



UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer
Washington, D.C. 20230

April 6, 2010

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

Dear Mr. Hunt:

The Department of Commerce's National Telecommunications and Information Administration (NTIA) is requesting emergency review and approval of the information collection titled "Broadband Technology Opportunities Program (BTOP) Post-Award Baseline Report and March 2010 Quarterly Performance Progress Report." NTIA requests that OMB provide approval by April 12, 2010.

The Department of Commerce Uniform Administrative Requirements for Grants requires NTIA to collect certain performance information from grant recipients through reporting and monitoring in order to ensure 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, or corrective procedures, are needed for particular awards. As a condition of the grant, each BTOP grant recipient is required to submit milestones so that project performance can be assessed throughout the period of the grant.

The first reporting period for these grants has come to a close, and NTIA must secure OMB authority to collect the performance information from recipients. NTIA mistakenly believed it had the authority to collect the first quarterly narrative with Health and Human Services' (HHS) SF-PPR authority for standard grantee performance reports. The HHS authority applies only to agencies that are approved partners with the HHS Grants Management Line of Business.

NTIA must continue to collect project performance information from recipients, with the first quarter reporting requirements due by April 30, 2010. OMB approval of this emergency request is necessary to allow distribution of the required documents to grant recipients, and adequate time for them to respond. Your attention to this matter is appreciated.

Sincerely,

Suzanne Hilding