

Supporting Statement for Paperwork Reduction Act Submission

Title: Tribal Colleges and Universities Program

OMB Control #: 2528-0215

A. Justification

A.1 Circumstances that Make the Collection of Information Necessary

The Department of Housing and Urban Development (HUD) is directed by Title III of the 1998 Amendments to the Higher Education Act of 1965 (Pub.L. 105-244, approved October 7, 1998) to make available funds to assist Tribal Colleges and Universities (TCU). The purpose of this program is to assist TCU to build, expand, renovate, and equip their own facilities, and to expand the role of the TCUs into the community through the provision of needed services such as health programs, job training, and economic development activities.

Although this program has not awarded funds since FY 2010 current grantees are still required to prepare semi-annual status report. These reports allow HUD to monitor the grantee progress in completing their grant.

A.2 How and by Whom and What Purpose the Information Collected will be Used

The information that was collected during the application process enables the Government Technical Representative (GTR) to monitor each grantee's administration of its TCUP funds. It is the one of the ways to determine that funds are being spent in accordance with statutory requirements.

A.3 Whether and What Extent will the Collection Involve the Use of Technology

None

A.4 Efforts to Identify Duplication

This program does not duplicate any existing government program. No similar information is available.

A.5 Impact of the Collection on Small Business

TCUP does not involve small businesses.

A.6 Consequences of No or Less Frequent Data Collection

If information were not collected for monitoring purposes, HUD would not be able to ensure that Federal dollars were being spent wisely and appropriately. Information collected for monitoring purposes is submitted semi-annually during the grant period. To require less frequent submission would mean that no action could be taken to correct administrative problems before the end of the grant period.

A.7 Explanation of Any Special Circumstance Needed to Collect Information

None

A.8 Consultations with Persons outside the Agency

In accordance with the Paperwork Reduction Act of 1995, the Department of Housing and Urban Development (HUD), published a notice in the Federal Register on 10/4/2011 . The document number is 76 FR 192 . No comments were received.

A.9 Payment or Gifts to Respondents

None

A.10 Assurance of Confidentiality Provided to Respondents

None

A.11 Justification for Any Questions of Sensitive Nature

None

A.12 Estimate of the Hour Burden of the Collection of Information

	Respondents	Number of responses	Hours per Response	Total Responses
Quarterly Annual Reports	10	4	6	240
Final Reports	10	1	8	80
Record Keeping	10	1	5	50
Total	10	6	6.166667	370

HUD estimates that each grantee will spend approximately 5 hours a year maintaining records. HUD also estimates that each grantee will spend approximately 6 hours a year preparing monitoring reports and 8 hours during each funding cycle's final grant year preparing a final report. Clerical staff and faculty/supervisory staff will share this burden. HUD estimates the applicable hourly rate at \$15. The computation is as follow: 10 grantees x 19 hours x \$15 an hour = \$2,850.

A.13 Estimate of Annual Cost Burden to Respondents for Record Keeping

None

A.14 Estimate Cost to Federal Government

In the past, HUD awarded approximately 10 grants pursuant to each annual Notice of Funding Availability. With annual reporting, HUD would receive 20 progress reports for each grant cycle, requiring a total review time of 3 hours per grant per report, for a total of 60 hour. Assuming a GS-13 conducts the reviews, the cost is computed as follows: 3 hours x 20 reports x \$23.89 hours = \$1,433.40.

A. 15 Reason for Any Program Changes or Adjustments

A new form is attached for approval. This form will provide grantees with the format to report their progress. We will not be requesting any additional information, but will be accruing the same information in a structured format

A. 16 Information Whose Results will be Published, Outline Plans for Tabulation

Not applicable

A. 17 Approval Not to Display Expiration Date on Information Collection

No such approval is sought

A. 18 Exception to Certification

None requested.

B. Collections of Information Employing Statistical Methods

None