

## **Supporting Statement**

45 CFR 1309 Purchase, Construction and Major Renovation of Head Start Facilities

**0970-0193**

### **Administration for Children and Families Office of Head Start**

#### **A. Justification**

##### **1. Circumstances Making the Collection of Information Necessary**

Section 644 of the Head Start Act [42 U.S.C. 9839] (f)(1) requires that the Secretary shall establish uniform procedures for Head Start agencies to request approval to purchase, construct and renovate facilities to be used to carry out Head Start programs. 45 C.F.R. 1309 describes the procedures for applying for Head Start grant in conformance with the Act. It also specifies the measures which must be taken to protect the Federal interest in facilities purchased with grant funds.

##### **2. Purpose and Use of the Information Collection**

This rule requires that grantees provide certain information which is required by the Act when they submit applications for funding for the purchase, construction or renovation of facilities. The information required is in conformance with Section 644 (f) and (g) of the Act. Federal funding officials use the information to determine that the proposed purchase has resulted in savings when compared to the costs that would be incurred to acquire the use of an alternative facility, or that the lack of alternative facilities will prevent, or would have prevented, the operation of the program. The rule further describes the assurances which are necessary to protect the Federal interest in real property and the conditions under which federal interest may be subordinated and protected when grantees make use of debt instruments when purchasing facilities. The information is used by funding officials to determine if grantee's arrangements adequately conform to other applicable statutes which apply to the expenditure of public funds for the purchase of real property.

##### **3. Use of Improved Information Technology and Burden Reduction**

The Office of Head Start provides the means by which applications for funding may be submitted electronically.

##### **4. Efforts to Identify Duplication and Use of Similar Information**

There is no effort to avoid duplication of information as this does not apply in this instance. The information collected is specific to a discreet action and would address specific requirements of the Act.

**5. Impact on Small Businesses or Other Small Entities**

Not applicable, large numbers of small business and small entities are not impacted.

**6. Consequence of Collecting the Information Less Frequently**

Grantees are only required to implement this standard once.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

Not applicable. No conditions as specified are required.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

This information collection was published for comment in the Federal Register Volume 80, Number 102 (Thursday, May 28, 2015) Page 30465. Two comments were received, both requested the instrument used in the information collection. We explained that there is no standard form required when a grantee submits copies of insurance policies, inspection reports, deeds, leases, legal documents related to acquisition, and final working drawings. Facilities activities, including purchase, construction and major renovations, as well as dispositions, refinancing requests and subordination agreement submissions are sent to ACF using form SF-429 and its various attachments. The SF-429 is a form submitted as a common form and the OMB control number is renewed by the Department of Health and Human Services and not the Office of Head Start. We provided resources about the form and links to download the form.

**9. Explanation of Any Payments or Gift to Respondents**

Not applicable.

**10. Assurance of Confidentiality Provided to Respondents**

Not applicable, no confidential information will be collected.

**11. Justification for Sensitive Questions**

Not application, there are no answers to sensitive questions required.

**12. Estimates of Annualized Burden Hours and Costs**

Instruments	Number of Respondents	Number of Responses per Respondent	Average Burden Hours per Response	Total Burden Hours
Administrative Requirements	225	1	41	9225

Estimated Total Annual Burden Hours:

9225

Cost per respondent is \$40 estimated at 2 hours x \$20.00 per hour.

### **13 Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers**

No annual costs; respondents are not required to establish any new recordkeeping. Information collected is drawn from grantees' established records. Costs are assumed by the Federal Government through the provision of program operating costs.

### **14 Annualized Costs to Federal Government**

Not applicable.

### **15 Explanation of Program Changes or Adjustments**

There is an adjustment due to the increase in the annual number of respondents. There is an increase in total hourly burden.

### **16 Plans for Tabulation and Publication and Project Time Schedule**

The government has no plans to publish information collected. Information will be reviewed and analyzed to determine that it is in compliance with the requirements of the statute.

The last paragraph of the rule contains the OMB expiration date.

### **17 Reason(s) Display of OMB Expiration Date is Inappropriate**

Not applicable.

### **18 Exceptions to Certification for Paperwork Reduction Act Submission**

Not applicable.

## **B. Statistical Methods (used for collection of information employing statistical methods)**

No statistical methods of analysis are conducted.

### **1. Respondent Universe and Sampling Methods**

Not applicable.

### **2. Procedures for the Collection of Information**

Not applicable.

**3. Methods to Maximize Response Rates and Deal with Nonresponse**

Not applicable.

**4. Test of Procedures or Methods to be Undertaken**

Not applicable.

**5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

Not applicable.