

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

APPLICATION FOR GRANTS UNDER THE TRIBALLY CONTROLLED COLLEGES AND UNIVERSITIES PROGRAM (CFDA #084.031T)

A. Justification

1. Collection of information is necessary in order for the Secretary of Education to award grants under Title III, Part A of the Higher Education Act of 1965, as amended (HEA).

The programs authorized by Title III, Part A of the HEA include the Strengthening Institutions Program (SIP), the American Indian Tribally Controlled Colleges and Universities (TCCU), and the Alaskan Native and Native Hawaiian-Serving Institutions (ANNH) Programs. These programs award discretionary grants to eligible institutions of higher education so that they might increase their self-sufficiency by improving academic programs, institutional management, and fiscal stability.

Information is collected under authority of Part F, General Provisions, Section 391 of the program statute. This information collection is being submitted under the Streamlining Clearance Process for Discretionary Grant OMB No. 1894-0001. This information collection was previously approved under OMB No. 1840-0114. This application package is being submitted as a new collection as a result of the redesign of the application package to conform to the new statutes under HEOA of 2008.

2. This collection of information is gathered electronically by the Department for the purpose of obtaining programmatic and budgetary information needed to evaluate applications and to make funding decisions based on the authorizing statute and the published selection criteria.

3. The Office of Postsecondary Education is committed to the reduction of paperwork and has been collecting this information electronically since

2000. Electronic submission has reduced the burden for 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 within the Department.
5. This collection of information does not involve small businesses 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. Titles III and V 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).

The Department has consulted with higher education associations including the Council for Resource Development regarding the revision of the application package to clarify the mandatory page limit requirements as well as simplify the instructions for submitting the application electronically.

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 Department estimates the following average time for the completion of the application.

	INDIVIDUAL DEV. GRANTS	COOPERATIVE ARRANGEMENT DEV. GRANTS	TOTAL
# of Respondents	30	1	31
Frequency of Response	1	1	N/A
Burden Hour	12	8	20
Annual Burden Hr.	360	8	368
Estimated Costs to Respondents	\$11,532	\$2,880	\$14,412

13. Estimated Cost to Respondents	TCCU
(a) One time cost to applicant	
Use of computer equipment to search for data and generate application in required format. Computer time is \$100 and printing is \$10.	\$110
(b) Operation Cost	
Annual cost to applicant to file and maintain application materials.	\$100
(c) Estimated Total	\$210
14. Cost to the Federal Government	
A professional staff to develop and revise clearance package (GS-13 employee: 40 hrs. @ \$50.00 per hour).	\$2,000
Overhead cost related to facilities, administration, and other indirect cost plus accrual of leave and fringe benefits (\$2,000 x @ 50 percent salary).	\$1,000

Application mailing (5 copies x \$.40).	-0-
Other Department staff to review and approve the request.	
GS-15 employee for final review and approval.	\$630
Estimated Total	\$3,630
Cost for Federally-supervised review of applications	
Readers	-0-
Processing applications – staff. (1 staff x 12 hours x \$50 per hour = \$600) (Overhead cost: \$600 x 50 percent = \$300)	\$900
Contractor logistical support for workshops, application processing, field reading and slate preparation.	\$-0-
Staff time for conducting supervised review. (1 staff x 40 hours = 40 hrs x \$50 per hour = \$2,000) (Overhead cost: \$2,000 x 50 percent = \$1,000)	\$2,500
Staff time to review and approve funding recommendation. (1 hour per grant award x 31 awards) (31 awards x 1 hour per award x \$50 per hour = \$1,550) (Overhead cost: \$1,550 x 50 percent = \$ 775)	\$2,325
Staff time to generate, approve, and issue grant awards. (2 hours per award x 31 awards = 62/2 = 31) (1 staff x \$50 x 31 hours = \$1,550) (Overhead cost: \$1,550 x 50 percent = \$775)	\$2,325
Total Estimated Cost to Government (competition year)	\$8,050
Annual Monitoring Cost	
(2 hours per award x 31 awards = 62 /2 = 31 hours per person) (1 staff x \$50 = 30 x 31 hours = \$1,550)	\$1,550
Overhead cost: (\$1,550 x 50 percent = \$775)	\$775
Total Estimated Cost to Government	\$2,325
Total Annual Government Estimated Cost	\$14,005

15. This is a new collection, therefore all burden is new.
16. There are no plans to publish the results. The information collected will be used for internal purposes only.
17. There is no request to omit the OMB expiration date.
18. There are no exceptions to the statement identified in Item 20, "Certification for Paperwork Reduction Act Submission," of OMB

B. Collection of Information Employing Statistical Methods

This collection of information does not employ statistical methods.