

Application for Grants under the Training Program for Federal TRIO Programs

Supporting Statement for Requests for Approval under the Paperwork Reduction Act and 5 CFR 1320.

A. Justification

1. The U.S. Department of Education (Department) is requesting reinstatement, with changes, of the previously approved application for new grants under the Training Program for Federal TRIO Programs (Training Program). The previous application package expired and was discontinued on March 31, 2007 (OMB Number 1840-0125).

The application is used to award new grants and collect data under the Training Program. The Training Program provides federal financial assistance in the form of discretionary grants to institutions of higher education and other public and private nonprofit institutions and organizations for the purpose of training Federal TRIO program staff and leadership personnel employed in, participating in, or preparing for employment in, projects funded under the Federal TRIO Programs.

The Training Program is authorized by Title IV, Part A, Sections 402A and 402G of the Higher Education Act of 1965, as amended (20 U.S.C. 1070a-11 and 1070a-17); and governed by the program regulations in 34 CFR Part 642 and the Education Department General Administrative Regulations (EDGAR), 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98 and 99. Copies of the authorizing statute and program regulations are attached.

2. The application package requests programmatic and budgetary information needed to evaluate new applications and make funding decisions based on the authorizing statute, program regulations, and EDGAR. Failure to collect this information would prevent the awarding of appropriated funds since essential information would not be available for evaluating the applications in accordance with the authorizing statute, program regulations, and EDGAR.
3. The Department will use Grants.gov for electronic submission of applications. Based on our experience with electronic submission of applications for grants under the previous Training Program competition, we estimate receiving 95% of the applications electronically.

The application package has been prepared in a format that will allow for easier and faster posting of information on the internet. Prospective applicants will be able to view and download the application through the FIND function on Grants.gov at www.grants.gov.

4. Since the information submitted in the application is unique to each respondent, no duplication exists as far as can be determined. There is no other collection instrument that is available to collect information that is being requested.
5. The form requests the minimal amount of information needed to ensure that the applicant is eligible to address the purpose of the Training Program. Eligible applicants are institutions of higher education and other public and private nonprofit institutions and organizations.
6. The Department uses this information to make new multi-year grant awards only. Collection of information is every two years. Applicants are required to respond to this information collection only once in each grant cycle. If the information is not collected or is collected less frequently, the Department would not be able to evaluate applications and make funding decisions based on the provisions in the authorizing statute and the program regulations.
7. No information is collected in the manner covered under any of the special circumstances outlined.
8. The Department's Regulatory Information Management Group will solicit comments on this information collection in the Federal Register, pursuant to 5 CFR 1320.8(d), upon submitting the collection to OMB. A summary of any comments received will be shared with OMB. The Department also will solicit informal views and comments from persons outside the Department during the yearly national and regional educational conferences. The Department will publish 60-day and 30-day Federal Register notices to allow public comment on this collection.

Note: During its last review of this information collection package, OMB requested that the Department modify the package before the next request for clearance to reflect changes to the authorizing statute, that was then before Congress for reauthorization, and regulations. There have been no changes to the authorizing statute or regulations necessitating changes in the information collection.

9. The Department does not provide any payments or gifts to respondents.
10. The Department's disclosure policies adhere to the provisions of the Privacy Act.
11. The application does not include questions about sexual behavior and attitudes, religious beliefs, or other items that commonly are considered sensitive and private.
12. Estimated burden hours for this collection are 2,640 hours. We estimate approximately 60 respondents X one application each. Applications are submitted once every two years.

Estimated number of respondents	60
Estimated preparation time	44 hours
Total estimated burden hours	2,640

Estimated Costs to Respondents

Professionals: 60 professionals x 34 hours x \$30 per hour = \$61,200 Overhead at 50% of salary = \$30,600	\$ 91,800
Clerical: 60 clericals x 10 hours x \$12 per hour Overhead at 50% of salary = \$3,600	\$ 10,800
Total Staff Costs	\$ 102,600

(a) One time cost to applicant: Use of computer equipment to search for data and generate application in required format. Computer time is \$200 and printing is \$10. (60 applicants x \$210)	\$ 12,600
(b) Operation Cost: Annual cost to applicant to file and maintain application materials is \$100. (60 applicants x \$100)	\$ 6,000
Estimated annual costs to respondents	\$ 18,600

Total Annual Costs to Respondents: \$121,200
(Staff Costs: \$102,600 + Annual Costs: \$18,600)

13. Annual Costs to Respondents (capital/start-up, and operation and maintenance): The total for the capital and start-up cost components for this information collection is zero. This information collection will not require the purchase of any capital equipment nor create any start up costs.

14. Cost to Federal Government:

Professional staff to develop clearance package (GS 14-employee): 160 hours at \$55 per hour = \$ 8,800 Overhead at 50% of salary = \$ 4,400	\$ 13,200
Application printing 100 copies x \$1	\$ 100
Application mailing 20 copies x \$2.00	\$ 40
Other Department staff to review and approve the request: (GS-15 employee)	\$ 630
OMB Review: 8 hours X \$45 per hour = \$360 overhead at 50% of salary = \$180	\$ 540

<i>Estimated Sub-total</i>	\$ 14,510
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Costs for Federally-supervised review of applications:

Outside field reviewers (18 Readers at \$1,100)	\$ 19,800
Forms and Web site development costs for E-reader process	\$ 4,200
Processing applications – staff (4 staff x 40 hours x \$45 per hour = \$7,200) (overhead at 50% of salary = \$3,600)	\$ 10,800
Contractor logistical support for workshops, application processing, field reading and slate preparation	\$ 33,217
Staff time for conducting supervised review (1 week x 2 control reviewers and 6 panel chairpersons) (8 staff x 40 hours x \$45 per hour = \$14,400) (overhead at 50% of salary = \$7,200)	\$ 21,600
Staff time for generating slate (3 staff x \$55 per hour x 40 hours = \$6,600) (overhead at 50% of salary = \$3,300)	\$ 9,900
Staff time to review and approve funding recommendation (8 awards x 4 hours per award x \$55 per hour = \$1,760) (overhead at 50% of salary = \$880)	\$ 2,640
Staff time to generate, approve and issue grant awards (6 hours per award x 8 awards = 48 hours) (48 hours x \$55 per hour = \$2,640) (overhead at 50% of salary = 1,320)	\$ 3,960
Annual monitoring cost (8 grants x 10 hours/grant x 1 staff at \$55/hour = \$4,400) (overhead at 50% of salary = \$2,200)	\$ 6,600
<i>Total Annual Government Estimated Cost</i>	<i>\$ 127,227</i>

15. A difference of +2,640 burden hours is shown in item 16f because the previous collection expired.
16. Results of collected information will not be published for statistical purposes.
17. The Department will display the expiration date for the OMB approval on the form, as required.
18. There are no exceptions to the certification statement.

B. Collection of Information Employing Statistical statement.

The collection does not employ statistical methods.