

SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION

- 1. Explain the circumstances that make the collection of information necessary. What is the purpose for this information collection? Identify any legal or administrative requirements that necessitate the collection. Include a citation that authorizes the collection of information. Specify the review type of the collection (new, revision, extension, reinstatement with change, reinstatement without change). If revised, briefly specify the changes. If a rulemaking is involved, list the sections with a brief description of the information collection requirement, and/or changes to sections, if applicable.**

This collection, currently approved by OMB under control number 1810-0576, covers the consolidated State plan (previously known as the consolidated State application), as well as assessment peer review guidance. This is a request for extension without change.

Section 8302 of the ESEA, as amended by the ESSA, permits each SEA, in consultation with the Governor, to apply for program funds through submission of a consolidated State plan (in lieu of individual program State plans). The purpose of consolidated State plans as defined in ESEA is to improve teaching and learning by encouraging greater cross-program coordination, planning, and service delivery; to enhance program integration; and to provide greater flexibility and less burden for State educational agencies.

The programs covered by the consolidated State plan are –

Title I, Part A	Improving Basic Programs Operated by Local Educational Agencies
Title I, Part B, section 1201	Grants for State Assessments and Related Activities
Title I, Part C	Education of Migrant Children
Title I, Part D	Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
Title II, Part A	Supporting Effective Instruction
Title III, Part A	Language Instruction for English Learners and Migrant Students
Title IV, Part A	Student Support and Academic Enrichment Grants
Title IV, Part B	21 st Century Community Learning Centers
Title VI, Part B, subpart 2	Rural and Low-Income School Program.
Title VII, subtitle B of the McKinney-Vento Homeless Assistance Act	Education for Homeless Children and Youths Program

Section 1111(b)(2)(A) of the ESEA, as amended by the ESSA, requires States to implement a set of high-quality student academic assessments in mathematics and reading or language arts, and science. The State plan must contain information on a

State's academic assessments, and under section 1111(a)(4)(A), the Secretary must establish a peer-review process to assist in the review of such plans.

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.**

The Department will use the information from the consolidated State plan as the basis for approving funding under the included programs. The Department also will use this information to ensure compliance with statutory and regulatory requirements and to assess the progress States make toward achieving the program outcomes of ESEA. This information collection will allow the Department to monitor the effectiveness of the use of program funds, and to provide grantees with technical assistance.

This information collection will also continue to allow the Department to conduct assessment peer review, consistent with assessment peer review guidance issued in September 2018. Assessment peer review is currently underway to ensure the academic assessments States use for accountability purposes are of sound technical quality. Assessment peer review also now include reviews English Language Proficiency (ELP) assessments

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. Please identify systems or websites used to electronically collect this information. Also describe any consideration given to using technology to reduce burden. If there is an increase or decrease in burden related to using technology (e.g. using an electronic form, system or website from paper), please explain in number 12.**

The consolidated State plan template and assessment peer review guidance will be available to States electronically. Where applicable, States may include html references, electronic files, or other existing documentation to comply with the requirements listed in the plan.

4. **Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

The consolidated State plan collection is an effort to avoid duplication. If States submit consolidated State plans, they are not required to submit individual plans for the covered programs. Further, there is no other mechanism for securing the information required for assessment peer review.

5. **If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden. A small entity may be (1) a small**

business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction, which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.

Small businesses have not been impacted by this data collection. States submit consolidated State plans, and are subject to the requirements of assessment peer review.

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.

This collection will ensure that States provide the information the Department requires to fulfill its fiduciary and oversight responsibilities; without this information, the Department will not be able to fulfill these responsibilities. The ESSA requires States to submit an application for ESEA programs funded through the Department, but permits States to submit a consolidated State plan. Academic and ELP assessments are one element covered by the State plans, and this collection allows the Department to ensure that a State's assessments, which are used for accountability purposes on Title I of the ESEA, are valid, reliable, and fair for all students.

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;**
- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than 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;**
- **requiring the 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 that unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances that apply to this collection.

