



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

[Document Identifier: OS-4040-0010]

### Agency Information Collection Request; 60-Day Public Comment Request

**AGENCY:** Office of the Secretary, HHS.

**ACTION:** Notice.

**SUMMARY:** In compliance with the requirement of the Paperwork Reduction Act of 1995, the Office of the Secretary (OS), Department of Health and Human Services, is publishing the following summary of a proposed collection for public comment.

**DATES:** Comments on the ICR must be received on or before **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** Submit your comments to [sagal.musa@hhs.gov](mailto:sagal.musa@hhs.gov) or by calling (202) 205-2634.

**FOR FURTHER INFORMATION CONTACT:** When submitting comments or requesting information, please include the document identifier 4040-0010-60D and project title for reference, to Sagal Musa, email: [sagal.musa@hhs.gov](mailto:sagal.musa@hhs.gov), or call (202) 205-2634 the Reports Clearance Officer.

**SUPPLEMENTARY INFORMATION:** Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency's functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden.

Title of the Collection: Project/Performance Site Location(s), Project Abstract, and Key Contacts forms.

Type of Collection: Revision

OMB No. 4040-0010

Abstract: The Project/Performance Site Location(s), Project Abstract, and Key Contacts forms provide the Federal grant-making agencies an alternative to the Standard Form 424 data set and form. Agencies may use Project/Performance Site Location(s), Project Abstract, and Key Contacts forms for grant programs not required to collect all the data that is required on the SF-424 core data set and form. Project/Performance Site Location(s), Project Abstract, and Key Contacts forms are used by organizations to apply for Federal financial assistance in the form of grants. This form is submitted to the Federal grant-making agencies for evaluation and review. Previously, 26 Federal grant-making entities were using this information collection. This information collection will now be utilized by 51 Federal grant-making agencies and additional grant-making entities. To improve the transparency of reading and enhance user-friendliness of the supporting statement A, language modifications were implemented within sections 3 through 16. For section 14, Cost to the Federal Government was adjusted to the 2023 base general schedule. Grants.gov is requesting a revision of this collection to allow for data reporting and publication by agencies requesting to use the common form. The information collection (IC) expires on November 30, 2025. *Grants.gov* seeks a three-year clearance of these collections.

Annualized Burden Hour Table

<b>Forms (If necessary)</b>	<b>Respondents (If necessary)</b>	<b>Number of Respondents</b>	<b>Number of Responses per Respondents</b>	<b>Average Burden per Response</b>	<b>Total Burden Hours</b>
Project/Performance Site Location(s)	Grant Applicants	127,281	1	1	127,281
Project Abstract	Grant Applicants	230	1	1	230
Key Contacts	Grant Applicants	4,566	1	1	4,566
<b>Total</b>		<b>132,077</b>	<b>1</b>	<b>1</b>	<b>132,077</b>

**Sherrette A. Funn,**

*Paperwork Reduction Act Reports Clearance Officer,*

*Office of the Secretary.*

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