

**SUPPORTING STATEMENT  
FOR PAPERWORK REDUCTION ACT SUBMISSION**

OMB Number: 1894-0016

Revised 03/23/2021

**A. Justification**

1. In 2014, The White House Initiative on Historically Black Colleges and Universities (Initiative) first class of their student recognition program since the start of the recognition program in 2014 the initiative has recognized over 300 undergraduate, graduate, and professional students for their accomplishments in academics, leadership, and civic engagement.

Students recognized through the recognition program serve as ambassadors at their respective institutions and communities and network with one another to achieve desired goals. Together they comprise the next generation of HBCU leaders who will booster educational excellence through collaborations and outreach activities. HBCU Scholars are encouraged to carefully assess their own professional aspirations, as well as the needs of their institutions, to determine the many ways that our initiative might be able to support them and their campuses.

It is essential that we continue to engage with the next generation of leaders who will graduate from HBCUs and go on to make meaningful contributions to society is crucial to the success of our community, our country and our global competitiveness. Over the course of an academic school year, the HBCU Scholars will serve as ambassadors of the White House Initiative on HBCU by providing outreach and communication with their fellow students about the value of education, career opportunities, workforce development and the Initiative as a networking resource. Through their relationships with community-based organizations and their respected HBCU campus, the HBCU Scholars will share promising and proven practices that support opportunities for all young people to achieve their educational and career potential. In addition, they will participate in regional events, webinars and monthly chats with the initiative staff and professionals from a wide range of disciplines. They will also have opportunities to engage with other scholars to showcase individual and collective talent across the HBCU community.

This collection will serve as the standard for the next three years of the nomination cycle. Nominees are asked to submit completed applications that include a transcript, one essays, a resume, unofficial transcript, and an endorsement/commitment letter.

2. In keeping with the intent of the program, clearance of the nomination process is requested to allow students to self- nominate to become an HBCU Scholar.
3. The Initiative collects nomination applications and narrative responses electronically from students who are currently enrolled at an accredited HBCU. The Initiative will use the information to evaluate students on their leadership, scholarship, and civic engagement. Respondents will be required to submit their responses by email to: [hbcuscholars@ed.gov](mailto:hbcuscholars@ed.gov) by the closing date.

4. The information is relevant only to the nomination application under the HBCU Scholar Recognition Program. There is no similar information available in other forms, or, as the result of other information collections. This information collection does not duplicate any other information collection effort
5. No small entities. Information on the Scholar program and the application will be sent to each HBCU President and posted on the Initiatives webpage. Those interested in applying may do so by the deadline. We have limited this nomination form to six (5) parts, one of which is an open-ended question with a 350-word limit to eliminate any additional burden to the respondents.
6. The Scholars are a nationwide group that networks with one another to achieve desired goals. Together they comprise the next generation of HBCU leaders who will booster educational excellence through collaborations and outreach activities. The ultimate goal is to have the Scholars be proactive rather than reactive in regard to their individual objectives and the unique needs of their universities.

The collection is not mandatory, by law, however obtaining the level of information from senior officials at the institution is challenging and may yield unintended results (i.e., favoritism). The successful implementation of this program, its strategies and program goals cannot be met without collecting and evaluating the information received.

7. There are no special circumstances that cause this information to be collected in a manner: requiring respondents to –
  - report information to the agency more often than quarterly;
  - prepare a written response to a collection of information in fewer than 30 days after receipt of it;
  - submit more than an original and two copies of any document;
  - retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years.

In addition, the application --

- is not designed as a statistical survey;
  - does not use a statistical data classification;
  - does not include a pledge of confidentiality; and
  - does not require respondents to submit proprietary trade secrets, or other confidential information.
8. Electronically submitted applications are consistent with guidelines in 5 CFR 1320.5. A 60 day notice was published in the Federal Register on December 15, 2020 (85 FR 81189). One public comment was received that was not substantive. A notice for the 30 day comment period will be published.

9. No payments or gifts to respondents will be made.
10. There is no assurance of confidentiality.
11. There are no questions of a sensitive nature.
12. At this present time, the specific number of how many respondents the Initiative will receive is not known. The application will be sent to the Presidents of 101 eligible institutions. On average we can expect at least 2 applications submitted from each of our 101 institutions bringing our average annual responses to 202. The average burden for the submissions is estimated to be 3.5 hours, for a total of 707 burden-hours.

Cost to Respondents

Primary costs to respondents fall into the following categories: Preparation of the application and submittal by email. There are no costs that (a) meet the criteria for inclusion under this item; and (b) have not been addressed in either item #12 or #14.

13. Estimated Federal costs:

Program Personnel:

2 persons @ \$43.00/hr. x 120 hours =	\$10,320.00
2 persons @ \$50.00/hr. x 120 hours =	<u>\$12,000.00</u>
	\$22,320.00

Anticipated responses reviewed:

202 responses x ½ burden hour X 1 reviewer per submission= 101 institutions

Printing and mailing of the application package: No costs for federal personnel. Application packages will be available electronically.

14. There are no costs to the federal government.
15. This is a revision of a previously approved information collection request since changes in language were made to the application and instructions. There is no change in burden hours because of those changes. However, there are changes in burden and responses due to an adjustment to reflect a decrease more accurately in applications received. This results in a decrease in responses and burden of -101 responses and -14 hours. The total number of burden and responses is 707 hours and 202 responses.
16. The Initiative will work with the Department of Education's press office to provide a press release annually to the public announcing the cohort of HBCU Scholars.

Timeline is as follows:

Open Application Release to Public: February 2021

Deadline: April 2021

Announcement of Cohort: June, 2021

17. The OMB approval of the information collection will be displayed on the survey instrument.
18. There are no exceptions to the referenced certification statement.