

# Supporting Statement for Paperwork Reduction Act Submission

**Title:** Hispanic-Serving Institutions Assisting Communities

**OMB Control #:**2528-0198

## 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) Grants to assist Hispanic-serving institutions expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing and economic development.

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 HSIAC 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**

HSIAC 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 5/22/2012. The document number is 77 FR 30306. 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

Instrument File	Respondents	# of Responses	Hours per response	Response Total Burden
HUD 40077(semi and annual/final report)	15	3	14	630
Record Keeping	15	1	5	75

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: 15 grantees x 19 hours x \$15 an hour = \$4,275.

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

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: 15 grantees x 19 hours x \$15 an hour = \$4,275.

## A.14 Estimate Cost to Federal Government

In the past, HUD awarded approximately 15 grants pursuant to each annual Notice of Funding Availability. With semi-annual reporting, HUD would receive 30 progress reports for each grant cycle, requiring a total review time of 3 hours per grant per report, for a total of 90 hour. Assuming a GS-13 conducts the reviews, the cost is computed as follows: 3 hours x 30 reports x \$23.89 hours = \$2,150.10.

## A. 15 Reason for Any Program Changes or Adjustments

In the past, HUD awarded approximately 15 grants pursuant to each annual Notice of Funding Availability. However, this program has not been funded since FY 2010, therefore, the NOFA process was taken out and the request was revised to reflect that change.

**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