
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 applicants answer to apply to be an AmeriCorps NCCC Team Leader.

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 to be an AmeriCorps NCCC Team Leader. AmeriCorps serve in communities and at the end of their term of service, receive an education award or a cash stipend.

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

The Corporation will be eliciting and accepting applicant response to these questions electronically via the My AmeriCorps portal, the Corporation's secure online application management system, or via e-mail or paper. If applicants are unable to apply 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 positions. There is no economic burden to any other small entities.

A6. Consequences of the collection if not conducted, conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The Corporation will be unable to accept applications from citizens interested in becoming AmeriCorps NCCC Team Leaders without approval of this collection.

A7. Special circumstances that would cause information collection to be collected in a manner requiring respondents to report more often than quarterly; report in fewer than 30 days after receipt of the request; submit more than an original and two copies; retain records for more than three years; and other ways specified in the Instructions focused on statistical methods, confidentially, and proprietary trade secrets.

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. Summarize comments received and actions taken in response to comments. Specifically address comments received on cost and hour burden.

The 60 day *Notice* soliciting comments was published on Friday, April 22, 2011 on page 22680.

A9. Payment to Respondents

There are no payments or gifts to respondents

A10. Assurance of Confidentiality and its basis in statute, regulation, or agency policy.

Information provided by this collection will be held solely by CNCS staff.

A11. Sensitive Questions

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

A12. Hour burden of the collection

This is the application to become an AmeriCorps NCCC Team Leader.

We expect approximately 400 respondents to use these instructions to apply to become AmeriCorps NCCC Team Leaders. The frequency of response will not be greater than bi-annually, and should not exceed 2 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

There is no cost burden to the applicant.

A14. Cost to Government

There are no additional costs to the Government.

A15. Reasons for program changes or adjustments in burden or cost.

The Team Leader Application consists of both the employment skills, history, contacts and references, as well as an essay portion. The previous estimate for completing this document was one hour. Current estimates are that it requires two hours to complete the Team Leader Application. Additionally, there are more Team Leader positions available, increasing the number of applicants. The respondent estimate has therefore increased from 300 to 400 applicants, and the burden has increased from 300 to 800 hours.

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.