

**Supporting Statement**  
Information Collection

**45 CFR 1309**  
**Administration for Children and Families**  
**Office of Head Start**

**A. Justification**

**1. Circumstances Making the Collection of Information Necessary**

Section 644 of the Head Start Act [42 U.S.C. 9839] (f)(1) requires that the Secretary shall establish uniform procedures for Head Start agencies to request approval to purchase, construct and renovate facilities to be used to carry out Head Start programs. 45 C.F.R. 1309 describes the procedures for applying for Head Start grant in conformance with the Act. It also specifies the measures which must be taken to protect the Federal interest in facilities purchased with grant funds.

**2. Purpose and Use of the Information Collection**

This rule requires that grantees provide certain information which is required by the Act when they submit applications for funding for the purchase, construction or renovation of facilities. The information required is in conformance with Section 644 (f) and (g) of the Act. Federal funding officials use the information to determine that the proposed purchase has resulted in savings when compared to the costs that would be incurred to acquire the use of an alternative facility, or that the lack of alternative facilities will prevent, or would have prevented, the operation of the program. The rule further describes the assurances which are necessary to protect the Federal interest in real property and the conditions under which federal interest may be subordinated and protected when grantees make use of debt instruments when purchasing facilities. The information is used by funding officials to determine if grantee's arrangements adequately conform to other applicable statutes which apply to the expenditure of public funds for the purchase of real property.

**3. Use of Improved Information Technology and Burden Reduction**

The Office of Head Start provides the means by which applications for funding may be submitted electronically.

**4. Efforts to Identify Duplication and Use of Similar Information**

There is no effort to avoid duplication of information as this does not apply in this instance. The information collected is specific to a discreet action and would address specific requirements of the Act.

**5. Impact on Small Businesses or Other Small Entities**

Not applicable, large numbers of small business and small entities are not impacted.

**6. Consequence of Collecting the Information Less Frequently**

Grantees are only required to implement this standard once.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

Not applicable. No conditions as specified are required.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

This information collection was published for comment in the Federal Register on March 7, 2012, Vol. 77, p. 13610. No comments were received.

**9. Explanation of Any Payments or Gift to Respondents**

Not applicable.

**10. Assurance of Confidentiality Provided to Respondents**

Not applicable, no confidential information will be collected.

**11. Justification for Sensitive Questions**

Not application, there are no answers to sensitive questions required.

**12. Estimates of Annualized Burden Hours and Costs**

Instruments	Number of Respondents	Number of Responses per Respondent	Average Burden Hours per Response	Total Burden Hours

Administrative Requirements	200	1	41	8200
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Estimated Total Annual Burden Hours: 8200

Cost per respondent is \$40 estimated at 02 hours x \$20.00 per hour.

**13 Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers**

No annual costs; respondents are not required to establish any new recordkeeping. Information collected is drawn from grantees’ established records.

**14 Annualized Costs to Federal Government**

Not applicable.

**15 Explanation of Program Changes or Adjustments**

There is an adjustment due to the increase in the annual number of respondents. This was caused by a change in the way burden was calculated. There is no change in total hourly burden.

**16 Plans for Tabulation and Publication and Project Time Schedule**

The government has no plans to publish information collected. Information will be reviewed and analyzed to determine that it is in compliance with the requirements of the statute.

The last paragraph of the rule contains the OMB expiration date.

**17 Reason(s) Display of OMB Expiration Date is Inappropriate**

Not applicable.

**18 Exceptions to Certification for Paperwork Reduction Act Submission**

Not applicable.

**B. Statistical Methods (used for collection of information employing statistical methods)**

No statistical methods of analysis are conducted.