
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

AmeriCorps NCCC (National Civilian Community Corps) strengthens communities and develops leaders through direct, team-based national and community service. In partnership with non-profits—secular and faith based—local municipalities, state governments, federal government, national and state parks, Indian tribes, and schools, members complete service projects throughout the region they are assigned. This information collection comprises questions sponsoring organizations answer upon project completion about project implementation and community impact.

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

The AmeriCorps NCCC Project Completion Report is distributed to organizations that have hosted an NCCC team. NCCC uses completion report information to assess project scope and community impact and to track project focus areas and intended outcomes.

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

The AmeriCorps NCCC Project Completion Report is distributed to sponsoring organizations within 30 days of the end of each project and should be completed within 60 days of the end of each project. Reports are submitted via PDF by email to NCCC staff.

A4. Non-Duplication

There are no other sources of information by which AmeriCorps NCCC 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 do not host AmeriCorps NCCC teams or report on any projects. 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 the project implementation and community impact.

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

AmeriCorps NCCC will have less compiled data to assess project implementation and community impact and to track project focus areas and intended outcomes.

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 Tuesday, October 4, 2016 at Vol 81 No. 192 FR 68408. 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 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

It is estimated 1,000 sponsoring organizations will complete the report once per year in 15 minutes, totaling approximately 300 hours for information collection.

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 project completion report will be published on the CNCS website for the purpose of transparency in AmeriCorps NCCC project and program review. Some results will also be used in annual performance reports to share the impact of the program.

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.