
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 members answer to request a transfer of their award or to revoke a transfer, and recipients answer to accept or decline the transfer or rescind their acceptance.

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

The information collected identifies those qualified to to transfer their award, the transfer award amount, and those qualified to receive the award transfer, as well as establish a Trust account for the transfer recipient.

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

The Corporation will be eliciting and accepting grantees response to these questions electronically via the My AmeriCorps portal, the Corporation's secure online grants management system.

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 identify members qualified to transfer their awards or those qualified to accept the award transfer in accordance with the provisions of 42 USC 12501 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.

Volume 75, No. 205; Monday, October 25, page 65456.

A9. Payment to Respondents

There are no payments or gifts to respondents.

A10. Confidentiality

Information provided by this collection will be held solely by members, the award transfer recipients, and CNCS staff. Confidentiality of information supplied by respondents is ensured by the Privacy Act. A Privacy Act notice appears on the form.

A11. Sensitive Questions

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

A12. Hour burden of the collection

There are four forms and their electronic and print versions implementing the Award Transfer provisions. We expect the Award Transfer Request Form and the Accept/Decline Form to be the primary forms, used by approximately 100 respondents each. The frequency of response will not be greater than annually, and should not exceed 5 minutes 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

A14. Cost to Government

There are no additional cost 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.