

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

APPLICATION FOR GRANTS UNDER THE HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND HISTORICALLY BLACK GRADUATE INSTITUTIONS (HBGI) PROGRAMS (CFDA # 84.031B)

A. JUSTIFICATION

1. The HBCU and HBGI programs are authorized under Title III, Part B of the Higher Education Act of 1965, as amended (HEA). The HBCU and HBGI programs award discretionary grants, on a mandated formula basis, to eligible institutions of higher education to provide financial assistance to establish or strengthen the academic resources, endowment building capacity, management capabilities and physical plants of historically Black colleges and universities. Note, for fiscal years (FY) 2008 and 2009, the HBCU program has been provided an additional \$85 million under Part J, section 499a of the Higher Education Act of 1965 (as amended by section 802 of the College Cost Reduction and Access Act (CCRAA) of 2007).

Information is collected under authority of Title III, Part B of the HEA. The information collection of this discretionary grant application package falls under the Streamlining Plan OMB No. 1890.0001.

2. The collection of information is gathered in two phases, Phase I - Formula Data and Phase II - The Project Plan. In Phase I, the applicant submits data in response to specific criteria that will be used to calculate their individual award amounts based on a mandated formula. Phase II – The Project Plan, is the narrative portion of the application where the applicants provide a Comprehensive Development Plan (CDP), project plan, and itemized budget, with justification, to support their proposed project. The collection of information is for the purpose of obtaining programmatic and budgetary information needed to evaluate applications. Traditionally, both Phases have been collected using hard copy. Beginning in FY 2008, Phase II will be submitted electronically using a dedicated on-line application link. Phase I will continue to be submitted by way of facsimile. Both phases are submitted individually by a select number of eligible institutions of higher education.
3. The Office of Postsecondary Education is committed to the reduction of paperwork. Electronic submission of Phase II will reduce the burden of 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 business 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 or in compliance with the regulations.

7. There are no special circumstances as outlined in #7 of the instructions.
8. Department 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). Consultations with the Title III B community were conducted to review the application changes and reinstatement, as well as to discuss the new electronic application. Minor edits and additions were made based on these conversations.
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 estimated individual burden hour of this collection of information is 80 hours. We estimate 114 respondents. Applications will be submitted electronically.

Annual Burden Hours

Phase I – 8 hrs – annually
 Phase II – 40 hrs – once every five years

Estimated Individual Average Annual Burden Hours:

Year 1	48
Year 2	8
Year 3	8
Year 4	8
Year 5	8

= 80 hours per applicant over 5 years

80 divided by 5 years = 16 average annual burden hours per applicant each year.
 114 applicants x 16 burden hours = 1,824
 1,824 Total average annual burden hours for all applicants

Average Estimate of Cost to Applicants

Professionals (114 personnel X 12 hours X \$20 per hour) = \$27,360
Clerical (114 personnel X 4 hours X \$12 per hour) = \$5,472

Total Professional cost:	\$27,360
Total Clerical cost:	+ \$ 5,472
Total:	\$32,832

13. There are no capital start up costs to the respondents in this information collection.

14. Estimated annual cost to the Federal Government	
Development and Approval Process (2 staff x 75 hours x \$35 per hour)	\$ 5,250
Printing (100 applications x \$1 per app)	\$ 100
Mailing (40 applications X \$.50 per copy)	\$ 20
Monitoring of Grants (160 days x 6 staff x 280 hours)	\$268,800
World Wide Web Preparation for Posting (4 hours x 1 staff x \$25 per hour)	\$ 100
Staff time for generating slate (40 hours x 2 staff x \$35 per hour)	\$2,800
Staff time to review and approve funding recommendation (40 hours x 2 staff x \$45 per hour)	\$3,600
Staff time to generate, approve, and issue grant awards. (40 hours x 2 staff x \$25 per hour)	\$2,000
Annual Monitoring Cost 10 hours per award x 114 awards = 1,140/6= 190 hours per person 6 staff x \$35 x 190 hours= \$39,900 Travel Cost Associated w/ Grant Monitoring \$15,000	\$54,900
Total estimated cost to the Federal Government	\$337,570

15. As this is a reinstatement all burden is considered new. Burden hours have increased with the new CCRAA components of the application as well as general cost increase.

16. The 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.