
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (CNCS) 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, Social Innovation Fund and Senior Corps programs. This information collection comprises questions that sponsors answer about their recruitment process in order for CNCS to design recruitment strategies and materials for the AmeriCorps VISTA program.

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

Sponsors will respond to the questions included in this survey electronically through an online tool such as Survey Monkey. AmeriCorps VISTA Sponsor organizations direct the VISTA project, supervise the AmeriCorps VISTA members, and provide necessary administrative support to complete the goals and objectives of the project. CNCS is collecting information about the sponsor recruitment process in order to design recruitment strategies and materials for the AmeriCorps VISTA program.

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

CNCS will be eliciting and accepting applicants' response to these questions electronically an online survey tool. If applicants are unable to apply or report on-line, they will be mailed a paper copy of the survey.

A4. Non-Duplication

There are no other sources of information by which CNCS 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. There is no economic burden to any other small entities beyond the cost of staff time respond to the survey.

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

If CNCS cannot collect the information, information on how sponsors conduct their recruitment strategies will not be known and AmeriCorps VISTA cannot improve the quality and/or quantity of appropriate applicants to the sponsors' positions.

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 these ways.

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.

A 60-day Notice requesting public comment was published in the Federal Register on December 27, 2013. This comment period ended February 25, 2014. No public comments were received from this Notice.

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 information requested is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended. Purposes and Uses - The information requested is collected for the purposes of preparing recruitment materials to meet the needs of VISTA sponsors. 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 Social Innovation Fund and CNCS without prior written permission. Effects of Nondisclosure - The information requested is not mandatory in order to receive benefits.

A11. Sensitive Questions

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

A12. Hour burden of the collection

There are approximately 1,800 AmeriCorps VISTA sponsor organizations. The frequency of response will not be greater than annually, and should not exceed 10 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

There is no cost to the respondent.

A14. Cost to Government – If a contractor is helping us with creating, conducting and analyzing the data for this survey, is that a cost to the 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

Upon request, results of the survey will be shared.

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.