



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Office of the Chief Information Officer**  
Washington, D.C. 20230

May 27, 2010

Mr. Alex Hunt  
Chief, Information Policy Branch  
Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, D.C. 20503

Dear Mr. Hunt:

The Department of Commerce's National Telecommunications and Information Administration (NTIA) requests an emergency review of the "Broadband Technology Opportunities Program (BTOP) Quarterly and Annual Performance Progress Report" information collection. The Department of Commerce (DOC) Uniform Administrative Requirements for Grants requires NTIA to collect certain performance information from grant recipients through reporting and monitoring in order to document the responsible and effective use of federal funds; to ensure grantees meet the terms and conditions of the award; and to determine if special actions, e.g., closer monitoring, assistance, corrective actions, are needed for particular awards. As a condition of the award, BTOP grant recipients must submit program-specific reports on a quarterly basis. The next reporting period ends on June 30. This will be the first reporting period after the submission of baseline data submitted by recipients on April 30. NTIA will use the data from the quarterly and annual reports to determine progress and measure performance against the baseline data.

This emergency review request is required for NTIA to collect performance information from grant recipients through reporting and monitoring to comply with the Recovery Act, OMB, and DOC statutory and regulatory requirements. NTIA is requesting approval by June 7, 2010. We appreciate your assistance in this matter.

Sincerely,

Diana H. Hynek  
Information Collections Officer