

## **SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION**

### **REQUEST FOR DESIGNATION AS AN ELIGIBLE INSTITUTION UNDER THE TITLE III, PART A STRENGTHENING INSTITUTIONS PROGRAMS AND THE TITLE V, DEVELOPING HISPANIC-SERVING INSTITUTIONS PROGRAM**

#### **A. Justification**

1. Collection of information is necessary in order for the Secretary of Education to designate an institution of higher education (IHE) eligible to apply for funding under Title III, Part A and Title V of the Higher Education Act of 1965, as amended (HEA). In accordance with the regulations, Part 607, Subpart A-General, Section 607.5, an institution must apply to the Secretary to be designated as an eligible institution under the Strengthening Institutions Program in order to apply for funding. A copy of the regulations is attached.

The programs authorized by Title III, Part A of the HEA include the Strengthening Institutions Program (SIP), the American Indian Tribally Controlled Colleges and Universities (TCCU), and the Alaskan Native and Native Hawaiian-Serving Institutions (ANNH) Programs. Title V authorizes the Hispanic-Serving Institutions (HSI) Program. These programs award discretionary grants to eligible institutions of higher education so that they might increase their self-sufficiency by improving academic programs, institutional management and fiscal stability.

2. This collection of information is gathered electronically by the Department for the purpose of determining an institution's eligibility to participate in the Title III and Title V programs based on its enrollment of needy students and low average educational and general (E&G) expenditures per full-time equivalent undergraduate student. This collection also allows an institution to request a waiver of certain non-Federal cost-share requirements under the Federal Work-Study Program, the Federal Supplemental Educational Opportunity Grant Program, the Student Support Services Program and the Undergraduate International Studies and Foreign Language Program.

3. The Office of Postsecondary Education is committed to the reduction of paperwork and has been collecting this information electronically since Fiscal Year (FY) 2000. These electronic submissions have reduced the burden for both the applicants and Department staff.

4. Since the information submitted in this application is unique to each respondent and to the authorization legislation, no duplication exists.
5. This collection of information does not involve small businesses or other small entities.
6. Because the data collected from each institution reports annual statistics unique to the applicant and these figures change annually, collection on a less frequent basis would not be beneficial to the applicants and would not comply with the regulations.
7. There are no special circumstances as outlined in #7 of the instructions.
8. Titles III and V 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). IDUES staff has met with national organizations, potential grantees and current grantees to discuss and address their concerns with this specific collection.
9. The Department will not provide payments or gifts 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. The Department estimates the following hour burden for this collection:

Number of Respondents	=	1,200
Frequency of Response	=	once annually
Burden per Response	=	7 hours
Annual Hour Burden	=	8,400
Annual Cost to Respondents	=	\$378,000 *

\*Estimate based on total burden hours (8,400) x \$45 estimated hourly wage professional(s) completing and submitting the collection of information.

13. No other costs are incurred.
14. Annualized cost to the Federal government:

Develop, review and approve information collection package:

	40 hrs. x \$45 per hr.	\$1,800
Screen applications, review and analyze data, prepare and send eligibility letters:		
	120 hrs. x \$40 per hr.	\$4,800
Overhead/miscellaneous costs		\$3,000
	Total cost to Federal government	\$9,600

15. No program changes or adjustments.
16. There are no plans to publish the results. The information collected will be used for internal purposes only.
17. There is no request to omit the OMB expiration date.
18. There are no exceptions to the statement identified in Item 20, "Certification for Paperwork Reduction Act Submission," of OMB Form 83-I.

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

This collection of information does not employ statistical methods.