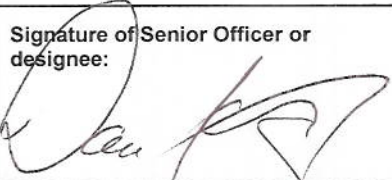


PAPERWORK REDUCTION ACT CHANGE WORKSHEET

Agency/Subagency U.S. Department of Education/Office of Vocational and Adult Education		OMB Control Number 1830-0563
Enter only items that change Current Record		
	NA	New Record NA
Agency form number(s)	NA	NA
Annual reporting and record keeping hour burden		
Number of respondents		
Total annual responses	93	93
Percent of these responses collected electronically	0%	0%
Total annual hours	2,147	2,147
Difference		0
Explanation of difference		0
Program Change		0
Adjustment		NA
Annual reporting and record keeping cost burden (in thousands of dollars)		
Total annualized capital/startup costs	NA	NA
Total annual costs (O&M)	NA	NA
Total annualized cost requested	NA	NA
Difference		NA
Explanation of difference		NA
Program Change		NA
Adjustment		NA
<p>Other change** The purpose of this change sheet is to comply with the provisions of a technical amendment to the Incarcerated Individual grant program signed by the President on July 1, 2009 (Pub.L. 111-39). This amendment altered the factors in the program's funding formula, and thus necessitated a change in the data collection which supports the calculations to determine allocations State by State. Each grantee will still complete one population data request form requesting slightly different population information.</p>		
Signature of Senior Officer or designee:	Date:	For OIRA Use
	7-29-09	_____ _____

**This form cannot be used to extend an expiration date
OMB 83-C

July 27, 2009

Dear Authorized Official:

We request that you complete and return the attached "Eligible Population Data Request Form" by August 31, 2009. This information is needed to calculate final 2009 State allocations for the *Grants to States for Workplace and Community Transition Training for Incarcerated Individuals* (Incarcerated Individuals) program, previously titled *Grants to States for Workplace and Community Transition Training for Incarcerated Youth Offenders Program*.

The attached, revised form does not include two eligibility factors that bear on the funding formula for this program and were included in the original 2009 Eligible Population Data Request Form. These factors are having a secondary school diploma or its recognized equivalent and being free of convictions of certain specified crimes. Some States had difficulty in providing complete and accurate information on these two factors, particularly the number of incarcerated individuals with a secondary school diploma or its recognized equivalent, when the Department requested it earlier this year. In response to this problem, Congress passed a technical amendment delaying the use of these eligibility factors in the funding formula until 2010. President Obama signed these changes into law on July 1, 2009 (Pub. L. 111-39). (Please note, however, that the eligibility requirements for students receiving services have not changed, and therefore program participants must meet all the eligibility requirements, including having obtained a secondary school diploma or its recognized equivalent and not having been convicted of any crime described in section 821(e)(3) of the statute that authorizes this program).

The Department issued a Notice of Grant Award on July 1, 2009 for a portion of your State's 2009 allocation. The letter accompanying that award included approval of your 2009 application and explained that because of the data problems, the Department was awarding only half of the 2009 program funds on that date. The data you submit through the attached form will help us award the remaining 2009 funds.

Please note that in 2010 and subsequent years, State applications for funds under this program will be required to provide population data that reflect the two additional eligibility factors. If your State was one of the States that had difficulty in providing this information for 2009, please take advantage of the one-year delay to ensure that you are able to provide it for the 2010 project year. We will be asking for this information in April or May 2010.

Please feel free to contact me (john.linton@ed.gov; 202-245-6592) or Zina Watkins (zina.watkins@ed.gov; 202-245-6197) if you have any questions. Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Linton', with a stylized flourish at the end.

John Linton

Enclosures:

Eligible Population Data Request Form, FY2009, Revised

**Grants to States for Workplace and Community Transition Training for
Incarcerated Individuals**

Eligible Population Data Request Form, FY2009

(2009 second administration necessitated by a technical amendment to the program's authorizing statute.)

From the amount appropriated, the Secretary allots to each participating State/territory an amount that bears the same relationship to the amount appropriated as the total number of eligible students in each State bears to the total number of eligible students in all States. For the purpose of the formula, an "eligible student" means a male or female offender who is—

- (a) Incarcerated in a State prison, including a pre-release facility;
- (b) Eligible to be released or eligible for parole within seven years; and
- (c) 35 years of age or younger.

So that the Department can successfully implement the formula and allocate funds under this program, please complete the items below by providing data that are current as of August 10, 2009. If an August 10, 2009 count is not possible, please use the closest possible date and indicate on this blank what the day is: _____)

1. The number of individuals within your state/territory who are incarcerated in a State prison, including prerelease facilities: _____
2. Of those counted in number 1, the number who are eligible for release or parole within seven years of the date of your count: _____
3. Of those counted in number 2, the number who are 35 years of age or younger, as of the date of your count: _____ (This is your official count)

State or Territory Name: _____

Person completing this form

Printed Name _____ Signature _____

Title and Contact Information: _____

Please fax or e mail the completed form, no later than August 31, 2009. In addition, please forward a hard copy with original signature for certification purposes. Submit to: Ms. Zina Watkins, Office of Vocational and Adult Education, U.S. Department of Education, 400 Maryland Avenue SW, PCP # 11-030, Washington, DC 20202-7480.

Questions: Zina Watkins, 202-245-6197; zina.watkins@ed.gov

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1865-0011. The time required to complete this information collection is estimated to average 10 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Office of Vocational and Adult Education, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-7240.