



UNITED STATES DEPARTMENT OF EDUCATION

March 19, 2021

MEMORANDUM

TO: Lindsay Abate  
Office of Management and Budget Desk Officer

FROM: Beatriz Ceja *Beatriz Ceja*  
Senior Director, Institutional Service

RE: Emergency request for Paperwork Reduction Act (PRA) approval

Pursuant to the Office of Management and Budget (OMB) procedures established at 5 CFR 1320, ED requests that the following collection of information, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Supplemental Aid to Institutions of Higher Education (SAIHE) Application, be processed in accordance with section 1320.13 Emergency Processing. ED has determined that this information must be collected prior to the expiration of time periods established under Part 1320, and that this information is essential to ED's ability to effectively implement CRRSAA and address the economic disruption posed by the Novel (new) Coronavirus ("2019-nCoV").

Section 314(a)(3) of CRRSAA allocates funds for institutions of higher education that the Secretary determines have the greatest unmet needs related to the coronavirus. This collection includes 1) a certification and agreement and 2) a profile form that will be used by institutions applying for discretionary grant funding under this section.

If this emergency collection is not approved, the Department will be unable to issue these awards in a timely manner. These awards are particularly needed by IHEs that have experienced the greatest economic and educational disruptions caused by 2019-nCoV in order to support their recovery.

Given the short timeframe, ED is unable to consult with the public prior to issuing the forms. However, ED has ample experience designing other similar forms in a way that is clear and minimizes burden. We estimate that the application will require 3 hours per applicant to complete.

The Department is requesting an emergency clearance from OMB by March 23 and will publish an emergency notice with a 30-day comment period as required by 5 CFR 1320.8(d) to solicit public comments on the regular information collection.

400 MARYLAND AVE. SW, WASHINGTON, DC 20202  
[www.ed.gov](http://www.ed.gov)

*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*