

**Supporting Statement**  
Information Collection

**Head Start Program Grant Application and Budget Instrument**  
**OMB 0970-0207**

**1. Circumstances which make the data collection necessary**

Sections 641, 642, 643, and 644 of the Head Start Act [42 U.S.C. 9839] prescribe the conditions program applicants must meet and the services applicants must provide in order to be eligible to receive funding under the Head Start Act. Applicants are required to demonstrate that they are meeting prescribed funding and service priorities when submitting annual applications for continued funding. In addition to the requirements of the Act, priorities for the use of funds and delivery of services are provided to applicants annually through the provision of information memos and program instructions pursuant to the requirements for the use of funds as specified in annual appropriations by the Congress.

The Head Start Bureau adopted a uniform OMB approved application and budget instrument to standardize the format for the collection of this information in April 2000, and provided applicants with the capacity to submit this information electronically in an efforts to improve the efficiency of the application process.

**2. Use of the Information**

The information submitted by applicants assists granting officials in determining whether the applicant meets the requirements for continued funding under the requirements of the Head Start Act and the requirements for the use of funds as specified in annual appropriations by the Congress.

**3. Electronic Submission of Information**

Applicants may submit this information electronically.

**4. Efforts to Avoid Duplication**

Information submitted by applicants is not duplicated in other information collection activities.

**5. Efforts to Minimize Impact**

Not applicable, large numbers of small business and small entities are not impacted.

**6. Consequence of Less Frequent Collection**

By promulgating this information collection the Head Start Bureau established a three-year application cycle. Applicants are required to submit full applications once in every three

year period and may satisfy the application requirements by submitting updates, if applicable, in succeeding years. This procedure is undertaken to reduce the information collected.

**7. Special Circumstances**

Not applicable. No conditions as specified are required.

**8. Publication of Public Notice**

A 60 day notice was published on May 25, 2006 (FR, Vol71, Number 71, pages 43775-43776). A 30 day notice was published on August 2, 2006, (FR, Vol 71, Number 148, pp 43775-43776).

**9. Decision to provide payment or gift to respondent**

Not applicable.

**10. Assurance of Confidentiality**

Not applicable, no confidential information will be collected.

**11. Questions of a Sensitive Nature**

Not applicable. There are no answers to sensitive questions required.

**12. Estimates of Hour Burden and Costs**

Number of grantees affected:	1600
Hours per respondent:	33
Total Hours	52,800

Frequency of Response: 1

Cost per respondent is \$660 estimated at 33 hours x \$20.00 per hour.

**13. Annualized Cost Per Respondent**

No annual costs; respondents are not required to establish any new recordkeeping. Information collected is drawn from grantees established records of program operations.

**14. Estimate of Costs to Federal Government**

Not applicable

**15. Change in Burden**

There is a small increase in burden for this rule due to an increase in the number of applicants.

**16. Plans for Analysis and Publication**

There are no plans to publish the information submitted other than in a public record of any proceedings which might occur.

**17. Display of Expiration Date**

The last paragraph of the rule contains the OMB expiration date.

**18. No exceptions to the certification statement are contemplated.**

**B. Collection of Information Employing Statistical Methods**

Not statistical methods of analysis are conducted.