
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, AmeriCorps VISTA, and Senior Corps programs. This information collection comprises the questions state commission applicants answer to access funds to administer their grant program, train subrecipients, and provide access for people with disabilities to AmeriCorps programming in the state.

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

Applicants respond to the questions included in these instructions in order to apply for Administrative, Program Development and Training, and Disability grants.

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

The Corporation will be eliciting and accepting grantees response to these questions electronically via e-Grants, the Corporation's secure online grants management 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.

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 accept applications from state commissions for authorized funds without this information collection. This information collection is being submitted for approval because it expires this year, and because we are deleting a one-time new question related to a supplementary plan for service by people over the age of 55 that was added last year due to provisions of the Edward M. Kennedy Serve America Act.

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 March 5, 2010 on page 10225. The 30 day *Notice* soliciting comments was published on May 13, 2010 on page 26941.

A9. Payment to Respondents

There are no payments or gifts to respondents

A10. Confidentiality

Information provided this collection will only be shared among CNCS staff reviewers and program officers and does not include personally identifiable information.

A11. Sensitive Questions

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

A12. Hour burden of the collection

This is the application for state commissions to receive funding for Administration, Program Development and Training, and Disability Access.

We expect approximately 54 respondents to use these instructions to apply to for Administrative, Program Development and Training, and Disability funding. The frequency of response will not be greater than annually, and should not exceed 25 hours of effort per respondent. There is no estimated annual hour burden outside of the customary and usual business practices. The burden has not decreased due to deleting the one-time question added last year due to a new provision in the Edward M. Kennedy Serve America Act, nor was the burden changed last year when the question was added

A13. Cost burden to the respondent

There is no additional costs to the respondents.

A14. Cost to Government

There are no additional costs to the Government.

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.