
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (the Corporation) is conducting outreach to AmeriCorps VISTA alumni to gather both contact information and answers to a questionnaire. Over the past 45 years of the VISTA program, there has not been a system to consistently gather and maintain alumni contact information. The Corporation has not had a VISTA alumni program so no one has been keeping the contact information current. Most of the information on alumni that we do have is not accurate and out-of-date. This is the Corporation's effort to correct that and finally obtain and maintain accurate records of VISTA alumni.

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

This collection of information involves the mailing of two postcards to 177,000 alumni. The postcard directs alumni to take several actions: create an online account on the VISTACampus.org, register on My.AmeriCorps.gov, and complete the questionnaire. This is especially important as VISTA is celebrating its 45th anniversary in 2010. We will use their contact information and answers to the questionnaire to make alumni aware of anniversary activities, reconnect with alums, share their stories and photos, and engage them in the recruitment of new VISTA members. The purpose for sending two postcards is that many people do not pay attention to something they receive only once in the mail. Sending out the postcard twice is to better ensure the alumni receiving the mail will take action.

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

The Corporation will be requesting alumni contact us through several online tools including the VISTACampus.org and My.AmeriCorps.gov. The questionnaire is in electronic format only.

A4. Non-Duplication

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

The current database of alumni is not accurate. We have not been in contact with alumni for the 45 years the VISTA program has been in existence. While there is an AmeriCorps Alums organization, they focus on all AmeriCorps alums – not just VISTA – and mostly those that have served within the past ten years. We are also trying to reach out to those individuals that served prior to 1993 and strongly relate to the VISTA program.

The Corporation has obtained a list that has been updated in terms of mailing addresses and identifying alumni that are deceased. It is our intent to take that information, send the alumni a postcard, and request that they go online and update their contact information including their email addresses. Currently, we have no way to email our VISTA alumni.

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

This collection of information will actually be helpful as the mail house that is sending the postcards will be a small business.

A6. Consideration of Collection

The Corporation will be unable to send the postcards, post and request answers for the questionnaire, and limit outreach online without approval of this collection.

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 November 5, 2009. There were no comments were received.

A9. Payment to Respondents

There are no payments to respondents. The first twenty alumni from each decade (for a total of 100 people) to create or update their online accounts will receive a free t-shirt (value \$11.00).

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

We expect approximately 177,000 respondents to use these instructions to apply to become AmeriCorps members. The frequency of response will not be greater than annually, and should not exceed 1.5 hours of effort per respondent. There is no estimated annual hour burden outside of the customary and usual business practices. It will take 30 minutes to register online and an additional 60 minutes to fill out the questionnaire. The frequency of response will not be greater than annual, and it will not exceed 1.5 hours.

A13. Cost burden to the respondent

The total cost burden to the respondent is none.

A14. Cost to Government

There is no cost to the Government for having the individuals complete the registration and the questionnaire. Cost and printing of the postcards is estimated at \$25,000 and the pre-sorted mail estimate for shipping the postcards is \$94,000.

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.