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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 State, AmeriCorps National, AmeriCorps NCCC, and Senior Corps programs. This information collection comprises the questions applicants will answer to compete for funding related to the Corporation's strategic initiatives or other priorities that falls outside of the regularly scheduled competitions. This information collection will ensure that every new competition designed by the Corporation that is not required to comply with its own statute and regulations (AmeriCorps, SeniorCorps, and Learn and Serve America) will be conducted with the same simple set of instructions.

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

The Corporation is soliciting comments concerning application instructions designed to be used for grant competitions which the Corporation sponsors from time to time. These competitions are designed and conducted, when appropriations are available, to address the Corporation's strategic initiatives or other priorities. The Corporation's Strategic Initiatives are:

- 1. Mobilizing more volunteers.**
- 2. Ensuring a brighter future for all of America's youth.**
- 3. Engaging students in communities.**
- 4. Harnessing Baby Boomers' experience.**
- 5. Helping communities recover from and prepare for disasters.**

These competitions fall outside of the Corporation's three primary grant programs (AmeriCorps, Senior Corps, and Learn and Serve America. Respondents will be States (including Territories), subdivisions of States, Indian tribes, public or private nonprofit organizations (including religious organizations and labor organizations), and institutions of higher education. Examples of these kind of competitions are a competition to address the need for skilled volunteers in the hurricane-impacted Gulf region; or a competition intended to support a summer of service for youth from disadvantaged circumstances; or a competition intended to build the capacity of volunteer centers.

The Corporation will inform their OMB OIRA desk officer each time this information collection is used.

Applicants will respond to the questions included in these instructions in order to apply for funding in these Corporation competitions. Successful applicants will report on an annual basis on their progress using the attached Annual Reporting Questions. Their Annual Reports will provide information for Corporation staff to monitor grantee progress, and to respond to requests from Congress and other stakeholders.

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

The Corporation will be eliciting and accepting grantees response to these questions electronically via eGrants, the Corporation’s secure online application system, or via e-mail. If applicants are unable to apply or report on-line, they can use the attached forms and instructions to submit their application and annual grantee progress report.

**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 collect and report the data. This is minimized to the degree possible by only asking for the information absolutely necessary to measure progress towards the Corporation’s strategic initiative benchmarks.

**A6. Consideration of Collection**

The Corporation will be unable to conduct competitions related to its strategic initiatives or other priorities without approval of this collection. Neither will the Corporation be able to measure grantee progress towards goals without deploying this instrument.

**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 60 day *Notice* soliciting comments was published on Wednesday, February 13, 2008 on page 8296.

**A9. Payment to Respondents**

There are no payments or gifts to respondents

**A10. Confidentiality**

Information provided by this collection may be shared with federal, state, and local agencies for law enforcement purposes. 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**

These are the application instructions for all competitions we expect to conduct focused on the strategic initiatives. We expect all applicants using these application instructions to take about the same amount of time to complete them, and the same amount of time to submit reports.

We expect approximately 2,000 respondents to use these instructions to apply for funding in competitions related to the strategic initiatives or other priorities. The frequency of response will not be greater than annually, and should not exceed 8 hours of effort per respondent. We expect an additional 8 hours of burden per successful applicant, for a total burden of 17,600 hours. 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 \$18.77 per hour (value of a volunteer hour according to Independent Sector) is \$330,352. The cost of reporting (\$30,032) is covered by the grants awarded by the Corporation to successful applicants.

**A14. Cost to Government**

The Corporation is required by law to require grantees to provide annual progress reports. The Corporation's review of the data will be accomplished by internal teams of staffs as part of their regular job functions and will not result in the incurring of 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 ROCIS form.