

NOTICE OF PROPOSED INFORMATION COLLECTION FOR PUBLIC COMMENT: HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU)

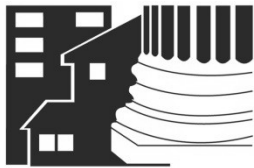
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT

November 4, 2013

Prepared for:

**Office of Policy Development and Research
U.S. Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20401**

Prepared by:



Office of University Partnerships

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JUSTIFICATION

The Historically Black Colleges and Universities grant program is authorized under section 107 (b) (3) of the Housing and Urban Development Act of 1974 (42 U.S.C. 5307 (b) (3), which was added by section 105 of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235). The HUD HBCU program is governed by regulations contained in 24 CFR 570.400, 570.404, and in 24 CFR part 570.400, 570.404, 24 CFR 84, and 24 CFR Part 570, subpart A, C, H, K, and O.

Grants were provided to assist Historically Black Colleges and Universities (HBCUs) expand their role and effectiveness in addressing community development needs, including neighborhood revitalization, housing and economic development in their localities, consistent with the purposes of Title I of the Housing and Community Development Act of 1974.

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 HBCU program, to assess compliance and performance in accordance with the HUD rules and regulations cited above 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

HUD provided grants to assist Historically Black Colleges and Universities (HBCUs) expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development, principally for persons of low- and moderate-income, consistent with the purposes of Title I of the Housing and Community Development Act of 1974, as amended.

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

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

Quarterly progress reports are submitted electronically (email) to the program GTR. Collection of this data will enable the Government Technical Representative (GTR) to monitor each grantee's performance. It is the only way to determine that funds are being spent in accordance with the goals of the program.

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

The collection of information from HBCU grantees does not impact small businesses.

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:

Historically Black Colleges and Universities Program.

OMB Approval Number: 2528-0235.

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): Historically Black Colleges and Universities (HBCU).

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: 27 grantees x 54 hours x \$40 an hour = \$58,320.

Description of Information Collection	Number of Respondents	Responses per Year	Total Annual Responses	Hrs per Response	Total Hours
Quarterly Reports	27	4	108	8	864
Final Reports	8	1	8	12	96

Recordkeeping	27		27	10	270
Total					1230

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 108 quarterly progress reports and 8 final reports each year, requiring a total review time of 3 hours per grant per report, for a total of 348 hours. Assuming a GS-14 conducts the reviews, the cost is computed as follows: 3 hours x 116 reports x \$65.53 an hour = \$22,804.44

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

No such approval is sought.

A18. Exception to the certification statement

None requested