

**Supporting Statement**  
Information Collection

**45 CFR 1309 – Head Start Facilities Purchase, Construction and Major Renovation**

**1. Circumstances Making the Collection of Information Necessary**

Section 644 of the Head Start Act [42 U.S.C. 9839] (f)(1) requires that the Secretary shall establish uniform procedures for Head Start agencies to request approval to purchase, construct and renovate facilities to be used to carry out Head Start programs. 45 C.F.R. 1309 describes the procedures for applying for Head Start grant in conformance with the Act. It also specifies the measures which must be taken to protect the Federal interest in facilities purchased with grant funds.

**2. Purpose and use of the information**

This rule requires that grantees provide certain information which is required by the Act when they submit applications for funding for the purchase construction or renovation of facilities. The information required is in conformance with Section 644 (f) and (g) of the act. Federal funding officials use the information to determine that the proposed purchase has resulted in savings when compared to the costs that would be incurred to acquire the use of an alternative facility. The rule further describes the assurances which are necessary to protect the Federal interest in real property and the conditions under which federal interest may be subordinated and protected when grantees make use of debt instruments when purchasing of facilities. The information is used by funding officials to determine if grantee's arrangements adequately conform to other applicable statutes which apply to the expenditure of public funds for the purchase of real property.

**3. Use of Improved Technology and Burden Reductions**

The Head Start Bureau provides the means by which all applications for funding may be submitted electronically.

**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. The information collected is required to be submitted one time only.

**5. Impact on Small Businesses or Other Small Entities**

Not applicable, large numbers of small business and small entities are not impacted. In addition, Head Start funds may be used to offset the costs of providing this information if consultation of specialists is required.

**6. Consequences of Collection the Information Less Frequently**

A one time collection of this information is sufficient for a grantee to demonstrate that the requirements for funding as proscribed in the Act have been met.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

Not applicable. No conditions other than those specified are required.

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

This regulation was published for comment on December 29, 2008 and again on May 7, 2009. No comments in response to either Notice were received.

**9. Explanation of Any Payment or Gift to Respondents**

Not applicable.

**10. Assurance of Confidentiality Provided to Respondents**

Not applicable, no confidential information will be collected.

**11. Justification for Sensitive Questions**

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

**12. Estimation of Annualized Burden and Costs**

Total Respondents	Number of Responses	Hours Per Response	Total Response Hours
200	1	41	8,200

The monetary value of the time is 8,200 hours time \$30 which equals \$24,600.

**13. Estimates of Other Total Annual Costs Burden to Respondents and Recordkeepers**

No annual costs; respondents are not required to establish any new recordkeeping. Information collected is drawn from grantees established records.

**14. Annualized Costs to Federal Government**

Not applicable

**15. Explanation for Program Changes or Adjustments**

Future changes in burden may be realized due to program growth.

**16. Plans for Tabulations and Publication and Project Time Schedule**

There are no plans to publish the information.

**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

Not applicable.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No Exceptions are required

**B. Statistical Methods**

There is no data collection and no statistical methods are employed.