

Supporting Statement
Information Collection

45 CFR 1301 – Head Start Grants Administration

1. Circumstances which make the data collection necessary

Section 644 of the Head Start Act [42 U.S.C. 9839] requires the each Head Start agency shall observe standards of organization, management and administration which will ensure that programs are operated efficiently and effectively and, furthermore, that the Secretary shall prescribe rules or regulations to supplement subsections (a) and (f) of section 644. Uniform procedures to implement subsection (f) were recently published in the Federal Register. This rule, 45 CFR 1301 was established in 1995 to require uniform administrative procedures within grantee agencies and implements Section 644 (a).

2. Purpose and Use of the Information Collection

The rules require that the grantees establish certain uniform policies and procedures including insurance and bonding services, annual audit submission, certified accounting systems, matching requirements, personnel and general administrative requirements and uniform requirements for the reporting of child abuse and neglect. These policies and procedures are analyzed by grantee and federal staff and are used to support findings that programs are operating in an efficient and effective manner.

3. Use of Improved Information Technology and Reduction of Burden

Grantees are provided funds to make use of automated accounting and record keeping systems.

4. Efforts to Identify Duplication and Use of Similar Information

There is no effort to avoid duplication of information as this does not apply in this instance. Grantees are free to make use of which ever automated systems most meet their needs..

5. Impacts on Small Business or Other Small Entities

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

6. Consequence of Collecting Information Less Frequently

Usually a one time collection of this information is sufficient, however, performance standards require that grantee review their policies periodically and update them if necessary.

7. Special Circumstances Relating to Guidelines of 5 CFR 1320.5

Not applicable. No conditions as specified are required.

8. Comments in Response to the Federal Register Notice and Efforts to Agency

This regulation was published for 60 days on October 8, 2008 , 2008, Volume 73, Page 58969. The 30 day notice was published on February 11, 2009, Volume 74, Page 6888. No comments were received.

9. Explanation of Any Payment or Gift to Respondents

Not applicable, no payments or gifts are anticipated.

10. Assurance of Confidentiality Provided to Respondents

Not applicable, no confidential information will be collected.

11. Justification for Sensitive Questions

Not application, there are no answers to sensitive questions required.

12a. Estimates of Hour Burden and Costs

Number grantees affected	Hours per Respondent	Total Hours
2,700	02	5,400

Frequency of Response: 1

12b. Annualized Cost of the Hour Burden

Average Cost Per Hour	Average Burden hours	Average Annual Cost	Total Annual Cost
\$20.00	2	\$40	\$108,000

13. Annual Cost Per Respondent

No Annual cost; respondents are not required to establish any new recordkeeping. Information collected is drawn from grantees established records of program operation.

14. Explanation for Program Changes or Adjustments

Due to program growth there is a small estimated increase in information which will be collected.

15. Plans for Tabulation and Publication

There are no plans to publish the information.

16. Reasons that Display of Expiration Date is Inappropriate

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

17. No exceptions to the certification statement are contemplated.