

Request for Approval under the “**Generic Clearance for Program Progress Performance Reports**” (OMB Control Number: 0690-0040)

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**TITLE OF INFORMATION COLLECTION:** CHIPS WORKFORCE SOLUTION FUNDING ORDER COLLABORATION ENVIRONMENT (WSFO-CE)

**PURPOSE:** The CHIPS Incentives Program is authorized by 15 U.S.C. § 4652(a). The CHIPS Incentives Program is administered by the CHIPS Program Office (CPO) within the National Institute of Standards and Technology (NIST) of the United States Department of Commerce (Department).

CPO has awarded CHIPS Direct Funding Workforce Funds (CHIPS Workforce Funds) to select CHIPS Recipients to support workforce development for their projects. CHIPS Recipients are required to develop Workforce Solution Funding Orders (WSFOs) which is the mechanism by which a CHIPS Recipient requests disbursement of CHIPS Workforce Funds. WSFOs are workforce solution plans to address staffing shortages and include information about each plan’s scope of work, roles and responsibilities of strategic partners, and an estimated budget. The WSFO-CE is a secure, Salesforce-based cloud application featuring an intuitive interface for entering information to support collaboration between CPO, CHIPS Recipients, and their chosen Intermediaries (described below) as they develop WSFOs and track progress over iterations. Ultimately, the final draft of the WSFO will serve as the mechanism through which the CHIPS Recipient requests, and the CPO disburses, CHIPS Workforce Funds.

Highlighted areas on the proposed collection instrument are meant to reflect areas for recipient input.

**DESCRIPTION OF RESPONDENTS:**

Responses will be collected from:

- CHIPS Recipients (generally, private entities) that have been awarded CHIPS Workforce Funds.
- Intermediaries (generally, private entities) that serve as backbone organizations in a region, helping stakeholders align on a strategy and resources to meet hiring goals and needs

**TYPE OF COLLECTION:**

☐ Grant – Progress Report

☐ Cooperative agreement – Progress Report

☒ Other: Other Transaction Agreement (OTA) Workforce Activities Report

**Administration of the Instrument**

**1. How will the information collected be submitted to the agency? (Check all that apply)**

☐ Grants.gov

☒ Web-based

☐ Email  
☐ Mail  
☐ Other: \_\_\_\_\_

**CERTIFICATION:**

I certify the following to be true:

1. The collection is non-controversial and does not raise issues of concern to other federal agencies.
2. Information gathered is meant primarily for program improvement and accountability.

Name: Kaitlin Sweetin, Deputy Director of Workforce Partnerships, CPO

To assist in the review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☐ No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden Hours
CHIPS Recipients (Private Sector)	12	100 hours	1200
Intermediaries (Private Sector)	14	200 hours	2800
<b>Totals</b>	<b>26</b>	<b>300</b>	<b>4000</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$232,171

**Required Additional Information**

1. Line of Business: General Science and Innovation
2. Subfunction: Scientific and Technological Research and Innovation
3. Privacy Act System of Records: N/A. information is business related and not records about an individual.
4. Federal Registration citation information: N/A
5. Number of respondents for small entities: 0
6. Percentage of respondents reporting electronically: 100%

The following PRA Statement will be displayed on this collection.

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0690-0040. Without this approval, we could not conduct this survey/information collection. Public reporting for this information collection is estimated to be approximately 100 hours (CHIPS recipients) and 200 hours (Intermediaries) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are required to obtain benefits. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to [askchips@chips.gov](mailto:askchips@chips.gov) email inbox or via mail to The Department of Commerce, National Institute of Standards & Technology, CHIPS Program Office, 1401 Constitution Ave. NW, Washington, DC 20230, Attn: Deputy Director of Workforce Partnerships, Kaitlin Sweetin.