

U.S. Department of Education

National Professional Development Program: Grantee Performance Report

Section A

*Office of Management and Budget
Clearance Package Supporting Statement
and Data Collection Instrument*

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**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION**

INTRODUCTION

The National Professional Development (NPD) program provides professional development activities intended to improve instruction for students with limited English proficiency (LEP) and assists education personnel working with such children to meet high professional standards. The NPD program office is submitting this application to request approval to collect information from NPD grantees. The proposed data collection serves two purposes. First, the data are necessary to assess the performance of the NPD program on *Government Performance Results Act (GPR)* measures (see Section A1, below). Second, budget information and data on project-specific performance measures are collected from NPD grantees for project-monitoring information.

This application contains the justification for this request. The proposed data collection form is the Grantee Performance Report. This form will be completed semi-annually and serve as the grantee's annual performance report (APR) which is submitted in the spring and complete data report (CDR) which is submitted the following fall. The grantee will also use this form for their final performance report. The form and its instructions are contained in Appendix C.

A. JUSTIFICATION

A1. Circumstances Making the Collection of Information Necessary

Information in the NPD grantee performance report is being collected in compliance with the *Elementary and Secondary Education Act of 1965*, as reauthorized by the *No Child Left Behind Act of 2001*, Title III, Sec. 3131; 20 USC 6861 shown in Appendix A), the *Government Performance Results Act (GPR)* of 1993, Section 4 (1115) (shown in Appendix B), and the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.253. EDGAR states that recipients of multi-year discretionary grants must submit an APR demonstrating that substantial progress has been made towards meeting the approved objectives of the project. In addition, discretionary grantees are required to report on their progress toward meeting the performance measures established for the U.S. Department of Education (ED) grant program.

The *GPR* performance objective for the program is *to improve the quality of teachers of LEP students*. There are six performance measures associated with this objective. They are:

- Measure 1.1:** The percentage of pre-service program completers who are state and/or locally certified, licensed, or endorsed in LEP instruction.
- Measure 1.2:** The percentage of pre-service program completers who are placed in instructional settings serving LEP students within 1 year of program completion.
- Measure 1.3:** The percentage of pre-service program completers who are providing instructional services to LEP students 3 years after program completion. (This measure applies to grants awarded in 2010 onward).
- Measure 1.4:** The percentage of paraprofessional program completers who meet state and/or local qualifications for paraprofessionals working with LEP students.
- Measure 1.5:** The percentage of in-service teacher completers who complete state and/or local certification, licensure, or endorsement requirements in LEP instruction as a result of the program.
- Measure 1.6:** The percentage of in-service teacher completers who are providing instructional services to LEP students.

A customized grantee performance report that goes beyond the ED 524B APR is requested to facilitate the collection of more standardized and comprehensive data to address the program's *GPR*A measures, to improve the overall quality of data collected, and to increase the quality of data that can be used to inform policy decisions.

A2. Purposes and Uses of the Data

In 1993, *GPR*A was passed, requiring that federally funded agencies develop and implement an accountability system based on performance measurement. Grantees are required to report on their progress toward meeting the objectives and goals established for each ED grant program.

The purpose of this data collection is to obtain the data necessary for *GPR*A reporting and project monitoring. NPD grantees will submit these data semi-annually to the Office of English Language Acquisition program office. Grantees will provide targets for their performance data in the APR in the spring. Grantees will report actual performance data and progress towards reaching their targets in the CDR in the fall. The same form will be used for each data collection.

The program office staff will aggregate and report the actual *GPR*A performance data to ED's Budget Service. This information supports ED's budget request for programs, ensures program implementation is focused on results, aids the Department in planning technical assistance activities, and ensures that performance is measured by outcomes achieved. The aggregated actual performance data will also be included in ED's annual Program Performance Report.

The program office staff will also examine each grantee's performance data against project objectives and targets to determine the grantee's progress toward meeting its own goals. Grantees are also to report budget information, which the program office uses for monitoring purposes. The proposed data collection form will facilitate the collection of more standardized and comprehensive data for project monitoring. For grantees in their final year of funding, the proposed data collection form also serves as their final performance report.

A3. Use of Technology to Reduce Burden

The grantee performance report will be completed and submitted electronically. This may improve the timeliness of submission, accuracy of data, and reduce cost or burden associated with regular mail.

A4. Efforts to Identify Duplication

There is no duplication of reporting. The information requested for this reporting is not collected or reported elsewhere.

A5. Methods to Minimize Burden on Small Entities

The data collection does not involve small businesses or other small entities.

A6. Consequences of Not Collecting Data

Annual or periodic performance reporting is stipulated in *GPR*A 1993, Section 4. Reporting via the data collection form provides a standardized means for grantees to report on project activities and outcomes as described in their grant proposal and reduce variation in data provided on program outcomes.

A7. Special Circumstances

There are no special circumstances that would require the collection to be conducted in a manner inconsistent with OMB guidelines.

A8. Federal Register Comments and Persons Consultants Outside the Agency

OELA published a 60-and-30-day Federal Register Notice, with no public comments.

A9. Payments or Gifts

There are no payments or gifts to grantees in support of the data collection.

A10. Assurances of Confidentiality

There are no assurances of confidentiality to grantees.

A11. Justification of Sensitive Questions

There are no questions of a sensitive nature.

A12. Estimates of Hour Burden

Exhibit A-1 below presents a summary of the annual estimated response burden for the APR and CDR in terms of both total estimated hours and total estimated cost.

Data Source	Estimated Number of Respondents	Estimated Annual Burden (in Hours)	Total Estimated Annual Cost (in Dollars)¹
APR submission (due in the spring)			
Current grantees	115	10	\$57,500
CDR submission (due in the fall)			
Current grantees	115	40	\$230,000
Total	115	50	\$287,500

¹Based on an estimated hourly rate of \$50. There are no new grantees for the 2014 fiscal year.

A13. Estimate of Cost Burden to Respondents

There are no additional costs to respondents or record-keepers resulting from each collection other than that already reported in A12 and A14, including capital or start-up costs, or operation, maintenance, or purchase of services.

A14. Estimate of Annual Cost to the Federal Government

The NPD program office staff will conduct the data collections for the grantee performance report. There are currently 115 grantees. No new grants will be awarded during the 2014 fiscal year. It should take approximately one hour of staff time to assess the completeness and quality of each grantee's performance report for the APR data collection. This review should take approximately three hours for each grantee's performance report for the CDR data collection. Given that each hour of program office

staff time (including overhead) costs the federal government about \$43 (grade 13, step 1), the federal cost is \$4,945 for the APR data collection and \$14,835 for the CDR data collection. Therefore, the total annualized federal cost for both data collections will be approximately \$19,780.

A15. Program Changes or Adjustments

There is no request for change or adjustment to collection process. In previous years, the program office collected similar information through the ED 524B. The reporting templates in the customized grantee performance report will increase data quality and will allow the program office to aggregate information for reporting on the program's *GPRA* measures.

A16. Plans for Tabulation and Publication of Results

There are no plans for publication beyond reporting results to ED's Budget Service for compliance with *GPRA* and publication in ED's Annual Program Performance Report. Should this opportunity arise, the program office will follow OMB recommended steps to ensure information quality. Following this, the program office will engage in peer review by Education Department colleagues as well as experts in the field for any publication of analyses resulting from APRs.

A17. Approval to Not Display the OMB Expiration Date

The OMB number and expiration date will be displayed on the data collection form.

A18. Explanation of Exceptions

There are no exceptions to the certification statement.