

## Supporting Statement for Paperwork Reduction Act Submissions

### A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulations mandating or authorizing the collection of information.**

The Community Technology Centers (CTC) program competitively awarded grants to local educational agencies to implement community technology centers. The purpose of the CTC program is to create or expand community technology centers that provide disadvantaged residents of economically distressed urban and rural communities access to information technology and related training. Funding is specifically focused on the use of technology centers in improving the academic performance of low-achieving high school students entering or enrolled in grades 9-12, particularly in the areas of reading, language arts and math.

Programmatic and budgetary information is needed to evaluate CTC grantees' performance based on the provision in the authorizing statute and selection criteria as authorized by section 75.209 of the Education Department General Administrative Regulations (EDGAR).

This program is authorized under the Elementary and Secondary Education Act of 1965 (P.L. 107-110), sections 5511-5513; U.S.C. 7263-7263b.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The information is collected in the form of performance reports submitted by community-based organizations, including faith-based organizations, state and local education agencies (SEAs and LEAs, respectively), institutions of higher education (IHEs), and other entities such as foundations, libraries, museums, public and private, nonprofit organizations, and for-profit businesses, or consortia thereof that have the capacity to significantly expand access to computers and related services for disadvantaged residents of economically distressed urban and rural communities.

The Department uses the information to evaluate grantees' program performance.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision of adopting this means of**

**collection. Also describe any consideration of using information technology to reduce burden.**

Grantees submit their performance reports via the Department's e-Reports.

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use of the purposes described in Item 2 above.**

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. If collection of information impacts small businesses or other small entities (item 5 of OMB Form 83-I), describe any methods used to minimize burden.**

Small businesses or other entities are not affected by this program. The respondents are community-based organizations, including faith-based organizations, state and local education agencies (SEAs and LEAs, respectively), institutions of higher education (IHEs), and other entities such as foundations, libraries, museums, public and private, nonprofit organizations, and for-profit businesses, or consortia thereof that have the capacity to significantly expand access to computers and related services for disadvantaged residents of economically distressed urban and rural communities.

**6. Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

Performance reports are required as stated in EDGAR Sec. 74.50, Purpose of reports and records.

**7. Explain any special circumstance that would cause an information collection to be conducted in a manner:**

- **Requiring respondents to report information to the agency more often than quarterly;**
- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **Requiring respondents to submit more than an original and two copies of any document;**

- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies or compatible confidential use; or**
- **Requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are not additional requirements placed on grantees that fall within the scope of the items addressed in this section.

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

**Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instruction and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

**Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years—even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

The Department published a Notice of Final Requirements in the Federal Register on July 12, 2005.

The Department will publish a 30-day notice in the Federal Register allowing the public a chance to comment on burden.

This information collection is collecting race/ethnicity data on an aggregated level and therefore, will adopt ED's guidance and timeline on race/ethnicity once this guidance is finalized.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payments or gifts to respondents have been made.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulations, or agency policy.**

There is no assurance of confidentiality.

**11. Provide additional justification for any questions of a sensitive nature such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

There are no questions of a sensitive nature.

**12. Provide estimates of the hour burden of the collection of information. The statement should:**

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

14 CTC grants are currently open. Each grantee is required to submit a final performance report for its grant award period ending July 31, 2007. Final performance reports are due 90 days after the expiration of the grant. However, reports may be accepted beyond that time when extensions are requested therefore we are requesting an expiration date of December 28, 2007. The average burden per response is 24 hours. Based on 14 performance reports and an average burden of approximately 24 hours, the total burden for applicants is 336 hours.

Program Funding Year	Estimated Number of Responses	Type of Staff	Estimated Number of Burden Hours Per response	Total Estimated Number of Burden Hours
2007	14	Professional	20	280
		Clerical	4	56
		Total	24	336

- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in item 13 of OMB-I.**

The request for approval is for one form.

- **Provide estimates of annualized cost to respondents of the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in item 14.**

The estimated cost to respondents is approximately \$7,672.00 based upon an average hourly rate of \$25.00 per professional and \$12.00 per clerical. Based on the average preparation time of 24 hours per response, it is estimated that 20 hours would be used for review, research, gathering information, etc. The remaining 4 hours would be used for typing, formatting, and copying.

### **13. Annual Costs to Respondents (capital/start-up & operation and maintenance).**

The total for the capital and start-up cost components for this information collection is zero. The information collection will not require the purchase of any capital equipment nor create any start-up costs. Computers and software used to complete this information collection are part of the respondents' customary and usual business or private practices, and therefore is not included in this estimate.

The total operation and maintenance and purchase of service components for this information is zero. The information collection will not create costs associated with

generating, maintaining, and disclosing or providing the information that is not already identified in question 12 of this supporting statement.

**14. Provide estimates of annualized cost to the Federal government.**

The Federal costs are estimated to be approximately \$3,152. This includes the salaries and expenses of the program officer who manages the CTC program. The method used to estimate the costs is as follows:

Program Officer

1 GS-12 staff FTE @ \$39.40/hr. x 80 hours	=	\$3,152
Total		<u>\$3,152</u>

TOTAL ESTIMATED FEDERAL COST = \$3,152.

**15. Explain the reasons for any program changes or adjustments reported in items 13 or 14 of the OMB Form 83-I.**

This decrease in burden hours is directly related to the difference in the number of 2004 grantees and the number of current 2005 grantees. Funds for the CTC program were not included in the President's FY 2006 and FY 2007 budgets. However, fourteen FY 2005 grantees still have ongoing activities that will be completed July 31, 2007. Therefore there is a decrease in burden from 39,600 to 336 hours.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication data, and other actions.**

There are no plans to publish the results of this data collection.

**17. If seeking approval to not display the expiration data for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The Department is not seeking this approval.

**18. Explain each exception to the certification statement identified in item 19, "Certification for Paperwork Reduction Submissions," of OMB Form 83-I.**

This request is in compliance with 5 CFR 1320.9.

**B. Collections of Information Employing Statistical Methods:**

Not applicable.