

OMB Forms Justification Package

Supporting Statement
Volunteering in America Focus Groups

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.**

Between 2005 and 2006, there was a decline in the percentage of people who volunteer in the U.S. Not only did fewer people turn out to volunteer overall, but more individuals who volunteered in 2005 decided not to do so in 2006 compared to previous years. Of the 65.4 million people who volunteered in 2005, only 44.5 million volunteered again in 2006. This “leaky bucket” in volunteering means that organizations need to recruit more than 20 million new volunteers each year just to replace those dropping out of volunteering.

To look at this issue more closely, the Corporation for National and Community Service (CNCS) will conduct a study that examines the attitudes and behaviors of volunteers to determine the factors that influence volunteering and volunteer retention. The study will include information on 1) the motivations for people to volunteer, 2) the perceived barriers to volunteering; 3) the ways in which individuals access volunteer opportunities; 4) volunteer perceptions of their experiences; and 5) factors influencing their decision to volunteer again in the future.

The study will be conducted using focus groups with regular volunteers, people who no longer volunteer, and people who have never volunteered. Each focus group will begin by collecting participants’ experiences and exposure to volunteer service. The focus group discussions will depend in part upon the responses from participants. The collection of this information is authorized by the provisions of the Domestic Volunteer Service Act, (42 U.S.C. 4950, et seq.) and the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.).

- 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 gathered from the *Volunteering in America Focus Groups* will be used to increase awareness about the motivations for volunteers, the challenges faced by those that no longer volunteer, and the perceptions of volunteering from

those who have never volunteered. This information is vital to improving volunteer recruitment, retention, and helping us reach our goal of 75 million volunteers by 2010.

- 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.**

Data will be collected through audio and video recordings of the focus group participants' statements. The analysis process consists of the project team and the focus group moderator reviewing each video and audio tape and matching project objectives to focus group participant's comments. This type of recording was determined to be the most efficient form of recording participants' comments for review. Audio and video recordings will also be the least interruptive to the continuity of the focus group conversation.

- 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 CNCS 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 on small businesses or other small entities, the focus groups will be attended by individuals only.

- 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.**

This study provides critical information on what motivates people to volunteer and what factors influence individuals to stop or chose not to volunteer. Without collection of this information, significant information gaps remain regarding the factors influencing volunteer recruitment and volunteer retention.

- 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.

An honorarium of \$100 will be provided to individuals participating in the focus groups. The honorarium is offered to increase the response rate and off-set any transportation costs incurred by the participants.

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

The data gathered through this collection will not include confidential information. The approaches used to gather information during the focus groups will be secured by the contractor.

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 528 hours. The Corporation expects 264 individuals to participate in the focus groups. The frequency of response is once per person and should average 2 hours of effort per respondent to participate in the focus group. The Independent Sector currently values an hour of volunteer labor at \$18.77. The Independent Sector's assessed value is widely used within the nonprofit sector to determine the value of volunteers' in kind donation of time. With 264 individuals participating in a two hour focus group (at \$18.77 per hour), the total annualized cost is \$9,910.56.

Respondents	Estimated Number of Respondents	Estimated Burden per Respondent	Total Burden Estimate
Individuals	264	2 hours	528 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 additional annual cost burden to respondents resulting from this information collection activity after the hour burdens shown in item 12 and 14.

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.

The total cost for staff time and technology are estimated at \$151,650.

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

There were no changes or adjustments to Item 13 or 14 of OMB Form 83-1.

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 information will be published on CNCS' website to support research on Volunteering in America.

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.

CNCS 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.