

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

**OMB Number 1405-0204
DS-4184**

A. JUSTIFICATION

1. The Risk Analysis Information form (DS-4184) is a supplementary form for security screening that is completed by organizations, entities or individuals applying for Department of State contracts, grants, or other funding. Data collected includes the name(s), date and place of birth, gender, citizenship(s), U.S. passport or Social Security number if US citizen or Legal Permanent Resident, Government/National IDs, copy of National photo ID for validation purposes, addresses, telephone and fax numbers, e-mail addresses, and current employer and job title of each of the “key personnel” of the organization. The information is entered into government and public databases for screening to ensure that any funds awarded will not be used to provide support to entities or individuals deemed to be a risk to national security. The statutes and regulations authorizing the collection of information are: 18 U.S.C. 2339A, 2339B, 2339C; 22 U.S.C. 2151 et seq.; Executive Orders 13224, 13099 and 12947; Homeland Security Presidential Directive 6; and Section 7034(d) of the National Security, Department of State, and Related Programs Appropriations Act, 2026 (Div. F, P.L. 119-75) (FY 2026) and similar provisions in prior appropriations acts.

2. Risk Analysis and Management (RAM) analysts use the information collected from commercial, public, and U.S. government databases to determine the risk that the applying organization, entity or individual might divert Department funds to entities or individuals deemed to be a risk to national security.

3. The Department of State Risk Analysis Information form is completed by the organization, entity or individual and sent to RAM electronically via the secure portal. The Department is aware of the concerns of members of the public that this data collection may be duplicative of data collected by other US government agencies. The Department understands those concerns and the burden and acknowledges that under many circumstances it is unavoidable because access to proprietary data collected by other government agencies about their contractors and grantees is not available to the Department.

4. No other program currently exists to analyze the risk that DOS funds awarded in contracts or other funding will be diverted to entities or individuals deemed to be a risk to national security. The information provided by the respondent on the Risk Assessment Information form is not collected elsewhere in the Department. The Department may designate additional countries to assess and/or validate the effectiveness of risk analysis.

5. The collection of information does not impact small businesses or other small entities.
6. There currently is no other program in place to help mitigate the risk that Department funds could be awarded to entities or individuals that are deemed to be a risk to national security. The information collected is used to identify those who are a risk, and to mitigate the risk of diversion of Department funds to entities or individuals deemed to be a risk to national security.
7. No special circumstances exist.
8. The Department of State will publish a 30-day notice to solicit public comments for the collection in the *Federal Register*. A 60-Day Notice of Proposed Information Collection was published by the Department of State on March 19, 2026, in the Federal Register for this collection, and received no relevant comments.
9. No payments or gifts are given to respondents.
10. The form includes a Privacy Act Statement explaining the routine uses of the information collected under the Act. Other than provisions for confidentiality in the Privacy Act, no assurances of confidentiality have been made to the respondent.
11. The form does not ask questions of a sensitive nature.
12. For the ongoing program, we estimate 7000 DS-4184 information forms will be completed annually. We also estimate that the average form will include information on five key personnel and/or individual recipients or beneficiaries. The overall estimated time required to gather the necessary information, complete each form, and submit it, is 90 minutes. The estimated annual hour burden to the public is 10,500 hours (7000 responses X 90 minutes to complete each response, divided by 60 minutes). Estimates on the time associated with the Risk Assessment Information form (DS-4184) were acquired by asking a group of persons not involved in creating the form to complete it using fictitious information. Additional time was added for research that may have been required to collect the information.

The hour burden for the individual providing information via the DS-4184 is estimated at 90 minutes. Based on wage rates calculated by the US Department of Labor, Bureau of Labor Statistics for an Executive Assistant/Executive Secretary to enter the data, the estimated cost to the respondent at \$47.25 an hour for 90 minutes, is \$70.88 per submission. The total hour burden is \$744,240 (10,500 x \$70.88).

13. There is no cost burden for the public associated with this form.
14. Cost of the form to Federal government:

Based on experience, the assumption is that 7000 DS-4184 forms will be submitted annually, and we estimate that none of the information forms will be submitted outside the RAM Portal. Current submission estimates are based on data gathered during previous years of the program.

Based on current fiscal data including data entry, acceptance, review and evaluation of data, the total projected operating budget including labor, supplies, equipment, printing, materials, overhead, support staff, hardware, software, etc. is \$2,400,000.

15. The change(s) or adjustment(s) reported in Items 12 through 14 is National Photo ID (for identity authentication purposes) since the previous submission.

16. Results of this collection will not be published.

17. The expiration date for OMB approval of the information collection will be displayed on the form.

18. The Department is not requesting any exceptions to the certification statement.

B. This collection does not employ statistical methods.