
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (CNCS) has procured a Learning Management System (LMS) to enhance training and technical assistance at the agency. The Office of Research and Evaluation (ORE) is using this tool to enhance existing methods of teaching and learning about program evaluation and research topics. ORE has programmed 12 Evaluation Core Curriculum courses on the LMS for users to explore interactively. In order to enhance the utility of the courses, R&E would like implement “knowledge checks” in the form of topically focused pre/post-test questions so that participants can identify knowledge gaps that need to be addressed with further learning. This will also enable ORE to see where common learning issues arise, and where additional resources should be targeted.

A2. Indicate how, by whom, and for what purpose the information is to be used.

Respondents will be anyone who takes one of the 12 LMS courses falling under the Evaluation Core Curriculum on the Office of Research and Evaluation LMS page or in the Office of Research and Evaluation LMS library. Information gathered will enable ORE to see where common learning issues arise, and where additional resources should be targeted.

A3. Minimize Burden: Use of Improved Technology to Reduce Burden

CNCS will be eliciting and accepting applicants’ response to the pre- and post-test questions electronically via the LMS system.

A4. Non-Duplication

There are no other sources of information by which CNCS can meet the purposes described in A2 (above).

A5. Minimizing for economic burden for small businesses or other small entities.

This collection of information does not impact small businesses because they are not eligible for CNCS grants and would not be electing to participate in the CNCS provided training/technical assistance. There is no economic burden to any other small entities beyond the cost of staff time to take the pre- and post-test assessments.

A6. Consequences of the collection if not conducted, conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The Corporation will be unable to request the necessary information to assess knowledge gains in grantees electing to take the CNCS provided training/technical assistance.

A7. Special circumstances that would cause information collection to be collected in a manner requiring respondents to report more often than quarterly; report in fewer than 30 days after receipt of the request; submit more than an original and two copies; retain records for more than three years; and other ways specified in the Instructions focused on statistical methods, confidentially, and proprietary trade secrets.

There are no special circumstances that would require the collection of information in these ways.

A8. Provide copy and identify the date and page number of publication in the Federal Register of the Agency's notice. Summarize comments received and actions taken in response to comments. Specifically address comments received on cost and hour burden.

The 60 day *Notice* soliciting comments was published on Monday, March 12, 2018 on page 10714. No comments were received.

A9. Payment to Respondents

There are no payments or gifts to respondents.

A10. Assurance of Confidentiality and its basis in statute, regulation, or agency policy.

Grantee responses are anonymous, and the Corporation will strive to protect respondents' privacy and maintain confidentiality, unless required by law to do otherwise.

A11. Sensitive Questions

The information collection does not include questions of a sensitive nature.

A12. Hour burden of the collection

We expect approximately 100 respondents to take the LMS pre- and post-test assessments. The frequency of response will not be greater than annually, and should not exceed 5 minutes per course; which totals 1 hour maximum across all courses per respondent.

A13. Cost burden to the respondent

There is no cost to the respondent beyond the cost of staff time to take the assessment.

A14. Cost to Government

There are no additional costs to the Government.

A15. Reasons for program changes or adjustments in burden or cost.

Not applicable.

A16. Publication of results

Not applicable. The purpose of these pre- and post-test questions is solely to enable participants to identify knowledge gaps that need to be addressed with further learning, and to enable ORE to see where common learning issues arise, to decide where additional resources should be targeted.

A17. Explain the reason for seeking approval to not display the expiration date for OMB approval of the information collection.

Not applicable.

A18. Exceptions to the certification statement

There are no exceptions to the certification statement in the submitted ROCIS form.