

**SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT
SUBMISSION
APPLICATION FOR GRANTS UNDER THE HISPANIC-SERVING
INSTITUTIONS PROGRAM**

A. Justification

1. Collection of the information is necessary so that the Secretary of Education can carry out the Hispanic-Serving Institutions program under Title V, Part A of the Higher Education Act of 1965, as amended. The information will be used in the evaluation process to determine whether proposed activities are consistent with legislated activities and to determine the dollar share of the Congressional appropriation to be awarded to successful applicants. The purpose of the Hispanic-Serving Institutions program is to assist eligible Hispanic-Serving Institutions to expand their capacity to service Hispanic and low-income students by enabling the institutions to improve their academic quality, institutional management, and fiscal stability and to increase their self-sufficiency.

Information is collected under authority of Section 501 of the Higher Education Amendments of 1998 (P.L. 105-244, as amended), the Education Department General Administrative Regulations (EDGAR) 34 CFR parts 74, 75, 77, 79, 81, 82, 85, 86, 97, 98, and 99, and the regulations for this program in 34 CFR part 606. This discretionary grant falls under the Streamlined Clearance Process for Discretionary Grant Information Collections, 1890-0001.

2. This collection of information is gathered electronically by the Department for the purpose of obtaining programmatic and budgetary information needed to evaluate applications and to make funding decisions based on the authorizing statute and the published selection criteria.

Failure to collect this information would prevent the awarding of appropriated funds because essential information would not be available for evaluating the applicant's proposed project with authorizing legislation and program regulations.

3. The Office of Postsecondary Education is committed to the reduction of paperwork and has been collecting this information electronically since 2000. Electronic submission has reduced the burden for both the applicants and Department staff.
4. The information submitted in each application is unique to each respondent. No other existing information collection can serve the purposes described in item 2.
5. Not applicable – small businesses or other small entities would not be impacted by this collection.

6. This collection is conducted annually, based on availability of funding for new grants under Title V, Part A. If the collection were not conducted annually, appropriated funds could not be spent.
7. There are no special circumstances as outlined in #7 of the instructions.
8. Program staff will respond to any questions or comments resulting from the publication of the information collection in the *Federal Register* as required by 5 CFR 1320.8(d).
9. No gifts or payments will be provided to respondents.
10. The Department's disclosure policies adhere to the provisions of the Privacy Act.
11. Questions of a sensitive nature are not included in this information collection.
12. Estimated hour burden of this collection of information is 56 hours. We estimate 100 respondents. Applications will be submitted annually.

	Not-for-profit institutions	SEAs or LEAs
Number of Respondents	70	30
Burden Hours	3920	1680

Estimated cost to respondents:

Professionals (100 personnel X 36 hours X \$35 per hour)	\$126,000
Clerical (70 personnel X 20 hours X \$15 per hour)	\$ 21,000
Total estimated costs to respondents	\$147,000

13. The only cost to respondents is shown in item 12 above.

14. Estimated annual cost to the Federal Government:

Development and Approval Process (2 staff X 80 hours X \$35 per hour)	\$ 5,600
Printing (100 applications X \$3 per app)	\$ 300
Mailing (40 applications X \$.75 per copy)	\$ 30
Peer Review Planning and Coordination (30 days X 4 staff X \$280 per day)	\$ 33,600
Peer Review (Stipends and Training) (30 peer reviewers X \$1,000)	\$ 30,000
Analyses and Evaluation (30 days X 5 staff X \$280 per day)	\$ 42,000
Monitoring of Grants	

(160 days X 6 staff X \$280 per day)	\$268,800
World Wide Web Preparation for Posting	
(4 hours X 1 staff X \$35 per hour)	\$ 140
Total estimated cost to the Federal Government	\$ 380,470

15. Program changes or adjustments are the result of the redesign of the application package to conform to the Department's mandatory requirement of electronic submission of the application using Grants.gov. The number of respondents is expected to increase because of an increase in the number of eligible applicants.
16. Results of the collected information will not be published.
17. This report will display the expiration date for the OMB approval of the information collection.
18. There are no exceptions to the certification statement.

B. Collections of Information Employing Statistical Methods

This collection of information does not employ statistical methods.