

NOTICE OF PROPOSED INFORMATION COLLECTION FOR PUBLIC COMMENT: ALASKA NATIVE/NATIVE HAWAIIAN INSTITUTIONS ASSISTING COMMUNITIES (AN/NHAIC)

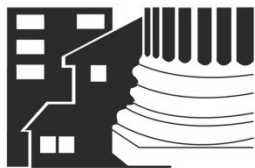
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT

November 4, 2013

Prepared for:

**Office of Policy Development and Research
U.S. Department of Housing and Urban Development
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Prepared by:



Office of University Partnerships

TABLE OF CONTENTS:
**Alaska Native/Native Hawaiian Institutions Assisting
Communities (AN/NHAIC)**

JUSTIFICATION	3
A1. CIRCUMSTANCES THAT MAKE THE COLLECTION OF INFORMATION NECESSARY	3
A2. HOW, BY WHOM, AND FOR WHAT PURPOSE THE INFORMATION IS TO BE USED	3
A3. USE OF AUTOMATED ELECTRONIC, MECHANICAL OR OTHER TECHNOLOGICAL COLLECTION TECHNIQUES TO REDUCE BURDEN	4
A4. EFFORTS TO IDENTIFY DUPLICATION	4
A5. METHODS TO MINIMIZE THE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES	4
A6. CONSEQUENCES IF DATA ARE NOT COLLECTED	4
A7. SPECIAL CIRCUMSTANCES	4
A8. FEDERAL REGISTER NOTICE AND CONSULTATIONS WITH PERSONS OUTSIDE THE AGENCY	4
A9. REMUNERATION TO RESPONDENTS	5
A10. ASSURANCES OF CONFIDENTIALITY	5
A11. QUESTIONS OF A SENSITIVE NATURE	5
A12. ESTIMATES OF THE BURDEN OF THE COLLECTION OF INFORMATION	5
A13. TOTAL ANNUAL COST BURDEN TO RESPONDENT OR RECORD KEEPERS	6
A14. ESTIMATE OF ANNUAL COST TO THE GOVERNMENT	6
A15. REASONS FOR ANY PROGRAM CHANGES OR ADJUSTMENTS	6
A16. PLANS FOR TABULATION, ANALYSIS, AND PUBLICATION	6
A17. APPROVAL TO NOT DISPLAY THE OMB EXPIRATION DATE	6
A18. EXCEPTION TO THE CERTIFICATION STATEMENT	6

JUSTIFICATION

The Department of Housing and Urban Development (HUD) was directed by Title III Part A, Section 317 of the Higher Education Act of 1965 as amended by the Higher Education Amendment of 1998 (Public Law 105-244: enacted October 1998) to assist Alaska Native and Native Hawaiian institutions of higher education to expand their role and effectiveness in addressing community development in their localities, including neighborhood revitalization, housing, and economic development.

The Department of Housing and Urban Development's Office of University Partnership is responsible for monitoring all grants awarded by the Department, which includes the AN/NHAIC program, to assess compliance and performance in accordance with the HUD rules and regulations and with OMB Circulars A-21 and A-133 until such time as the grants are closed out.

In order to accomplish this, Grantee progress and program compliance are monitored using information provided in the quarterly progress reports.

A1. Circumstances that make the collection of information necessary

The Department of Housing and Urban Development (HUD) provided grants to assist Alaska Native and Native Hawaiian institutions of higher education to expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development.

Grantees are required to submit quarterly progress reports. The reports are used by HUD Government Technical Representative to monitor grantee performance and program compliance.

A2. How, by whom, and for what purpose the information is to be used

Collection of this data will enable the Government Technical Representative (GTR) to monitor each grantee's administration of its AN/NHIAC funds. It is the only way to determine that funds are being spent in accordance with the goals of the program.

Grantee recipients will be responsible for collecting and reporting program compliance and progress information in their quarterly and close out reports

A3. Use of automated electronic, mechanical or other technological collection techniques to reduce burden

Quarterly reports and close out documents are submitted electronically (email).

A4. Efforts to identify duplication

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

A5. Methods to minimize the burden on small businesses or other small entities

There are no small businesses that will be asked to participate in this study.

A6. Consequences if data are not collected

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 quarterly during the grant performance period. To require less frequent submission would mean that appropriate action could not be taken in a timely manner to correct program/compliance issues.

A7. Special circumstances

Not Applicable.

A8. Federal Register Notice and consultations with persons outside the agency

8a. Federal Register Notice

In accordance with 5 CFR 1308.8 (d) a *Notice* was published in the *Federal Register* on October 23, 2013 page 63239, FR-5689-N-11) announcing the HUD Office of Policy Development and Research's intention to request OMB approval for the information collection described in Section A.

A. Overview of Information Collection

Title of Information Collection:

Alaska Native/Native Hawaiian Institutions Assisting Communities Program

OMB Approval Number:

Type of Request: New

Form Number: SF-425 and HUD-40077

Description of the need for the information and proposed use. The information is being collected to monitor performance of grantees to ensure they meet statutory and program goals and requirements. Respondents (i.e. affected public): Alaska Native/Native Hawaiian Institutions Assisting Communities (AN/NHAIC)

A9.. Remuneration to respondents

None.

A10. Assurances of confidentiality

None

A11. Questions of a sensitive nature

None.

A12. Estimates of the burden of the collection of information

HUD estimates that each grantee will spend approximately 10 hours a year maintaining records. HUD also estimates that each grantee will spend approximately 32 hours a year preparing progress reports and 12 hours preparing a final report. Clerical staff and faculty/supervisory staff will share this burden. HUD estimates the average hourly rate at \$40. The computation is as follows: 10 grantees x 54 hours x \$40 an hour = \$21,600.

	Number of Respondents	Responses per Year	Total Annual Responses	Hours per Responses	Total Hours
Quarterly Reports	10	4	40	8	320
Final Reports	3	1	3	12	36
Record Keeping	10		10	10	100

Total					456
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A13. Total annual cost burden to respondent or record keepers

There are no additional costs to respondents.

A14. Estimate of annual cost to the government

HUD anticipates receiving 40 quarterly (SF-425 and HUD-40077) progress reports and 3 final reports each year, requiring a total review time of 3 hours per grant per report, for a total of 129 hours. Assuming a GS-14 conducts the reviews, the cost is computed as follows: 3 hours x 43 reports x \$65.53 an hour = \$8,453.37.

A15. Reasons for any program changes or adjustments

Not applicable.

A16. Plans for tabulation, analysis, and publication

Not applicable.

A17. Approval to not display the OMB expiration date

Not Applicable. HUD plans to display the expiration date for OMB approval of the information collection on all instruments and correspondence with prospective respondents.

A18. Exception to the certification statement

None requested.