
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (CNCS) requires grantees of AmeriCorps State and National, School Turnaround AmeriCorps, Commission Support Grant, Commission Investment Funds, and the Volunteer Generation Fund to submit Grantee Progress Reports (GPRs). This information collection comprises the questions that grantees of these grant programs will answer to report progress to CNCS.

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

Grantees respond to the questions included in the Grantee Progress Report in order to describe their progress toward the activities and goals of their grants.

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

CNCS will be eliciting and accepting grantees' response to these questions electronically via eGrants the CNCS' secure online grants management system.

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 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 grantee progress.

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 request the necessary information to assess grantee progress.

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, September 16, 2016 at page 63746. Five 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.

Your 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 Grantee Progress Report instructions for AmeriCorps State and National, School Turnaround AmeriCorps, Commission Support Grant, Commission Investment Funds, and the Volunteer Generation Fund.

-We expect approximately 300 respondents to use the AmeriCorps State and National or School Turnaround GPR instructions, 52 respondents to use the Commission Investment Funds and Commission Support Grant GPR instructions, and 20 respondents to use the Volunteer Generation Fund instructions. The frequency of response for AmeriCorps State and National and School Turnaround Grantees will be semi-annual with an additional final report required at the end of the three-year award period and should not exceed 22 hours per respondent. The frequency of response for all other grantees will be annual and should not exceed 10 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 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

Some results of this grant competition will be used in public materials to document the accomplishments of CNCS grantees.

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.