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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's (CNCS) AmeriCorps National Civilian Community Corps (NCCC) Team Leader Application was developed to collect applicant information for the hiring of NCCC Team Leaders at each of the five NCCC campuses. The application will be completed by prospective NCCC Team Leaders, during each campus hire cycle. Completion of this information collection is required to be selected as an NCCC Team Leader.

#### **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 a position as an AmeriCorps NCCC Team Leader. The completed applications will allow AmeriCorps NCCC staff to review applicants' qualifications and inform interviews conducted in the process of identifying Team Leaders for the NCCC program.

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

CNCS will be eliciting and accepting applicants' response to these questions electronically via CNCS' secure My AmeriCorps Portal system. If applicants are unable to apply on-line, they can contact an AmeriCorps help line via phone or email, from which an application can be completed on their behalf.

#### **A4. Non-Duplication**

There are no other sources of information by which CNCS can meet the purposes described in A2 (above).

#### **A5. Minimizing economic burden for small businesses or other small entities.**

This collection of information does not impact small businesses or other small entities—only individuals applying for a service position within AmeriCorps NCCC.

#### **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 identify and secure Team Leaders that are vital to AmeriCorps NCCC functions and programming.

**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, March 28, 2014 on page 17511. 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.**

Information provided by this collection will not be shared with external parties in furtherance of CNCS's mission. This could include, but is not limited to, sharing the information with Congress and other federal, state, local, or tribal governments.

If the collection is covered under the Privacy Act: the following Privacy Act Notice will be included on this information collection request: The information requested is collected pursuant to 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended, and 42 U.S.C. 12639. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. The information will not otherwise be disclosed to entities outside of CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**A11. Sensitive Questions**

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

**A12. Hour burden of the collection**

We expect approximately 800 respondents to use these instructions to apply to become AmeriCorps NCCC Team Leaders. The frequency of response will not be greater than bi-annually, and should not exceed one hour 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**

Results of 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.