

Supporting Statement Part B for Paperwork Reduction Act Submissions

Overview

This document has been prepared to support clearance of procedures and data collection instruments to be used in the U.S. Department of Education's study to obtain data on the usage of Reading First grant funds. This Study of Reading First Expenditures falls under the Reading First Best Practices contract # ED-04-CO-0041-0004. This overview briefly describes the purpose and methodology of this study.

Part B. Collections of Information Employing Statistical Methods

B.1 Potential Respondent Sampling and Selection Methods

Not applicable. No sampling will occur.

B.2 Procedures for Collection of Information

Not applicable. No sampling will occur.

B.3 Response Rates and Non-responses

RMC expects one hundred percent response rates from SEAs, and a minimum eighty percent response rate from LEAs. As part of their grant applications, SEAs and LEAs agreed to participate in any studies of Reading First.

Because RMC plans to sample the universe of potential respondents, non-responders will be easy to identify. In order to minimize such non-responders, a letter informing grantees and subgrantees of the study will be sent by the Department. The letter will remind all grantees that as part of their agreement in accepting funds, they also agreed to respond to requests for information about the use of said funds.

Additionally, by securing the help of SEAs in contacting LEAs, potential respondents will be more likely to participate. Frequent reminders will be easy to send out by electronic means and can be done so on a regular schedule. And finally, the burden to respond will be eased because RMC will be available to answer any questions respondents have about the survey.

B.4 Tests of Procedures or Methods

The survey will be piloted with six or seven state and local grantees. The pilot testing will help ensure: the survey clarity, ease of completing the surveys, a smooth electronic process for administering the surveys. RMC will make adjustments to the surveys or any technological issues as required by the pilot testing results. RMC will also conduct brief interviews with respondents to make sure all comments, suggestions, and issues with completion are understood and resolved. Since all pilot testing respondents would need to complete the survey regardless, no additional burden will be placed on them by agreeing to help.

ED wishes to survey the universe of LEA and SEA recipients of Reading First funds. In surveying the universe of LEA and SEA Reading First recipients, it will be possible to disaggregate data at a finer level than would be possible using a sample. Although a universe survey may differ from methods generally used for these types of surveys, ED wishes to understand the variance in use of funds by type of locality, grant size, demographic makeup (i.e., student subgroups), and funding year, among other sub-variables.

B.5 Contact Information for Statistical or Design Consultants

A team of four professional staff from the Portsmouth, New Hampshire office of RMC Research Corporation will conduct the Reading First Obligated Funds Study.

- Ralph Adler, Senior Research Associate and Reading First Best Practices Project Director, will monitor the overall progress of the project, provide oversight on the budget and expertise concerning Reading First program content.
- Kim Streitburger, Senior Research Associate, will serve as Study Director.
- Dr. Tracey Martin, Research Associate, will be responsible for administration management and data analysis.
- John Parsons, Information Services Specialist, will work with the team to design the online surveys, database and will serve as technical assistant.

The RMC offices can be reached by telephone at 1-800-258-0802, or via email, via the Survey Director, at kstreitburger@rmcres.com.