lead respondents through the application process.
- b) Tab 1 is the SF-424, Application for Federal Assistance (OMB Number 4040-0004) consisting of 15 blocks of information and the ability to upload (electronically) all supporting information specified by OLDCC.
- c) Tab 2 is the Application Narrative. Respondents input information to describe the proposed project and justify the need for financial assistance. The Application Narrative includes the following sections: Application Abstract; Introduction/Background; Need for Assistance; Project Goals and Objectives Related to OLDCC Mission; Results or Benefits Expected; Approach & Timeline; and Deliverables/Products. Each section is limited to 1,000 words. Supporting information such as Appendices, charts, maps and other illustrative materials may be uploaded to further describe the proposal.
- d) Tab 3 is the Budget Narrative. Respondents input grant budget information based upon the following object class categories: (1) Salary and Fringe; (2) Travel; (3) Equipment; (4) Supplies; (5) Other Costs; (6) Contractual; (7) Indirect Costs. Respondents also have capability provide a brief explanation of costs and methodology in a text box for each object class category. Respondents will also complete the SF-424A, Budget Information for Non-Construction Programs (OMB Form 4040-0006), or the SF-424C, Budget Information for Construction Programs (OMB Form 4040-0008).
- e) Tab 4 is the Assurances and Certifications Tab. Respondents will complete the SF-4244B, Assurances for Non-Construction Programs (OMB Form 4040-0007), or the SF-424D, Assurances for Construction Programs (OMB Form 4040-0009), as appropriate. Respondents will also complete the SF-LLL, Disclosure of Lobbying Activities (OMB Form 4040-0013).

Once the application has been submitted, the assigned OLDCC Project Manager will review and consult with the respondent to address any questions or issues with the grant application package. Depending upon the specific issue or concern, this engagement will be either by telephone, e-mail, or both. Once the application has been reviewed by the OLDCC Program Director and OLDCC Grants Management Specialist, the Project Manager briefs the OLDCC Technical Review Committee chaired by the OLDCC Director (Grants Officer) for approval. The Technical Review Committee consists of OLDCC Staff such as Deputy Directors, Program

Directors, Project Managers and Grants Management Specialists. Any Technical Review Committee-directed changes needed to the application package will be transmitted electronically inside EADS to the respondent. Once the respondent completes those changes, they will sign the application electronically and return to OLDCC via EADS. The Project Manager will review to confirm all changes have been made and will then staff the Notice of Award electronically inside EADS for Director (Grants Officer) signature. Once the OLDCC Director signs as the Grants Officer, the grant is considered awarded.

Once awarded, the respondents will be required to submit (third collection instrument) recurring Performance Reports (quarterly or semi-annual) via EADS, and SF-425, Federal Financial Report (OMB Form 4040-0014) annually via EADS. Respondents will submit electronic payment requests (at their discretion) through the U.S. Department of Health and Human Services' Payment Management System. This action consists of loading 11 data elements into the web-based system. Additionally, DoD FMR requires respondents to submit to OLDCC either SF-270, Request for Advance or Reimbursement (OMB Form 4040-0012), or SF-271, Outlay Report and Request for Reimbursement for Construction Programs (OMB Form 4040-0011). Respondents complete the electronic pdf form and submits to OLDCC via e-mail.

3. Use of Information Technology

100% of responses will be submitted electronically via Grants.gov or Economic Adjustment Data System (EADS).

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

This collection is annually and is driven by annual Congressional appropriations processes.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

This information collection is being processed on an emergency basis. An emergency 30-Day Federal Register Notice (FRN) for the collection published on Thursday, May 27, 2021. The 30-Day FRN citation is 86 FR 28585.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

At this time, there are no file numbers within the OSD General Records Schedule (GRS) or the National Archives and Records Administration (NARA) GRS that account for records through the execution of the DMCS program. OLDCC is working on a submission to update the organization's assigned records category (1208) within the OSD GRS. We are proposing that these documents have the following retention schedule:

(a) Funded projects and supporting documents are permanent. Cut off after the closeout of the project. Retire to NARA after 25 years. (b) Non-funded project documents are temporary. Cut off after the project is no longer being considered for funding. Destroy after 20 years.

Until the approval or disapproval of the for mentioned submission, DMCS program execution records will be treated as 'Unscheduled' as defined in 36 CFR 1220.18. This means the records will be handled as permanent records until the final disposition is approved by NARA.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instruments

DMCSP (Proposal)

- a) Number of Respondents: 75
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 75
- d) Response Time: 7 hours
- e) Respondent Burden Hours: 525 hours

DMCSP (Grant Application)

- a) Number of Respondents: 6
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 6
- d) Response Time: 7 hours
- e) Respondent Burden Hours: 42 hours

DMCSP (Post-Grant Award Implementation)

- a) Number of Respondents: 6
- b) Number of Responses Per Respondent: 5
- c) Number of Total Annual Responses: 30
- d) Response Time: 2 hours
- e) Respondent Burden Hours: 60 hours

2) Total Submission Burden (Summation or average based on collection)

- a) Total Number of Respondents: 75
- b) Total Number of Annual Responses: 111
- c) Total Respondent Burden Hours: 627 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instruments

DMCSP (Proposal)

- a) Number of Total Annual Responses: 75
- b) Response Time: 7 hours
- c) Respondent Hourly Wage: \$56.82
- d) Labor Burden per Response: \$397.74
- e) Total Labor Burden: \$29,830.50

DMCSP (Grant Application)

- a) Number of Total Annual Responses: 6
- b) Response Time: 7 hours
- c) Respondent Hourly Wage: \$46.91
- d) Labor Burden per Response: \$328.37
- e) Total Labor Burden: \$1,970.22

DMCSP (Post-Grant Award Implementation)

- a) Number of Total Annual Responses: 30
- b) Response Time: 2 hours
- c) Respondent Hourly Wage: \$46.91
- d) Labor Burden per Response: \$93.82
- e) Total Labor Burden: \$2,814.60

2) Overall Labor Burden

- a) Total Number of Annual Responses: 111
- b) Total Labor Burden: \$34,615.32

The Respondent hourly wage was determined by using the Department of Labor Wage Website ([https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.htm)): 11-3051 Industrial Production Managers, and 13-1111 Management Analysts

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instruments

DMCSP (Proposal Submission)

- a) Number of Total Annual Responses: 75
- b) Processing Time per Response: 0 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$0
- d) Cost to Process Each Response: \$0
- e) Total Cost to Process Responses: \$0

Based on discussions with WHS, scoring of submitted Grant Proposals by the Defense Community Infrastructure Program review panel was not considered part of processing.

DMCSP (Grant Application)

- a) Number of Total Annual Responses: 6
- b) Processing Time per Response: 3 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$60.87 (GS-14/6)
- d) Cost to Process Each Response: \$182.61
- e) Total Cost to Process Responses: \$1,095.66

DMCSP (Post-Grant Award Implementation)

- a) Number of Total Annual Responses: 30
- b) Processing Time per Response: 2 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$60.87 (GS-14/6)
- d) Cost to Process Each Response: \$121.74
- e) Total Cost to Process Responses: \$3,652.20

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 111
- b) Total Labor Burden: \$4,747.86

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0

- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$4,747.86

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$4,747.86

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.