OFFICE OF VOCATIONAL AND ADULT EDUCATION
READY FOR COLLEGE: ADULT EDUCATION TRANSITIONS PROGRAM

SUPPORTING STATEMENT

A. Justification:

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

   Section 243 of the Adult Education and Family Literacy Act (Act) authorizes the Secretary to establish and carry out a program of national leadership activities to enhance the quality of adult education and literacy programs nationwide. Under the authority of section 243 of the Act, the Secretary plans to support State and local efforts to increase the rate at which adults, aged 18 to 24, successfully complete Adult Secondary Education (ASE) and transition to postsecondary education.

   Many State and local agencies have developed a variety of interventions designed to re-engage out-of-school youth and assist them with the completion of both a high-school equivalency credential and a postsecondary certificate or degree. While the Department is generally aware of these efforts, there is little documentation of either their specific composition or effectiveness. More importantly, little investigation has been conducted on why a particular practice has positive results with out-of-school youth.

   This competition is the first of several activities the Department anticipates to assist States in improving the quality of adult secondary education and building capacity to more effectively increase the transition of out-of-school youth to postsecondary education. By documenting the existing instructional practices of State and local agencies, we will be better able to identify models for other States to adopt as well as plan “next steps” for improving the quality of adult education services so that more adults become “college ready” and able to transition to postsecondary education.
   a)

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.**

   Application information collected will be used by the Department to evaluate and score proposals as part of the selection process for awarding discretionary grants under this program. Selection will be made by the Assistant Secretary, based on an independent review of a panel The panel will review and rate each application independently, discuss each application, then revise ratings and associated comments based on their discussion.

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

   Applications for a discretionary grant under this competition may be submitted electronically or in paper format by mail or hand delivery. We are requesting respondents participate in the submission of applications via Grants.gov. We anticipate that approximately 70% of applicants will submit applications electronically based on our experience with previous discretionary grants and the continual rise in the percentage of entities that apply electronically.

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

   The information requested does not exist elsewhere.

5. **If the collection information impacts small businesses or other small entities (Item 5 of 014B Form 83-1), describe any methods used to minimize burden.**

   Respondents are not small businesses.

6. **Describe the consequence of 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.**

   No information requested in the application package for a discretionary grant is superfluous to the competition. If any of the requested details in the application package are not provided to OVAE, the agency could not properly evaluate proposals, and a quality applicant could not be selected.

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

   No such circumstances exist.

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.**

   A 30-day Federal Register Notice was published on [INSERT DATE] allowing for the public to comment on this information collection. A copy of the notice is attached.

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

   The respondents will not be receiving a payment or a gift for completing the information collection.

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

    Personally-identifiable information is handled in accordance with the Privacy Act and the Freedom of Information Act. No other pledges of confidentiality are made.

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 make special surveys to obtain information on which to base burden estimates. Consultation with a sample of potential respondents is desirable. If the burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated burden and explain the reason for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

  We estimate that approximately 150 entities will submit applications for discretionary grants under the AETP program. OVAE estimates the total to be 9300 hours as depicted below:

	Estimated Number of Burden Hours	Total Per Response	Total for Estimated 150 Responses
Professional Staff	Program Manager -25 hours Accountant/Budget Analyst 25 hours	50	**7500**
Clerical Staff	Secretary/Word Processor	12	**1800**
Total		**62**	**9300**

The estimated professional effort to develop their application is based on two people working full time for 25 hours each (50 hours total). Further, OVAE estimates that 12 hours of clerical time is needed to support professionals in producing an application.

- **If the request for approval is for more than one form, provide separate burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-1.**

The request for approval is for only one form.

- **Provide estimates of annualized cost to respondents for 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 to complete and submit an application is approximately $1,211.00 based on an average hourly rate of $ 21.75--for professional and $10.40 for clerical. Based on the average preparation time of 62 hours per response, it is estimated that 42 hours would be used for review, research, gather information, and, etc. The remaining 20 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 are 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.

Program Office Staff			
1 GS-13 X 1.5 weeks	=	$ 2,400	(based on $42.00 per hour)
1 GS-7 X 1.5 weeks	=	$ 900	(based on $15.00 per hour)
Other Department Staff	=	$ 1,000	
Contracted Staff Activity	=	$11,400	
Total Estimated Federal Cost	**=**	**$19,000**	

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

This is a new collection of data, all hours represent new burden.

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 information, completion of report, publication dates, and other Actions.

There are no plans to publish the collected data.

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

We are not seeking this approval.

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

This request is in compliance with 5CFR 1320.9.

B. <u>Collections of Information Employing Statistical Methods</u>:

Not applicable.