

---

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

### **A. Justification**

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

The Edward M Kennedy Serve America Act, Public Law 111-13, reauthorizes and expands national service programs administered by the Corporation for National and Community Service and, among other things, authorizes AmeriCorps members to transfer all or part of an education award, with limitations on who can transfer the award and who can receive the transferred award. This information collection implements provisions of 42 USC 12501 concerning award transfers.

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

Members use these forms to verify their eligibility to request a transfer and the eligibility of the person receiving the transferred award, as well as establish a Trust account for the transfer recipient.

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

The Corporation will be eliciting and accepting members' and award transfer recipients' responses electronically via the My AmeriCorps portal, the Corporation's secure online member account management system. If they are unable to apply or respond 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 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 or other small entities because they are not eligible to apply for award transfers.

**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 identify members qualified to transfer their awards or those qualified to accept the award transfer in accordance with the provisions of 42 U.S.C 12501 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 Wednesday, March 05, 2014 on page 12496.

**A9. Payment to Respondents**

There are no payments or gifts given 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 AmeriCorps member, award transfer recipients, and CNCS staff. Confidentiality of information supplied by respondents is ensured by the Privacy Act. A Privacy Act notice appears on the form.

**A11. Sensitive Questions**

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

**A12. Hour burden of the collection**

There are four forms in their electronic versions implementing the Award Transfer provisions. We expect the Award Transfer Request Form and the

Accept/Decline Form to be the primary forms, used by approximately 100 respondents each. The frequency of response will not be greater than annually, and should not exceed 5 minutes of effort per respondent. The estimated burden hours are 118.33

**A13. Cost burden to the respondent**

There is not cost burden to the respondent.

**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.