- 8. As applicable, state that the Department has published the 60 and 30 Federal Register notices as required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

Include a citation for the 60 day comment period (e.g. Vol. 84 FR ##### and the date of publication). Summarize public comments received in response to the 60 day notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. If only non-substantive comments are provided, please provide a statement to that effect and that it did not relate or warrant any changes to this information collection request. In your comments, please also indicate the number of public comments received.

For the 30 day notice, indicate that a notice will be published. 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.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 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.

On August 10, 2023, a 60-day Federal Register Notice requesting public comment was published (Vol. 88, No. 153, page 5310). We received one comment that we have provided a response to in a separate document. No changes were made to the collection based on the comment.

The Department will now publish a 30-day Federal Register notice seeking public comment.

- 9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees with meaningful justification.**

No payment or gifts will be provided to respondents.

- 10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If personally identifiable information (PII) is being collected, a Privacy Act statement should be included on the instrument. Please provide a citation for the Systems of Record Notice and the date a Privacy Impact Assessment was completed as indicated on the IC Data Form. A confidentiality statement with a legal citation that authorizes the pledge of confidentiality should be provided.¹ If the collection is subject to the Privacy Act, the Privacy Act statement is deemed sufficient with respect to confidentiality. If there is no expectation of confidentiality, simply state that the Department makes no pledge about the confidentiality of the data. If no PII will be collected, state that no assurance of confidentiality is provided to respondents. If the Paperwork Burden Statement is not included physically on a form, you may include it here. Please ensure that your response per respondent matches the estimate provided in number 12.**

There is no assurance of confidentiality provided to respondents with regard to required information. Respondents are given the option to request that optional extra evidence not be made public. We do not request any Personally Identifiable Information.

- 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.**

This collection does not ask questions of a sensitive nature.

- 12. Provide estimates of the hour burden for this current information collection request. The statement should:**

- **Provide an explanation of how the burden was estimated, including identification of burden type: recordkeeping, reporting or third party**

¹ Requests for this information are in accordance with the following ED and OMB policies: Privacy Act of 1974, OMB Circular A-108 – Privacy Act Implementation – Guidelines and Responsibilities, OMB Circular A-130 Appendix I – Federal Agency Responsibilities for Maintaining Records About Individuals, OMB M-03-22 – OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, OMB M-06-15 – Safeguarding Personally Identifiable Information, OM:6-104 – Privacy Act of 1974 (Collection, Use and Protection of Personally Identifiable Information)

disclosure. Address changes in burden due to the use of technology (if applicable). Generally, estimates should not include burden hours for customary and usual business practices.

- Please do not include increases in burden and respondents numerically in this table. Explain these changes in number 15.
- Indicate the number of respondents by affected public type (federal government, individuals or households, private sector – businesses or other for-profit, private sector – not-for-profit institutions, farms, state, local or tribal governments), frequency of response, annual hour burden. 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 this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burden in the table below.
- Provide estimates of annualized cost to respondents of the hour burdens for collections of information, identifying and using appropriate wage rate categories. [Use this site](#) to research the appropriate wage rate. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14. If there is no cost to respondents, indicate by entering 0 in the chart below and/or provide a statement.

Provide a descriptive narrative here in addition to completing the table below with burden hour estimates.

Under this collection, all States that choose to submit consolidated State plans are required to report on specific provisions across the included programs. These requirements include only descriptions, information, and other materials necessary for review of a consolidated State plan. The specific statutory requirements that a State must address in its consolidated State plan are outlined in the collection, which is an optional form that States may use. As necessary, States would also have the opportunity to submit appropriate amendments. We estimate 52 responses and a total burden of 108,155 hours. Below we provide additional information on the burden to respond to different parts of the Consolidated State plan.

