

---

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

### **A. Justification**

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

In order to recognize individuals, schools and organizations, with the President's Volunteer Service Award, the program must collect information about the individuals and organizations and their activities to verify that they have earned the award.

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

The information collected will be used primarily to identify recipients of the President's Volunteer Service Awards and the Call to Service Awards. Individuals, groups, families and organizations can be nominated by an organization or third party. The nominations will be reviewed by the administering agency for compliance and awards will be made on that basis. Information also will be used to assure the integrity of the program, for reporting on the accomplishments of the program, for the public awareness campaign, and to further the goals of the award.

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

All forms can be submitted electronically online.

#### **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 these awards. 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.

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

The President's Volunteer Service Awards will not be able to be awarded without 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, February 17, 2016 on page 8054. No comments were received.

**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.**

Responses to this information collection will be disclosed consistent with the Privacy Act Notice set forth in the Collection Instrument document.

**A11. Sensitive Questions**

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

**A12. Hour burden of the collection**

These are the forms necessary to award the President's Volunteer Service Award.

We expect approximately 200,000 respondents to use these forms to nominate and order the awards. The frequency of response will not be greater than annually per nominee, and should not exceed 20 minutes of effort per nominee. There is no estimated annual hour burden outside of the customary and usual business practices.

**A13. Cost burden to the respondent**

The total cost burden based on an average cost of \$23.07 per hour (value of a volunteer hour according to Independent Sector) is \$7.61.

**A14. Cost to Government**

There is no additional cost 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.