

**Spirit of Service Nomination Forms – Senior Corps, AmeriCorps and Learn & Serve America**

**PART A: JUSTIFICATION**

- A1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

The Spirit of Service Awards would recognize annually exceptional organizations and program participants from each of the Corporation for National and Community Service's three programs, Senior Corps, AmeriCorps, and Learn and Serve America. An open and voluntary nomination process, that requires this information in order to evaluate the nominations and select the recipients. The Corporation is authorized to collect this information through 42 USCS § 12653 (b) (copy is attached).

- A2. Indicate how, by whom, and for what purposes 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 information collected through the nomination submissions will be reviewed by a selection committee who will select winners from each of the Corporation's programs. The information submitted will be used to promote the award winners through media outreach and to develop the award presentation program. Information from the narratives also may be used in future Corporation publications such as recruitment brochures, program fliers, and other communication material.

- A3. Describe whether and to what extent the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe and consideration of using information technology to reduce burden.**

The majority of responses will be submitted electronically, either through the online application or via email. We anticipate nearly 100% of all nominations electronically. However, nominations maybe faxed in for those individuals or agencies without internet access. We are not recommending that nominations be mailed due to security-related delays of our mail system.

- A4. Describe efforts to identify duplication. Show specifically why similar**

**information already available cannot be used or modified for use for the purpose described in item 2 above.**

There are no other sources of information by which the Corporation can meet the purpose described in A2.

**A5. If the collection of information impacts small businesses or other small entities, describe any methods to minimize burden.**

There is no other impact than the few moments it would take for an organization to fill in the information. This is the most efficient mechanism for someone to provide this information.

**A6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacle to reducing burden.**

Without approval of the enclosed call for nominations, the Corporation would be unable to broadly call for nominations from our grantees and program participants because of their non-federal status.

**A7. Explain any special circumstances that would cause an information collection to be conducted in a manner that (a) required respondents to report information to the agency more often than quarterly; (b) requires respondents to prepare written response to a collection of information in fewer than 30 days after receipt of it; (c) requires respondents to submit more than an original and two copies of any document; (d) requires respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax record for more than three years; (e) in connection with a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study; (f) require the use of a statistical data classification that has not been reviewed and approved by OMB; (g) 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 which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or (h) requires respondents to submit proprietary trade secret, 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 will require information to be collected in a manner that is not consistent with the requirements outlined above.

**A8. If applicable, provide a copy and identify the date and page number of**

**publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to the notice and describe actions taken by the agency in response to the notice and describe actions taken by the agency in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts 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 (if any), and on 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 three years even in 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.**

No public comments were received during the public comment periods.

**A9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

Recipients will be presented with non-monetary awards such as medallions or plaques, and travel expenses will be covered for them to attend a national conference or gathering where they will be presented with their awards.

**A10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The nominee's name, as well as all submission material, maybe used for news or publicity programs connected with the Corporation. Contact information, however, will not be shared with anyone outside the Corporation, or its contractors, and only with individuals within the Corporation who have an official need to know the information. Otherwise, there is no assurance of confidentiality.

**A11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other behaviors that are commonly considered private.**

The proposed data collection does not include any questions of a sensitive nature.

**A12. Provide estimates of the hour burden of the collection of information. The statement should: (a) indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Consultation with a samples (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the**

range of expected hour burden, and explain the reasons for the variance. Generally, estimate should not include burden hours for customary and usual business practices. (b) if this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in line 13 of OMB Form 83-1. (c) provide estimates of annualized costs to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. 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.

The total burden is estimated to be 1,800 hours. The Corporation expects no more than 600 respondents. The frequency of response is once annually and should average 3 hours of effort per respondent to complete a nomination. There is no estimated annual hour burden outside of the customary and usual business practices.

Form	Respondents	Estimated Number of Respondents	Estimated Burden per Respondent (Hours)	Total Burden Estimate (hours)
Project registration	Nonprofit organizations supporting service	600	3 hours	1,800 hours

**A13. 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 burdens shown in Items 12 and 14.**

There is no annual cost burden to respondents resulting from this information collection activity.

**A14. Provide estimates of annualized costs 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 may also aggregate cost estimates from Items 12, 13, and 14 in a single table.**

There are minimal additional expenses anticipated to be incurred as a result of this collection. The total cost for staff time and technology are estimated at \$20,000.

**A15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of OMB Form 83-1.**

The change in burden is a result of consolidating 3045-0091, 3045-0092 and 3045-0093 into one collection as 3045-0093. Previously, the Spirit of Service form was cleared three times under three separate packages and three OMB numbers - one for AmeriCorps, one for Learn and Serve, and one for Senior Corps. This collection streamlines the forms into one information collection package since the same form is used in all programs. There is no overall change in burden across all three forms (each form has 200 respondents and 600 hours of burden, for a total of 600 respondents and 1,800 burden hours across the three forms). The total burden is the same, but it will now be all under one OMB collection number rather than under three separate collections. The other information collection numbers will be discontinued to reflect the consolidation under one information collection number.

**A16. 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.**

The narrative information submitted may be used for publication; however, contact information would not be included in the publication. There will be no tabulations of the information submitted. Information submitted maybe be used in recruitment brochures, newsletters, annual reports, and other marketing and outreach materials.

**A17. 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 Corporation is not seeking this approval. The expiration date and OMB control number will be displayed on the instructions.

**A18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submission," of OMB Form 83-1.**

There are no exceptions to the certification statement in Item 19.