Estimated Annual Burden and Respondent Costs Table

Information Activity or IC (with type of respondent)	Sample Size (if applicable)	Respondent Response Rate (if applicable)	Number of Respondents	Number of Responses	Average Burden Hours per Response	Total Annual Burden Hours	Estimated Respondent Average Hourly Wage	Total Annual Costs (hourly wage x total burden hours)
Consolidated State Plan SEA			52	1	2080	2079.9	\$40	\$83,200
Annualized			52	1		108,155		\$4,326,199

Information Activity or IC (with type of respondent)	Sample Size (if applicable)	Respondent Response Rate (if applicable)	Number of Respondents	Number of Responses	Average Burden Hours per Response	Total Annual Burden Hours	Estimated Respondent Average Hourly Wage	Total Annual Costs (hourly wage x total burden hours)
Totals								

As detailed below, we estimate that, to prepare and submit these consolidated State plans, each State will require 248.86 hours annually. In total, we estimate an annual burden for all 52 States of 12,941 hours. This comes to a total cost of \$517,640 per year for all States assuming \$40 per hour for State staff time.

The Title I, Part A – Assessments regulations include requirements for assessment peer review, required under the assessment section of the State Plans and the requirement that State plans be peer reviewed. Under this collection, States are required to submit evidence for the Department’s assessment peer review process, and to make this evidence available to the public. We estimate that all States will submit this information, and spend an average of 79.5 hours, for 4,134 total burden hours on this requirement. States would be required to disseminate information regarding the use of appropriate accommodations to schools and parents. We estimate that 52 States will spend 60 hours on this, for 3,120 burden hours.

In the event that an LEA exceeds the cap for assessing students with the most significant cognitive disabilities with an alternate assessment, aligned to alternate academic achievement standards, under the proposed Title I, Part A - Assessment regulations, a State would be required to make LEA submitted information publicly available. We estimate that 52 States will spend 20 hours on this, resulting in 1,040 burden hours. In the event that a State exceeds the same cap on a statewide basis, the State could request a waiver from the Secretary, to exceed the cap. We estimate that requesting such a waiver would take 40 hours annually per State, and that 15 States will request such a waiver, resulting in 600 burden hours.

Under the Title I, Part A – Assessment regulations, States are required to report to the Secretary data relating to the assessment of children with disabilities. We estimate that 52 States will spend 40 hours on this annually, for 2,080 burden hours. States that adopt alternate achievement standards for students with the most significant cognitive disabilities would be required to ensure certain parents are provided with information. We estimate that 52 States will spend 100 hours on this, for 5,200 burden hours. States would be required to annually provide student assessment reports to States, teachers, and principals, as well as itemized score analyses for LEAs and schools. We estimate that 52 States will spend 1,500 hours on this, for 78,000 burden hours.

The total requested burden for this collection is 108,155 hours.

The following burden table provides detail on the different sections of the consolidated State plan and the Title I, Part A – Assessments regulations that affect this information collection.

Burden in Hours and Dollars (presuming an hourly rate of \$40 for State staff time)

Consolidated State Plan Burden Hours/Cost
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Citation	Description	# of respondents	Average # of hours per respondent	Total Hours	Total Cost (total hours x \$40)
ESEA section 8302 and 8304	Assurances	52	2	104	4160
ESEA section 8302	Alternative Template	26	5	130	5200
ESEA section 1111(a)(6)(B) and 3113(d)(2)	Amendments to State plan	52	15	780	31200
ESEA Title I, Part A	Improving Basic Programs Operated by Local Educational Agencies	52	150	7800	312000
ESEA Title I, Part C	Education of Migrant Children	47	8	376	15040
ESEA Title I, Part D	Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk	52	6	312	12480
ESEA Title II, Part A	Supporting Effective Instruction	52	25	1300	52000
ESEA Title III, Part A	Language Instruction for English Learners and Migrant Students	52	12	624	24960
ESEA Title IV, Part A	Student Support and Academic Enrichment Grants	52	5	260	10400
ESEA Title IV, Part B	21 st Century Community Learning Centers	52	5	260	10400
ESEA Title V, Part B, Subpart 2	Rural and Low-Income School Program	43	5	215	8600
McKinney Vento Homeless Assistance Act	Education for Homeless Children and Youths	52	15	780	31200
				12,941	\$517,640

