

## SUPPORTING STATEMENT

### FOR PAPERWORK REDUCTION ACT SUBMISSION

OMB Number : 1810-0756

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

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. The following documentation should be provided with the Supporting Statement Part A to the extent that it applies to the methods proposed. For further information, please obtain a copy of the FAQs for statistical surveys by the Office of Management and Budget [via this link](#). The standards and guidelines are available from ICCD's SharePoint site here.

- 1. Describe the potential respondent universe (including a numerical estimate) and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, state and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The U.S. Department of Education (the Department) is requesting clearance to collect data from states annually about how Title II, Part A funds are used; how funds are used to improve equitable access to teachers for low-income and minority students; and where applicable, evaluation and retention data for teachers, principals, and other school leaders. The reporting requirements are outlined in Section 2104(a) of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act of 2015 (ESSA).

Respondents include representatives from 50 states, the District of Columbia, and Puerto Rico. It is expected that their response rate will be 100%.

- 2. Describe the procedures for the collection of information, including:**

- **Statistical methodology for stratification and sample selection.**
- **Estimation procedure.**
- **Degree of accuracy needed for the purpose described in the justification.**
- **Unusual problems requiring specialized sampling procedures, and**
- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

**Notification, Recruitment, and Data Collection.** The contractor study team will send the Title II Coordinator a notification letter (see Appendix C) explaining the study and emphasizing the importance of the state's response to this data collection. The letter also will include login information. States receiving educational funds are obligated to participate in Department evaluations (Educational Department General Administrative Regulations (EDGAR) (34 CFR § 76.591). The state letter will note the mandatory nature of the state's response.

The study team will follow-up by phone to answer any questions and identify who should be the state-level respondent point of contact. The notification letter and invitation email will be sent to the chief state school officer in each of the 50 states, the District of Columbia, and Puerto Rico beginning in June 2021 and will include a URL to the web-Based data collection form and reference an invitation email they will receive shortly after the letter is mailed. The state survey URL will include embedded login information to reduce the number of communications from the study team to the state to securely provide login information separate from the survey URL. This method of providing login information also reduces the burden of sharing access to the survey within the state if a different respondent is identified as the best person to complete the survey.

The contractor study team will monitor completion rates, review the survey responses for completeness through the field period, and follow-up by email and telephone as needed to answer questions and encourage completion.

**Statistical Methodology for Stratification and Sample Selection.** The study will include all 50 states, the District of Columbia, and Puerto Rico. Based on experience, the study design assumes that all states will respond. Therefore, the study team does not plan to construct weights to account for state-level nonresponse.

**Estimation Procedures.** No estimation procedures are needed since we will survey all 50 states, the District of Columbia, and Puerto Rico.

**Degree of Accuracy Needed.** We will survey the universe of states.

**Universal Problems Requiring Specialized Sample Procedures.** There are no unusual problems requiring specialized sampling procedures.

**Use of Periodic (less than annual) Data Collection to Reduce Burden.** Section 2104(a) of the Elementary and Secondary Education Act (ESEA) requires SEAs to provide a description of how Title II, Part A funds are used; how funds are used to improve equitable access to teachers for low-income and minority students; and, where applicable, evaluation and retention data for teachers, principals, and other school leaders. To understand how SEAs are using Title II, Part A funds and if SEAs are improving equitable access to teachers for low-income and minority students as outlined under Section 2104(a), the Department requires information on an annual basis.

**3. Describe methods to maximize response and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be**

**provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.**

The study team will work with SEAs to explain the importance of this data collection effort and to make it as easy as possible to comply. We will provide the OMB clearance information along with a clear description of the study and its importance. We will be courteous but persistent in follow-up with participants who do not respond in a timely manner to our attempts. We also will be very flexible gathering the data, allowing different people to respond if necessary. Project staff will monitor completion rates and follow-up by email and telephone as needed to answer questions and encourage completion. Throughout the data collection period, project staff will review data provided for completeness and follow-up with respondents with any questions about data and provide respondents with an opportunity to update data if needed.

- 4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

Prior to the previous clearance, the study contractor convened a group of 6 staff from 5 SEAs of varying sizes and locations to conduct an expert review and provide feedback on the new survey questions through a facilitated focus group discussion. The team used the feedback from the expert reviewers to revise the survey questions and burden statement. The decision not to make changes for this clearance is based on feedback from survey recipients suggesting the questions are clear.

- 5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other persons who will actually collect and/or analyze the information for the agency.**

The SEA survey is being administered to the universe of states.