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# **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 state commission applicants answer to access funds to administer their grant program..

### **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 Administrative grants.

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

The Corporation will be eliciting and accepting grantees response to these questions electronically via e-Grants, the Corporation's secure online grants management system, or via e-mail. If applicants are unable to apply or report 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 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 accept applications from state commissions for authorized funds without this information 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.**

The 60 day *Notice* soliciting comments was published on August 27, 2013 on page 52910. [Add number and disposition of comments here, copy and paste from 30 Day Notice.]

**A9. Payment to Respondents**

There are no payments or gifts to respondents

**A10. Confidentiality**

Information provided this collection will only be shared among CNCS staff reviewers and program officers. This collection is included in the CNCS System of Records Notice.

**A11. Sensitive Questions**

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

**A12. Hour burden of the collection**

This is the application for state commissions to receive funding for Administrative grants.

We expect approximately 54 respondents to use these instructions to apply to for Administrative, Program Development and Training, and Disability funding. The frequency of response will not be greater than annually, and should not exceed 25 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 are no additional costs to the respondents.

**A14. Cost to Government**

There are no additional costs 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.