

Supporting Statement
Information Collection

45 CFR 1301
Administration for Children and Families
Office of Head Start

A. Justification

1. Circumstances Making the Collection of Information Necessary

The Office of Head Start is proposing to renew without changes authority to collect information pursuant to 45 CFR 1301. These provisions are applicable to program administration and grants administration under the Head Start Act, as amended. The provisions specify the requirements for grantee agencies for insurance and bonding, the submission of audits, matching of federal funds, accounting systems certifications and other provisions applicable to personnel management.

2. Purpose and Use of the Information Collection

The information submitted by a grantee or delegate agency in response to statutory requirement is used to determine if grantees are implementing the provisions of the regulations specified in the Act.

3. Use of Improved Information Technology and Burden Reduction

It is estimated that 100% of the information required by the Act will be presented 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 December 13, 2011, Vol. 76, page 77540.

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 applicable, 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
	2700	1	2	5400

Estimated Total Annual Burden Hours:

5400

The monetized cost is \$40 per hour times 5400 hours or \$216,000.

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

There are no out of pocket costs to respondents and record keepers.

14 Annualized Costs to Federal Government

No Costs

15 Explanation of Program Changes or Adjustments

No changes or adjustments to program required.

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)

Not statistical methods of analysis are conducted.