

**SUPPORTING STATEMENT**  
**FOR PAPERWORK REDUCTION ACT SUBMISSION**

**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.

The Improving Literacy Through School Libraries (LSL) program, authorized under Title I, Part B, Subpart 4, section 1251 of the Elementary and Secondary Education Act of 1965, as amended (ESEA), awards competitive grants to eligible local educational agencies (LEAs) to improve student reading achievement by improving school library services. The grants provide access to up-to-date books and school library materials; technologically advanced school library media center; and professionally certified school library media specialists. This information collection was specifically created for LSL grantees that are, by statute, required to provide specific information on their project outcomes.

This information is required by the program statute under Title I, Part B, Subpart 4, section 1251(h) (1) of ESEA, as amended. Each respondent will report on how the funding was used and the extent to which the availability of, the access to, and the use of, up-to-date school library media resources in the elementary and secondary schools served by the eligible local educational agency was increased. This final report makes specific requests for easily retrieved information on each approved activity, personnel descriptions, and outcomes that cannot be derived from any other information collection.

In addition, under subsection (j)(1), the statute requires independent evaluations of the activities supported by funds and their impact on improving the reading skills of students not later than three years after the date of the enactment of the ESEA, as amended and biennially thereafter. This information collection is one of three sources of data for the congressionally mandated report on the program.

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.

As project periods end, the form will be made available electronically by LSL Program staff to the grantees. The information will be used to gather needed information on outcomes, including project activities, personnel, and reading achievement. The project

outcomes will provide needed information to complete the report required by Congress and to provide accountability for the GPRA requirements. The information will also guide future program management decisions.

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.

This collection would permit electronic submission of responses.

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.

This information collection is specifically tied to the outcomes predicted by the grantees' proposals. No other information collection retrieves this information from the program's grantees.

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.

This collection of information does not impact 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.

If this collection of information is not conducted annually, the information required by the statute for program outcomes would not be available.

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

requiring respondents to report information to the agency more often than quarterly;

Not Applicable: The collection is only required annually.

requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it,

Respondents will have more than 30 days after receipt to prepare a response

requiring respondents to submit more than an original and two copies of any document;

Respondent s will submit a copy via electronic mail in MS Word or PDF format

requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;

Respondents will retain records for at least three years.

in connection with a statistical survey, that is not designed to produce valid and reliable results than can be generalized to the universe of study;

This is not applicable to this collection of information.

requiring the use of a statistical data classification that has not been reviewed and approved by OMB;

This information collection does not require use of a statistical data classification that has not been reviewed and approved by OMB.

that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use;

This collection does not include such a pledge of confidentiality.

or

requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

This collection does not require respondents to submit proprietary trade secrets.

This collection is in compliance with 5 CFR 1320.5.

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 60 and 30 day comment periods were provided and no comments were received under the 60-day period.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instruction and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

ED consulted with several grantees regarding this performance report at meetings, conferences, and during teleconferences about the information collection on an annual basis. The respondents agreed that the report's format was succinct and streamlined. The requested data is easily available for reporting purposes. In addition, they estimated that it would take an average of four hours to complete.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every three years – even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

No circumstances precluded consultation, which did occur.

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

There are no payments or gifts to respondents.

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

There is no need for an assurance of confidentiality.

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.

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 conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in item 13 of OMB Form 83-I. This request covers one form.

The number of respondents is about 70 respondents x 4 hours/response=280 hours annual burden. Given the number of questions and the options made available, this form is relatively easy to complete. It reflects the choices of activities made in the approved application and information that is asked for in the statute. The information requested is easily available and it is being compiled during the grant period.

Provide estimates of annualized cost to respondents of 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 not be included in Item 14.

Respondents maintain the information for this report as a matter of course as they administer the project. We estimate that the respondent's costs= \$25 X 280=\$7,000.

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.)

The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government or (4) as part of customary and usual business or private practices.

Total Annualized Capital/Startup Cost	:	\$0
Total Annual Costs (O&M)	:	\$0

Total Annualized Costs Requested : \$0

There are no startup costs for this collection.

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

Annual Cost to the Federal Government:

The information collection provides part of the legislatively required information to show outcomes.

Time of ED Staff devoted to review: 1 hour x 70 x \$48=\$3,360.

This is a cost that is part of the responsibility of the program staff's responsibilities.

We plan to send the report electronically to all grantees.

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

The reduction of 220 hours is an adjustment resulting from (1) fewer respondents and (2) an increase in the number of reports submitted electronically as compared to the previous submission.

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.

The report will be submitted to Congress.

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.

The expiration date for OMB approval will be displayed on the information collection.

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.

## **B. Collection of Information Employing Statistical Methods**

The agency will not be employing statistical methods.

