

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

### **APPLICATION FOR GRANTS UNDER THE MASTERS DEGREE PROGRAM AT HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) (CFDA # 84.382G)**

#### **A. JUSTIFICATION**

1. The Higher Education Opportunity Act (HEOA) of 2008 amended Title VII, Subpart 4 of the Higher Education Act of 1965 to add a new master's degree program to advance educational opportunities for African Americans. Title VIII, Section 897 of the Higher Education Act of 1965, as amended (HEA) authorizes and appropriates mandatory funding totaling \$11.5 million annually for Masters Degree Programs at HBCUs and PBIs to provide grants to eligible institutions in these programs for fiscal years 2009 through 2014. The Historically Black Colleges and Universities (HBCU) Master's Degree Program authorizes the Department of Education (the Department) to award grants to specified institutions that the Department determines are making a substantial contribution to graduate education opportunities for African Americans at the master's level in mathematics, engineering, the physical or natural sciences, computer science, information technology, nursing, allied health or other scientific disciplines. This program provides grants up to six years to establish or strengthen qualified masters degree programs in these fields at eligible institutions. Grants may be used for a variety of purposes including fellowships and other financial assistance for needy students, capacity building, faculty professional development, tutoring, counseling, and other support services designed to improve academic success. This information collection is necessary to comply with the program statute and makes grant awards under the authority of Title VIII, Part AA, Section 897 and Title VII, Subpart 4, of the HEA.
2. The Department will use the data collected in the Application for New Grants to evaluate the projects submitted by the specified institutions of higher education and to determine allowable multi-year project expenses based on statutory requirements. Formula data elements contained in the program legislation will also be collected each year should the annual appropriation for this program exceed \$9,000,000. The HEOA requires that any amount appropriated for this program during any fiscal year in excess of \$9,000,000 shall be made available to the respondent institutions through the use of a formula developed by the Department. Starting in FY 2010, formula data elements will be extrapolated electronically using a dedicated on-line application link for each program.
3. The Office of Postsecondary Education is committed to the reduction of paperwork. Time constraints have prevented the development of a means of electronic data collection for this program in FY 2009. In FY 2009, applicants will be required to submit their application in paper format by mail, courier or hand delivery. However, program staff intends that future submission requirements, including the collection of formula data elements, will be submitted electronically.

4. Since the information submitted in this application is unique to each respondent and to the authorizing legislation, no duplication exists.
5. This collection of information does not involve small business or other small entities.
6. Federal program and policy activities could not be carried out if the information requested in this package is not collected. Collection of the data is necessary in order to meet statutory requirements and make grant awards under this program.
7. There are no special circumstances included in this information collection.
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 HBCU community will be conducted annually to solicit feedback on certain application requirements specified in the statute.
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 total reporting burden hours for this data collection is 306 hours. This includes a total of 18 respondents, each with an estimated response time of 17 hours.

Estimated Individual Average Annual Burden Hours:

Year 1	60	(application preparation and submission of formula data)
Year 2	8	(formula data submission)
Year 3	8	(formula data submission)
Year 4	8	(formula data submission)
Year 5	8	(formula data submission)
Year 6	<u>8</u>	<u>(formula data submission)</u>
Total	100 total burden hours per applicant over 6 years	

100 divided by 6 years = 17 average annual burden hours per applicant each year.  
 18 applicants x 17 burden hours = 306  
 306 total average annual burden hours for all applicants

The average estimated annual costs to respondents are provided below.

Professional Staff (18 respondents x 9 hrs x \$35 per hour) = \$5,670
Clerical (18 respondents X 8 hours X \$12 per hour) = \$1,728

Total Professional cost:	\$5,670
Total Clerical cost:	<u>+\$1,728</u>
<b>Total:</b>	<b>\$7,398</b>

Since this program has not yet been implemented, program staff consulted with staff from similar programs collecting similar kinds of information to arrive at estimates relating to cost and hour burden.

13. There is no capital start up costs to the respondents in this information collection. No operation and maintenance costs beyond usual and customary business practices would apply.

14. Estimated costs to the Federal Government.

Task	Costs	Hours	Number of Staff	Hours Total	Total Costs
Securing OMB approval once every three years.	\$42/hr	15	3	45	\$1,890
Reports design	\$42/hr	40	3	120	\$5,040
Reviewing applications	\$42/hr	50	2	100	\$4,200
Generating/Preparing Slates	\$42/hr	40	3	120	\$5,040
Slate Review and Approval	\$55/hr	5	6	30	\$1,650
Issuance of Awards	\$42/hr	30	2	60	\$2,520
Monitoring and Technical Assistance	\$42/hr	300	2	600	\$25,200
<b>Total Annual Costs</b>					<b>\$45,540</b>

15. This is a new application collection package. Therefore, there are no changes to report for items 13 and 14.

16. The Department has no plans to publish any information from this collection.

17. The expiration date will be displayed.

18. No exceptions are being requested.

b. This collection does not employ statistical methods.