

**Supporting Statement for Paperwork Reduction Act Submissions**  
**Masters Degree Program at Historically Black Colleges and Universities (HBCU)**  
**Annual Performance Report**

1. The Higher Education Opportunity Act (HEOA) of 2008 amended Title VII, Subpart 4 of the Higher Education Act of 1965 to add a new masters degree program to advance educational opportunities for African Americans and low-income students. Title VIII, Section 897 of the Higher Education Act of 1965, as amended (HEA) authorizes and appropriates mandatory funding totaling \$9 million annually for Masters Degree Programs at HBCU's to provide grants to eligible institutions for fiscal years 2009 through 2014. The HBCU Masters Degree Program authorizes the Department of Education (the Department) to award grants to specified institutions that the Department determines are making a substantial contribution to graduate education opportunities for African Americans and low-income students at the masters level in mathematics, engineering, the physical or natural sciences, computer science, information technology, nursing, allied health or other scientific disciplines. This program provides grants up to six years to establish or strengthen qualified masters degree programs in these fields at eligible institutions.

The Department is requesting reauthorization to annually collect performance report data for the HBCU Masters Degree Program. This information is being collected to comply with the Government Performance and Results Act (GPRA) of 1993, Section 4 (1115) and the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.253. EDGAR states that recipients of multi-year discretionary grants must submit an annual performance report (APR) demonstrating that substantial progress has been made towards meeting the approved objectives of the project. Grantees are required to report on their progress towards meeting the performance measures established for the HBCU Masters Degree program. Further, the APR lends itself to the collection of quantifiable data for this program.

A customized APR that goes beyond the generic 524B APR is requested to facilitate the collection of standardized and comprehensive data to inform GPRA and to collect program specific data that can be used for evaluation and to inform policy decisions.

The APR will collect race and ethnicity data at an aggregated level. All grantees will be in full compliance with the Office of Management and Budget's (OMB) Race/Ethnicity data collection requirements for maintaining, collecting, and reporting of racial and ethnic data to the Department.

2. The information gathered by the APR will be used to: (1) monitor the yearly progress of grantees; (2) assist in the decision making process in regard to making non-competing continuation awards to grantees for the following year; (3) collect management performance and GPRA data to report to policymakers; and (4) meet Office of Management and Budget (OMB) program assessment reviews.

Grantees will compile the information for the report and transmit the document to a designated email address specifically set up for HBCU Grantees. Once received, the program office and other applicable entities at the Department will review and

analyze the APR reports. The results of the reports will play a central role in approving continuation funding.

Grantees must also demonstrate that they have made substantial progress towards meeting the goals of their project objectives in order to receive continuation awards. The APR will record the accomplishments or progress of a project, provide grantees with an opportunity to articulate why grant objectives were or were not met, document time-to-degree completion rates, and track planned and actual federal expenditures.

The APR is structured to provide varying levels of analyses, the most expansive of which is the collection of performance measurement data. The most detailed and individualistic level of analysis focuses on the specific grant activities identified in the legislation governing the program. As the grantees provide responses to the status of their activities, the configuration of the APR allows for broader inquiry by grouping activities into categories that are identified in the legislation. The flexible structure of the APR is further conducive to a program-wide analysis and allows us to measure the targeting of Federal resources, the effectiveness of program outcomes, and, subsequently, the success of the program as a whole. This level of analysis is central to ability to meet GPRA and OMB reporting requirements.

3. The Office of Postsecondary Education is committed to the reduction of paperwork. The APR will be distributed to all 18 grantees via email. Grantees will complete the APR electronically and transmit the document to a designated email address specifically set up for HBCU Grantees.
4. Since the information submitted in this application is unique to each respondent and to authorizing legislation, no duplication exists.
5. This collection of information does not involve small business or other small entities.
6. Federal program and policy activities could not be carried out if the information requested in this package is not collected. The APR is a requirement of funded HBCU Masters Degree projects, as stipulated in GPRA, 1993, Section 4 (1115) and EDGAR 34 CFR 74.51.
7. There are no special circumstances that would require the collection to be conducted in a manner inconsistent with OMB guidelines.
8. The Department will publish 30/60 day Federal Register Notices to solicit public comment on the annual performance report. Department staff will respond to any questions or comments resulting from the publication of the information collection in the Federal Register as required by 5 CFR 1320.8(d). Consultations with the HBCU community will be conducted annually to solicit feedback on certain reporting requirements specified in the APR.
9. The Department will not provide payments or gifts to respondents.
10. The Department's disclosure policies adhere to the provisions of the Privacy Act.
11. Questions of a sensitive nature are not included in this information collection.

12. We anticipate that the total reporting burden hours for this data collection is 360 hours. This includes a total of 18 respondents, each with an estimated time of 20 hours each year.

Year 1	20	(APR preparation)
Year 2	20	(APR preparation)
Year 3	20	(APR preparation)
Year 4	20	(APR preparation)
Year 5	20	(APR preparation)
Year 6	20	(APR preparation)
<b>Total</b>	<b>120 total burden hours per applicant over 6 years</b>	

120 divided by 6 years = 20 average annual burden hour per applicant each year.

18 applicants x 20 burden hours = 360

360 total average annual burden hours for all applicants.

The average estimated annual costs to respondents are provided below.

Professional Staff	
(18 respondents x 8 hrs x \$40 per hour) = \$5,760	
Clerical	
(18 respondents X 8 hours X \$12 per hour) = \$1,728	
Total Professional cost: \$5,760	
Total Clerical cost: <u>+\$1,728</u>	
<b>Total:</b>	<b>\$7,488</b>

When the HBCU Master's Degree Program was a new grant award program, staff consulted with similar programs collecting similar kinds of information to arrive at estimates relating to cost and hour burden. These estimates have proven to be consistent with actual performance results in the subsequent years of the program and are therefore preserved here.

13. There are no additional costs to the respondents resulting from this collection other than what has been reported in question number #12 and #14, including capital or start-up costs, or operation, maintenance, or purchase of services.

14. Estimated costs to the Federal Government:

Task	Costs	Hours	Number of Staff	Hours Total	Total Cost
Securing OMB approval once	\$50	10	1	10	\$500

every three years					
Other Departmental staff to review and approve the request	\$57	5	3	15	\$855
Review of reports and analysis of data	\$50	40	1	40	\$2000
<b>Total Annual Cost</b>					<b>\$3,355</b>

15. This is the second time this application package has been cleared. The burden hours have not changed because the number of respondents and the range of data collected have been consistent.
16. The information collected from the APR will be analyzed by program staff to determine if each grantee is meeting the approved goals and objectives outlined in their respective projects. The data generated from the APRs will also be used to determine compliance with GPRA measures. The information collected from each grantee will be published online for public record.
17. The OMB number and expiration date will be displayed on the data collection form.
18. There are no exceptions to the certification statement.