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

## **A. Justification**

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

Each year, AmeriCorps National Civilian Community Corps (NCCC) engages teams of members in projects in communities across the United States. Service projects, which typically last from six to eight weeks, address critical needs in natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development. AmeriCorps NCCC awards teams to non-profit and faith-based organizations; local, state, and federal governments; Indian tribes; and educational institutions. This information collection captures the interactions and experiences of NCCC Members while serving in AmeriCorps NCCC.

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

NCCC Members respond to questions included in these instructions in order to provide feedback to AmeriCorps NCCC staff on their service experience. Headquarters and Regional Offices will use this information collection to improve Corps Member experience, training, and project development.

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

AmeriCorps NCCC will be eliciting and accepting NCCC Members' responses to these questions electronically via SurveyMonkey.

### **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.**

There is no economic burden to any small business or other small entities for this collection of information beyond the cost of staff time to collect and report the data. This is minimized to the degree possible by making the information collection voluntary and by only asking for the information absolutely necessary to gather feedback on AmeriCorps NCCC performance.

### **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 improve the NCCC Member experience and interactions as well as assess programmatic performance of AmeriCorps NCCC from the perspective of NCCC Members.

**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 Thursday, July 11, 2019 on pages 33063-33064. 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.**

CNCS does not provide an assurance of confidentiality to respondents.

**A11. Sensitive Questions**

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

**A12. Hour burden of the collection**

This information collection contains the questions in the AmeriCorps NCCC Member Experience Survey given to NCCC Members near the end of their service.

We expect approximately 2,000 respondents to answer the AmeriCorps NCCC Member Experience Survey.

The frequency of response will not be greater than annually and should not exceed 15 minutes of effort per respondent, resulting in 500 total burden hours. 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**

The cost to the government is estimated to be \$5,950 annually.

<b>Cost</b>	<b>Pay Band</b>	<b>Salary*</b>	<b>% of Effort</b>	<b>Fringe if applicable</b>	<b>Total Cost to Government</b>
Federal Oversight					
Member Development Associate	NY-2	45,000	2%	13,500	900
Member Development Associate	NY-2	45,000	2%	13,500	900
Member Development Associate	NY-2	45,000	2%	13,500	900
Member Development Associate	NY-2	45,000	2%	13,500	900
Program Associate	NY-2	47,000	5%	14,100	2,350
Contractor Cost					
<b>Total</b>					5,950

**A15. Reasons for program changes or adjustments in burden or cost.**

The burden has been adjusted to reflect actual respondents and burden.

**A16. Publication of results**

The results from these surveys 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.