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## SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

### A. Justification

#### A1. Need for Information Collection

The Corporation for National and Community Service (the Corporation) awards grants to states, institutions of higher education, non-profit organizations, Indian tribes, and U.S. Territories to operate AmeriCorps programs. This information collection tool consists of Application Instructions for State Administrative, Program Development Assistance and Training, and Disability Placement which will be used by state commissions to apply for funds to support activities related to administration, training, and access for people with disabilities.

#### A2. Indicate how, by whom, and for what purpose the information is to be used.

The state commissions apply for Administrative, Program Development Assistance and Training, and Disability Placement Funds once every three years. The Administrative grant includes their State Service Plan, a state commission's 3-year strategy for coordinating and implementing national service and volunteer service activities across all streams of service in the state at this time. It is required in order to ensure that all national service and volunteer service entities within a state—state commissions, State Offices, State Education Agencies, state networks of volunteer centers, Campus Compacts, national programs, and Learn and Serve grantees—are aware of each other and are coordinating activities. The Corporation uses the information collected through these instructions from the 54 state commissions to award grants and to identify areas in which grant recipients may need training or technical assistance.

#### A3. Minimize Burden: Use of Improved Technology to Reduce Burden

The Corporation will be eliciting and accepting the commissions' application for Administrative, Program Development Assistance and Training, and Disability Placement Funds electronically via eGrants, the Corporation's secure online application system. If applicants are unable to apply on-line, they can use these forms and instructions to submit their application for Administrative, Program Development Assistance and Training, and Disability Placement Funds in hard copy.

#### A4. Non-Duplication

There are no other sources of information by which the Corporation can meet the purposes described in A2 (above)

#### A5. Minimizing for economic burden for small businesses or other small entities.

This collection of information does not impact small businesses because they are not eligible to apply for grants. There is no economic burden to any other small entities

beyond the cost of staff time to develop the grant application. This is minimized to the degree possible by only asking for the information absolutely necessary to satisfy statutory requirements.

**A6. Consideration of Collection**

The Corporation will be unable to fulfill its legal obligation of awarding Administrative, Program Development Assistance and Training, and Disability Placement Funds if this information were not collected. The Corporation uses the information collected to encourage improved communication, coordination, and collaboration among national volunteer service entities in each state, and to identify their needs for additional training and technical assistance.

**A7. Special circumstances that would cause information collection to be collected in the specified ways.**

There are no special circumstances that would require the collection of information in any other ways specified.

**A8. Provide copy and identify the date and page number of publication in the Federal Register of the Agency's notice.**

The Notice soliciting comments was published on Thursday, November 9, 2006 on page 657795.

**A9. Payment to Respondents**

There are no payments or gifts to respondents

**A10. Confidentiality**

We do not include a specific assurance; however, information provided by respondents is subject to the Freedom of Information Act and the Privacy Act

**A11. Sensitive Questions**

The information collection does not include questions of a sensitive nature.

**A12. Hour burden of the collection**

We expect approximately 54 respondents to use these instructions to allow subgrantees to apply for grant funding from the Corporation. The frequency of response will not be greater than once every three years, and should not exceed 24 hours of effort per respondent. There is no estimated annual hour burden outside of the customary and usual business practices.

**A13. Cost burden to the respondent**

The total cost burden based on an average cost of \$16.41 per hour is \$21,267.36. The cost of communicating, coordinating, and collaborating with other national service and national volunteer service entities in the state on an ongoing basis are supported by their Administrative, Program Development Assistance and Training, and Disability grants from the Corporation.

**A14. Cost to Government**

The Corporation is required by law to review applications for Administrative, Program Development Assistance and Training, and Disability Placement Funds. This review will be accomplished by internal teams of reviewers as part of their regular job functions and will not result in the incurring of additional costs. There are no additional costs.

**A15. Reasons for program changes**

Not applicable.

- **A16. Publication of results**

Not applicable because the responses to this information collection will not be published.

- **A17. Explain the reason for seeking approval to not display the expiration date for OMB approval of the information collection.**

Not applicable.

- **A18. Exceptions to the certification statement**

There are no exceptions to the certification statement in the submitted ROCSIS form.