

**Streamlined Process for Education Department
General Administrative Regulations (EDGAR)
Menu of Selection Criteria**

**Supporting Statement for Request for Approval
Under the Paperwork Reduction Act of 1995**

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 regulation mandating or authorizing the collection of information.

Although this is rarely used, this process allows grant programs, in a subsequent year of the approved collection, to change their program specific criteria to EDGAR criteria. This process generally relates to programs who have used the 1890-0001 process in a previous year but wish to move one or more criterion to EDGAR in a subsequent year of their approved application. If the program still has program specific requirements, they cannot use the 1890-0009 process and therefore, must use this process ONLY if some or all program specific criteria will be changing to EDGAR criteria, there are no other substantive changes to the approved application, and the application still contains a program specific requirement. No public comment period notices are required since the Master Plan covers this process, and the individual applications account for their burden under their individual OMB control numbers. ED submits these requests via the OMB83 C (change worksheet) process. A copy of the proposed selection criteria to the approved application is also submitted for review. Based on the original OMB/ED agreement, the clearance time for this process is 10 days at OMB.

ED is now requesting continued approval of a streamlined process (approximately 10 days) for approved application packages. This process allowed programs, in a subsequent year of the approved collection, to change the EDGAR criteria and/or factors if they previously used criteria from the same menu or change from the old EDGAR criteria to the new EDGAR criteria. No other changes (or substantive changes) will occur in the approved application.

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.

Streamlined Process for Education Department General Administrative Regulations (EDGAR) Menu of Selection Criteria

Although this process is used rarely, programs that choose to change their selection criteria to EDGAR in a subsequent year of their approved application may seek an expedited clearance through OMB. The criteria considerations include:

- All program criteria moving to EDGAR or statutory criteria,
- Some program criteria moving to EDGAR criteria; and
- **Changing an existing set of EDGAR criteria to a new set of EDGAR criteria (includes adding or deleting EDGAR criteria).**

Under this expedited process, the public comment period will be eliminated and OMB will review each request within 10 days. If there are any other changes to the approved application or if the application is close to renewal, the program must go through the streamlined (60 day) OMB clearance process for discretionary grants, which includes one public comment period. When submitting the request to change criteria to EDGAR, programs must include the following:

- *A memorandum, addressed to the OMB Desk Officer, stating:*
 - *the title, the OMB control number of the approved application and expiration date;*
 - *the OMB control number 1890-0006) reference for this streamlined EDGAR process;*
 - *the type of criteria change (such as program criteria to EDGAR);*
 - *and the requested approval date.*
- *A copy of the EDGAR criteria the program plans to use*

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.

Program Offices are building information collections in electronic format and 60% of submissions are electronic.

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.

As noted in the response to question 1 we will use this collection in rare circumstances.

**Streamlined Process for Education Department
General Administrative Regulations (EDGAR)
Menu of Selection Criteria**

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

The regulation does not affect small businesses or other small entities.

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.

As noted in the response to question 1, we will use this collection as needed.

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

There are no special circumstances.

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.

The appropriate 60-Day and 30-Day Federal Register Notices for Public review and comment will be published.

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

The selection criteria will be used to select among applicants which applicant(s) will receive a grant. All selections are made on a competitive basis. There is no promise of payment to those submitting applications to be evaluated under these criteria.

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

**Streamlined Process for Education Department
General Administrative Regulations (EDGAR)
Menu of Selection Criteria**

No confidential information is collected.

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. The 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.

No information of a sensitive nature is collected.

12. Provide estimates of the hour burden of the collection of information.

The actual burden will be determined by the programs using this information collection instrument, based upon the particular competition, the estimated burden hours for each information collection and the estimated number of respondents when submitted to OMB on an individual basis. Therefore, we continue to request 1 respondent and 1 burden hour since programs will be submitting their own grant applications for approval separately.

The total annual cost burden to respondents will be described by each program using these criteria.

13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)

There are no start-up costs to respondents.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this

**Streamlined Process for Education Department
General Administrative Regulations (EDGAR)
Menu of Selection Criteria**

collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

The annualized cost to the Federal Government will be described in each application package using these criteria. There is no specific annualized cost to the Federal Government resulting from these regulations.

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

There is no change in 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 of information, completion of report, publication dates, and other actions.

There are no plans to publish this information.

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.

All application packages using the criteria in these regulations will display the OMB expiration date assigned to the application package which is being used.

18. Explain each exception to the certification statement identified in Item 20, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

There are no exceptions to item 19 on the Paperwork Reduction Act Submission Form, OMB-83-I.

B. Collection of Information Employing Statistical Methods

No statistical methodology will be used.