

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (CNCS) holds competitions for AmeriCorps, Social Innovation Fund, Senior Corps and Innovation and Demonstration grants. As part of its review process, CNCS uses peer reviewers to help determine the quality of the grant applications received. The information collected will be used by CNCS to select individuals to serve as peer reviewers and peer review panel coordinators for its grant review processes.

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

The information collected constitutes an application to CNCS for people wishing to serve as a peer reviewer or peer review panel coordinator. CNCS evaluates the applications and selects qualified individuals to serve as peer reviewers or panel coordinators. The information is used to determine the level of expertise of the applicant and whether an individual is best qualified to become a peer reviewer for AmeriCorps, Social Innovation Fund, Senior Corps or more than one program.

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

CNCS has developed an electronic system to comply with the requirements of Public Law 106-107. Applicants apply on-line to CNCS.

A4. Non-Duplication

There are no other sources of information to use or modify for the purposes described in A2 above.

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

The collection of information does not affect small businesses or other small entities because they are not eligible to apply as peer reviewers. Only individual persons may apply.

A6. Consideration of Collection

CNCS would be unable to find and select the number of peer reviewers and panel coordinators it needs for each grant competition if this information were not collected. CNCS uses the information collected to select peer reviewers and panel coordinators for new grant competitions. The information collection requires a

detailed application to determine if the person appears to have the knowledge and background required for peer review. The peer reviewer may, upon occasion make additional changes in order to update his/her information.

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 way specified.

A8. Provide copy and identify the date and page number of publication in the Federal Register of the Agency's notice.

The Notice soliciting comments was published May 30, 2013.

A9. Payment to Respondents

There is no payment or gift to respondents.

A10. Confidentiality

The information requested on the Peer Reviewer Application Instructions 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 for the purposes of reviewing applications to be peer reviewers. 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 the Corporation for National and Community Service without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to participate as a peer reviewer.

A11. Sensitive Questions

The information collected does not contain questions of a sensitive nature.

A12. Hour burden of the collection

We expect that 2,000 respondents to apply annually to be a peer reviewer or panel coordinator for CNCS. The frequency of response will not be greater than once per year and should not exceed 40 minutes (or 2/3 of an hour) of effort per respondent.

A13. Cost burden to the respondent

There is no annual cost burden to respondents resulting from the collection of this information.

A14. Cost to Government

CNCS is a grant-making agency and a certain portion of its administrative budget is tied to preparing information collection instruments for peer review and evaluating the information collected in order to select peer reviewers. The cost estimate below includes costs related to evaluating and selecting peer reviewer and panel coordinator applications.

Cost to government aside from normal cost of doing business is 0.

A15. Reasons for program changes

Reflecting the changes to collection in our database.

A16. Publication of results

Not applicable because 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 OMB Form 83-I.