

Memorandum

TO: OMB Desk Officer for the U.S. Department of Education

FR: Karen Dorsey  
Office of Safe and Drug-Free Schools, Safe Schools/Healthy Students

DT: December 12, 2007

RE: Proposed changes to Collection 1865-0004 – Safe Schools/Healthy Students Initiative – Program Announcement/Application Instructions and Forms – CFDA 84.184L – 4/20/2010 expiration date

The purpose of this memo is to outline proposed changes to the Safe Schools/Healthy Students Initiative Program Announcement/Application Instructions and Forms (CFDA 84.184L), OMB Control Number 1865-0004 (henceforth referred to as the SS/HS package). We intend to conduct a SS/HS competition in FY 2008 but would like to make some corrections, clarifications, and updates to the current SS/HS package. The proposed changes do not increase burden; no additional forms or other information is being requested.

In preparing for the FY 2008 competition, SS/HS staff reviewed the questions received via email from applicants and reviewed transcript of technical assistance conference calls (conducted during the FY 2007 competition) to determine if any areas in the SS/HS package lacked clarity. An analysis of the questions asked and the frequency with which they were asked revealed that additional clarification was needed in some instances.

For the purposes of clarification, we are proposing some minor revisions to the current SS/HS application package. We are proposing to: (1) add some terms that are frequently used in the application package to the “Terms” section; (2) revise the discussion of some selected “Terms;” (3) add to the “Frequently Asked Questions” section; and (4) use notes to clarify information included in specific selection criteria. Also we propose to require a single ED 524 form – instead of two ED 524 forms – be submitted with the application. Finally, we did not include instructions for addressing the DHHS Participant Protections, and Confidentiality requirements in the SS/HS package, so we need to include those instructions in the FY 2008 SS/HS application package. (We addressed this omission during the FY 2007 competition by posting the information on the website and advising applicants of the omission during the technical assistance calls.)

We believe that these proposed changes would significantly improve the clarity of the SS/HS package and pose no additional burden on respondents. If you have any questions you can reach me at 202-708-4674 or via email at [Karen.Dorsey@ed.gov](mailto:Karen.Dorsey@ed.gov).