Assessment Peer Review Burden Hours/Cost					
Citation	Description	# of respondents	Average # of hours per respondent	Total Hours	Total Cost (total hours x \$40)
§200.2(b)(5)(ii), §200.2(d), §200.3(b)(2)(ii)	Submit evidence for ED peer review process, make evidence available to the public.	52	79.5	4,134	\$165,360
§200.6(b)(2)(i), §200.6(f)(1)(i),	Disseminate info on appropriate accommodations for students with disabilities to LEAs, schools and parents; disseminate info on appropriate accommodations for English learners to LEAs and schools.	52	80	4,160	\$166,400
§200.6(c)(3)(iv)	Make publicly available info about exceeding the alternate assessment cap for students with the most significant cognitive disabilities	52	20	1,040	\$41,600
§200.6(c)(4)	Request a waiver to exceed the cap.	15	40	600	\$24,000
§200.6(c)(5)	Report to the Secretary data relating to the assessment of children with disabilities.	52	40	2,080	\$83,200
§200.6(d)(3)	Provide parents with info on alternate achievement standards for students with the most significant cognitive disabilities.	52	100	5,200	\$208,000
§200.8(a)(2), §200.8(b)(1) §200.2(c)(2)	Provide student assessment reports to States, teachers, and principals, as well as itemized score analyses for LEAs and schools.	52	1,500	78,000	\$3,120,000

	Total:			95,214	\$3,808,560
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LEA Parental Notification					
Citation	Description	# of respondents	Average # of hours per respondent	Total Hours	Total Cost (total hours x \$35)
§200.3(c)(1)(i), §200.3(c)(3), §200.3(c)(4)	Notify parents of high school students about selected assessments	850	40	34,000	\$1,190,000
	Total	850	40	34,000	\$1,190,000

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 acquiring and maintaining 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. Also, these estimates should not include the hourly costs (i.e., the monetization of the hours) captured above in Item 12.

Total Annualized Capital/Startup Cost : _____
Total Annual Costs (O&M) : _____
Total Annualized Costs Requested : _____

This information collection does not require the use of capital, start-up, operation and maintenance, or purchase costs.

- 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.**

We estimate that Federal staff will spend an average of 40 hours per State per year to review this information. With 52 States, we estimate 2,080 total hours of review. Different staff members at different pay levels are likely to participate in review, so we will use \$40 as the average hourly rate, which is approximately the GS-12 level for a Federal employee in Washington, DC. At \$40 per hour, the 2,080 total hours of review comes to an annual cost of \$83,200 to the Federal government.

- 15. Explain the reasons for any program changes or adjustments. Generally, adjustments in burden result from re-estimating burden and/or from economic phenomenon outside of an agency's control (e.g., correcting a burden estimate or an organic increase in the size of the reporting universe). Program changes result from a deliberate action that materially changes a collection of information and generally are result of new statute or an agency action (e.g., changing a form, revising regulations, redefining the respondent universe, etc.). Burden changes should be disaggregated by type of change (i.e., adjustment, program change due to new statute, and/or program change due to agency discretion), type of collection (new, revision, extension, reinstatement with change, reinstatement without change) and include totals for changes in burden hours, responses and costs (if applicable).**

Provide a descriptive narrative for the reasons of any change in addition to completing the table with the burden hour change(s) here.

There are no program changes or adjustments to the Consolidated State Plan IC.

	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate
Total Burden			
Total Responses			
Total Costs (if applicable)			

- 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.**

States will not be required to post approved consolidated State plans on their websites. The consolidated State plans were due April 3, 2017 or September 18, 2017 (whichever the State chose). States can submit amendments to approved consolidated State plans at any time. The Department requests that all amendments impacting accountability determinations for the following school year are submitted in winter each year.

- 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 of the information collection will be displayed.

- 18. Explain each exception to the certification statement identified in the Certification of Paperwork Reduction Act.**

We do not propose any exceptions to the certification statements identified in the Certification of Paperwork Reduction Act.