TO: Tomakie Washington

FROM: Cindy Ryan

Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9 and the related provisions of 5 CFR 1320.8(b)(3).

The following is a summary of topics, regarding the proposed collection of information that the certification covers:

(a) ☑ It is necessary for the proper performance of agency functions;

(b) ☑ It avoids unnecessary duplication;

(c) ☑ It reduces burden on small entities;

(d) ☑ It uses plain, coherent, and unambiguous language that is understandable to respondents;

(e) ☑ Its implementation will be consistent and compatible with current reporting and recordkeeping practices;

(f) ☑ It indicates the retention periods for recordkeeping requirements;

(g) ☑ It informs respondents of the information called for under 5 CFR 1320.8(b)(3) about:

- (i) Why the information is being collected;
- (ii) Use of information;
- (iii) Burden estimate;
- (iv) Nature of response (voluntary, required for a benefit, or mandatory);
- (v) Nature and extent of confidentiality; and
- (vi) Need to display currently valid OMB control number;

(h) ☑ It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected

(i) ☑ It uses effective and efficient statistical survey methodology (if applicable); and

(j) ☑ It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item(s) and explain the reason in the Supporting Statement.

All submitted information collection requests must be complete and approved by your office. By signing this certification, RIMS has been authorized to post the information collection request to EDICSWEB for public comment. If this collection should not be publicly available, please provide reasons to RIMS via e-mail to ICDocketMgr@ed.gov when you notify RIMS of your official EDICS submittal. Information collections tied to a proposed or draft rule are not shared with the public until the publication date of that rule.

Signature of Principal Office Official or Designee	Date:
	6/07/10

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