
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (CNCS) supports various service initiatives throughout the year that help engage Americans of all ages and backgrounds in service activities. This collection will help us measure and promote these activities.

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

Day of Service Project Promotion Tool will be used by any organization or group organizing a service project in conjunction with a CNCS initiative. This will help CNCS promote activities and ascertain impact of CNCS' initiatives.

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

We have created an online entry form that takes very little time to complete, eliminating questions that are not applicable for certain respondents.

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 has no impact on small businesses – this is a purely optional collection. There is no economic burden to any other small entity beyond the cost of staff time to collect and report the data. This cost of staff time is minimized to the degree possible by only asking for the information absolutely necessary to measure progress towards CNCS' strategic initiative benchmarks.

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

Without this collection we will not be able to gauge the effectiveness of our initiatives, nor make necessary adjustments to engage more Americans in service.

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. There is no requirement to submit this form, if a respondent chooses to submit it more often than quarterly it is completely at the discretion of the respondent.

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 Thursday, November 6, 2014 on page 65927. No comments were received.

A9. Payment to Respondents

There are no payments or other gifts 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 CNCS staff. If any of the information is used for statistical purposes, research, or provided to a third party under FOIA, all information will be de-identified before use or distribution

A11. Sensitive Questions

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

A12. Hour burden of the collection

We expect approximately 100,000 respondents to use this form. The frequency of response will not be greater than approximately 6 times annually, and should not exceed 10 minutes of effort per respondent for each response. There is no estimated annual hour burden outside of customary and usual business practices. We utilize our existing software.

A13. Cost burden to the respondent

The cost burden per respondent is minimal due to the brevity of the form, and will vary due to the variety of people and organizations submitting. The form is purely optional.

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

Results will only be published in a de-identified summary fashion unless submitting entity provides permission to publish individual stories including name and location of entity.

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.