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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 (CNCS) awards grants to states, institutions of higher education, non-profit organizations, Indian tribes, and U.S. Territories to operate AmeriCorps State, AmeriCorps National, AmeriCorps NCCC, AmeriCorps VISTA, Social Innovation Fund and Senior Corps programs. This information collection comprises the questions Senior Corps sponsors report on to ensure progress towards work plan objectives.

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

Senior Corps grantees respond to the questions included in the Senior Corps Project Progress Report (OMB Control Number 3045-0033) to ensure that their programs address and fulfill legislated program purposes; meet agency program management and grant requirements; track and measure progress to benefit the local project and its contributions to senior volunteers and the community; and to report progress toward work plan objectives agreed upon in the granting of the award. Senior Corps, in turn, uses the information collection to track performance and inform continued grant funding support, as well as to identify trends and to support management and analysis.

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

CNCS will be eliciting and accepting applicants' 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 an organization's eligibility to apply and capacity to administer a Senior Corps grant.

### **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 assess the progress of Senior Corps grantees.

**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 18, 2019 on page 34373. 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.**

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**

We expect approximately 1,100 respondents to respond to the PPR to report on their progress towards meeting agency program management and grant requirements. The frequency of response will not be greater than annually and should not exceed 16 hours of effort per respondent. We estimate that the annual hourly burden will be 17,600 hours.

**A13. Cost burden to the respondent**

There is no cost to the respondent.

**A14. Cost to Government**

We anticipate the cost to Government will be \$219,912.80.

<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	NY 3	\$ 70,000.00	0.03		\$ 2,100.00
Federal Staff Application Reviewers	NY2/ NY3	\$ 5,445,320.00	0.04		\$ 217,812.80
<b>Total</b>					\$ 219,912.80

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

The burden was adjusted to reflect actual usage.

**A16. Publication of results**

Results of these reports will be scaled up, by Senior Corps, to present National trends to stakeholders, like Congress

**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.