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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 (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 the questions applicants answer to apply for reimbursement of costs incurred providing reasonable accommodation to AmeriCorps members with disabilities.

### **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 reimbursement for costs incurred accommodating AmeriCorps members with disabilities. CNCS will use the information collection to review information necessary to determine the nature and compliance of accommodations provided.

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

CNCS will be eliciting and accepting applicants' responses to these questions submitted electronically via email. 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 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 because they are not eligible to apply for AmeriCorps State and National 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 assess an organization's eligibility to apply for a disability accommodation reimbursement grant.

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

CNCS will be unable to request the necessary information to assess prospective disability accommodation reimbursement grants.

**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.**

The 60-day *Notice* soliciting comments was published on Friday, January 15, 2016 on page 2202. No comments were received.

**A9. Payment to Respondents**

There are no payments or gifts paid to respondents for the purposes of promoting responses to the information request.

**A10. Assurance of Confidentiality and its basis in statute, regulation, or agency policy.**

Responses to this information collection will be disclosed as appropriate unless prohibited by law.

**A11. Sensitive Questions**

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

**A12. Hour burden of the collection**

These are the application instructions for the AmeriCorps State & National disability accommodation reimbursement grant. We expect approximately 20 respondents to use these instructions to apply to be reimbursed. The frequency of response will not be greater than quarterly, and should not exceed 10 minutes of effort per respondent. The estimated annual hour burden is approximately 3.33 hours.

**A13. Cost burden to the respondent**

There is no cost 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**

No results of this request form will be published on the CNCS website.

**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.