

Supporting Statement for
U.S. Department of Education
Grant Application Form for
Project Objectives and Performance Measures Information
OMB Control Number 1894-0017

1. Explain the circumstances that make the collection of information necessary. Include identification of any legal or administrative requirement that necessitates the collection.

The U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information collects the project objectives, measures, and targets for a grant, entered by applicants at the time that grant applications are entered in Grants.gov. The form allows applicants to enter project objectives, measures, and targets, which aligns with the performance measurement expectations outlined in the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.110.

Recipients of multi-year discretionary grants in these programs must submit interim performance reports, usually annually, for each year that funding has been approved in order to receive a continuation award. The interim performance report should demonstrate whether substantial progress has been made toward meeting the approved goals and objectives of the project. ED program offices may also require recipients of “frontloaded” grants that are awarded funds for their entire multi-year project up-front in a single grant award to submit performance reports on an interim basis, usually annually. In addition, ED program offices require grantees to submit final performance report to demonstrate project success, impact and outcomes.

In both the interim and final performance reports, grantees are required to provide data on established performance measures for the grant program (e.g., program measures established by the ED program office for the particular grant competition) and/or on project performance measures that were included by the applicant in their approved grant application.

The U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information has approval through June 30, 2026 and we are requesting an extension of this approval.

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

ED uses the information submitted by grantees in the performance report to evaluate grantee performance and progress, and to determine whether non-competing continuation funds should be awarded in multi-year grants. Only

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grantees that can demonstrate that they are making substantial progress (or, if not, have submitted an acceptable plan for meeting their objectives in subsequent budget periods) are eligible for continuation funding, including performance on the performance measures included in the Grant Application Form for Project Objectives and Performance Measures Information form.

ED uses the information submitted in the final performance report to determine whether grantees whose projects have ended have achieved project objectives and met or exceeded the program and project performance measures and grant requirements. This determination enables ED to assure that grants can be closed out in compliance.

As previously stated, the U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information serves as a precursor to performance reporting, in which project objectives, measures, and targets will be entered by applicants at the time that grant applications are submitted in Grants.gov. The submitted project objectives, measures, and targets will then be used by grantees in their interim or final performance reports.

3. Describe any consideration of information technology use to reduce burden, as well as any technical or legal obstacles for reducing burden.

Applicants for ED grant funding will complete the U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information electronically in Grants.gov. The performance measures will then be used for annual reporting, reducing burden in recreating measures each year.

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 2 above.

In response to ED Notices Inviting Applications for Funding (NIA), grant applicants must, in their grant applications, identify project objectives, and must include program measures established by the ED program office for the particular grant competition, and any project-specific performance measures that the applicant has established to meet its project objectives. Targets for quantitative grant measures are also required to be identified. There does not exist, as present time, a governmentwide standard form that will allow for this specific information to be entered.

5. If the collection of information has a significant impact on a substantial number of small businesses or other small entities, describe the methods used to minimize burden.

Under EDGAR regulations, all requirements for small entities are minimized.

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6. **Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

EDGAR, 34 CFR Part 75.110, requires applicants to provide information related to performance measurement, and this form is a way to collect that information. The implementation of the U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information will enable applicants to enter project objectives, performance measures, and measure targets in Grants.gov at the time the application is being completed in Grants.gov.

7. **Explain any special circumstances that require the collection to be conducted in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5.**

The information will not be collected in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5.

8. **Describe any effort to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format, and on the data elements to be recorded, disclosed, or reported.**

The public, including representatives of those entities that must collect the required information, will have the opportunity to provide comments when 1894-0017 is released for public comment. ED will respond to comments received..

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

There will be no payments or gifts to respondents other than the allocation of Federal funds that result from the information collection.

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

ED is not requesting any confidential information in this collection; therefore, no assurances of confidentiality are required.

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.**

This information collection does not include information of a sensitive nature.

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- 12. Provide estimates of hour burden of the collection of information and analyzed costs to the respondents.**

Total Annual Burden Hour Calculation for the U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information:

ED estimates that over the next three years, approximately 8,800 applicants each year will be required to complete the U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information in Grants.gov (estimate based on actual FY 2025 applications submitted for funding). The burden hours per form is estimated to average 5 hours per applicant and reflects the estimated time that applicants will paste into the proposed Grants.gov form the grant application objectives, measures, and targets.

Burden Hours for U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information: 5 hours/application X 8,800 applications/year = 44,000 total annual burden hours.

Total Annual Cost Burden to Respondents for the U.S. Department of Education Grant Application Form for Project Objectives and Performance Measures Information:

44,000 total burden hours x \$25/hour = \$1,100,000

- 13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.**

There is no cost burden to respondents.

- 14. Provide estimates of annualized cost to the Federal Government.**

There are no annual costs to the Federal Government.

- 15. Explain reasons for change in burden, including the need for any increase.**

The total number of respondents had increased from 5,976 to 8,800, accounting for the +14,120 adjustment in burden hours. Costs associated with this ICR have been corrected.

- 16. For collections of information whose results are planned to 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.**

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No plans exist to publish the results of this information collection.

17. **Seeking approval not to display the expiration date for OMB approval of this information collection.**

We are not seeking approval to not display the expiration date for this information collection.

18. **Explain each exception to the certification statement identified in Item 19.**

There are no exceptions to the certification statement.

- B. **Collections of Information Employing Statistical Methods.**

The results of this information collection will not be published for statistical purposes.