

Date: May 20, 2002

SUMMARY OF INFORMATION COLLECTION REQUEST

Title: Grant and Cooperative Agreement Provisions

Current Burden/Responses: 1,069 hours/91 responses

Proposed Burden/Responses: 1,055 hours/88 responses

Frequency of Response: On occasion

Number of Respondents: 60

Reasons for Changes in Burden/Responses: The overall burden has decreased by 14 hours, from 1,069 to 1,055, based on the actual number of grant/cooperative agreement responses received during the past three years. Instead of 91 responses as estimated, 88 were received. There is a direct correlation between the reduction in the number of responses and the burden reduction. There is a change in cost because the hourly rate increased from \$121 to \$144.

Level of Concurrence: Senior Contract Policy Analyst  
Division of Contracts and Property Management  
Office of Administration

Recordkeeping Requirements in Accordance with the Retention Periods for Records/Rule: NA

Search of the Information Requirements Control Automated System (IRCAS):  
IRCAS was searched, no duplication was found.

Abstract: The Division of Contracts and Property Management uses provisions, required to obtain or retain a benefit in its awards and cooperative agreements to ensure: adherence to Public Laws, that the Government's rights are protected, that work proceeds on schedule, and that disputes between the Government and the recipient are settled.

cc: B. St. Mary