

**Supporting Information for Paperwork Reduction Act Submission Information to  
Accompany Request for Approval of Revised AmeriCorps National Civilian  
Community Corps Service Project Application (OMB Form Number 3045-0010)**

A. Justification

1. Necessity of Collection

AmeriCorps\*National Civilian Community Corps (NCCC) is a nationwide community service program operating under the aegis of the Corporation for National Service, and was established by the National Service Trust Act of 1993 (42 USC 12611). Section 12617 (enclosed) authorizes the development of the community service project proposals. The Service Project Application is necessary for the NCCC to perform its mission. It is the mechanism through which the NCCC receives requests for service from organizations seeking assistance in solving the many problems that exist in communities throughout the United States.

2. How and by Whom and for What Purpose the Information is to be Used

The NCCC Service Project Application is the means by which various organizations can make their needs known to the NCCC, and can request NCCC teams to assist them in their efforts. These organizations are aware of the needs in their community, but have insufficient resources to solve the problems on their own. Prospective project sponsors include small community and faith based organizations; national and local non-profits; schools; city, town, county, state, federal agencies; and Native American Tribal Councils.

3. Use of Information Collection Technology

The majority of the responses requested in the Service Project Application are narrative in form. Prospective project sponsors are invited to submit their Service Project Applications responses to the NCCC by mail, e-mail, or on PC compatible media.

4. Efforts to Identify Duplication

There has been no duplication of effort in collection, because other existing collection instruments do not fulfill the requirements of the NCCC. This is a unique national service program; in that it is a federally funded, residential community service corps that meets a wide range of community needs. Its members perform service projects that are best addressed by a team effort, and which can be accomplished in a relatively short period of time. The Service Project Application must reflect the organizational structure and capabilities of the NCCC. Other national community service programs do not meet the requirements of the NCCC.

## 5. Impact on Small Entities

A priority concern in the development of the Service Project Application was to minimize the burden on small entities, particularly small community and faith-based organizations. Comments from NCCC campuses (the primary distributors and recipients of the Service Project Application) and surveys of service project sponsors indicate that the revised Service Project Application is successful in this regard.

## 6. Consequences if Collection is not Conducted

If the information requested in the Service Project Application were not collected, the NCCC would be unable to perform its mission. There would be no practical means for a prospective project sponsor to make its needs known and to request a team of NCCC members, and the NCCC would be unable to assess a request for assistance and decide to approve a request for service.

## 7. Special Circumstances

- Respondents provide information only when requesting NCCC assistance through the performance of a service project. The NCCC normally receives one Service Project Application per year from a prospective project sponsor.
- Respondents may submit a Service Project Application at any time.
- Respondents are requested to provide only an original copy of the Service Project Application.
- No requirement is placed on the respondents for record retention.
- No statistical survey is involved in the use of the Service Project Application.
- No pledge of confidentiality is required.
- No trade secrets or other confidential information is required.

## 8. Federal Register Notice

Comments from the public prior to submission to OMB were solicited in the Federal Register in September 2006 and January 2007. The NCCC received no replies to this solicitation.

## 9. Payment or Gift to Respondents

No payment, gift, or promise of same has been offered to any respondent.

## 10. Assurance of Confidentiality

The appropriate Privacy Act notice is presented at the beginning of the Service Project Application, assuring respondents that the information collection would be used solely by the NCCC in determining the merits of the proposed community service project, and that information will not be disclosed outside the Corporation for National and Community Service without written permission from the respondent. This Service Project Application does not collect information about individuals.

#### 11. Information of a Sensitive Nature

There are no questions involving information of a sensitive nature.

#### 12. Estimated Hours of Burden

The estimated annual hour burden is 4,900 hours, and the cost burden associated with this (based on the \$18.04 volunteer hourly rate) is 88,000. These estimates are based on the following calculations:

NCCC Project Application submissions per year:	700
Estimated time to complete an application:	7 hours
700 applications @ 7 hours per application:	4,900 hours
Estimated cost @ \$18.04 per hour:	\$88,000

#### 13. Estimate of Total Annual Cost Burden

Anticipated costs to respondents are shown in Item 12.

#### 14. Estimates of Annual Cost to the Federal Government

The estimated annual cost of printing and mailing the Service Project Applications and associated brochures is \$5,000

There are no other expected costs to the government associated with the production of this data collection.

#### 15. Explanation of Program Changes

The total estimated number of burden hours for respondents has decreased from 9,000 hours to 4,900 hours. The current application has been streamlined to make the data collection easier, saving respondents ½ an hour. Additionally, the total number of expected respondents has decreased from 1,200 to 700 per year.

#### 16. Publication of Results

There are no plans to publish the information collected.

17. Expiration Date

A standard three year expiration date is requested for this information collection.

18. Exceptions to Certification

There are no exceptions to the certification statement identified on item 19.

Enclosures:        Comparison of current and revised Service Project  
                         Applications  
                         Subtitle E of National Service Trust Act (42 USC 12611)  
                         Federal Register Announcement (include date)