

# **SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS**

## **A. Justification**

### **A1. Need for Information Collection**

The Corporation for National and Community Service (the Corporation) has a Segal AmeriCorps Education Award Matching Program that provides colleges and universities that match the Segal AmeriCorps Education Award an opportunity to be listed on the Corporation's website. This information collection comprises the questions that these colleges and universities answer in order to generate the information needed for the website posting.

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

The Corporation will use the information to approve, prepare and post listings on the Corporation's website. Colleges and universities will use the posting of the collected information to attract AmeriCorps Alumni to enroll in their higher education institutions. AmeriCorps Alumni will use the posting of the collected information to identify colleges and universities that match the Segal AmeriCorps Education Award.

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

The Corporation will be accepting colleges and universities submissions electronically via a dedicated e-mail box for the Segal AmeriCorps Education Award Matching Program.

### **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 for this program. There is no economic burden to any other small entities beyond the cost of staff time to prepare and submit the needed information. This is minimized to the degree possible by only asking for the information absolutely necessary for approving and preparing website listings.

**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 collect standardize information on colleges and universities that match the Segal AmeriCorps Education Award and wish to have that information posted on The Corporation's website.

**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 Tuesday, February 28, 2012 on page 12036-12037. One individual submitted public comments. One comment was that the form should include specific explanation of how the matching program works. In response, a program purpose section has been added to the form. Another comment was to show some links to the Corporation for National and Community Service website. In response, in addition to the link that already appears on the Form for FAQs, an additional link to the Corporation's website has been added. Additional comments related to ideas for organizing the website. In response, since these ideas relate to the website and not to the Form itself then no changes to the Form was not needed.

**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.**

The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on Segal Education Award Matching Commitment Form is collected pursuant to 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected to confirm participation in the Segal Education Award Matching Commitment Program. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In

some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. The information will not otherwise be disclosed to entities outside of CNCS without prior written permission.

**A11. Sensitive Questions**

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

**A12. Hour burden of the collection**

This is the form for colleges and universities.

We expect approximately 200 respondents to use these instructions to request being included on the CNCS website posting of colleges and universities that match the Segal AmeriCorps Education Award Matching Program. The frequency of response will be once every five years and should not exceed 30 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**

The total cost burden is none.

**A14. Cost to Government**

There are no additional costs to the Government.

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

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.