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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 applicants answer to apply to be a Day of Service grantee.

### **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 funding in Day of Service grant competitions. For September 11<sup>th</sup> Day of Service and Remembrance grants, CNCS will use the information collection to select grantees that will mobilize Americans to engage in service and remembrance activities that meet community needs and honor the sacrifice of those who lost their lives on September 11, 2001, or who rose in service because of that tragedy. For Martin Luther King Jr. Day of Service (MLK) grants, CNCS will use the information collection to select grantees that will mobilize more Americans to observe the MLK holiday as a day of service in communities, to encourage those who serve on this holiday to make a long-term commitment to community service, and to bring people together to focus on service to others.

### **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. If applicants are unable to apply or report on-line, they can use the attached forms and instructions to submit their application.

### **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 Day of Service 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 prospective Day of Service 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, August 29, 2019 on page 45471. One public comment, which was not applicable to the Notice's content, was received. There were no comments received on cost and hour burden.

**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 application instructions for the Day of Service competition.

We expect approximately 70 respondents to use these instructions to apply to become Day of Service grantees. The frequency of response will not be greater than annually, and should not exceed 20 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**

**FY 2019 CNCS Day of Service Grant Competition - Cost to Government Estimates**

Cost Estimates	Pay Band	Salary*	% of Effort	Fringe if applicable	Total Cost to Government
Federal Oversight - OGPO review coordinator	NY3	~\$80,000	.15 (328 hours)		~\$12,000
OGPO support	NY2	~\$65,000	.04 (92 hours)		~\$2,600
CNCS Leadership/OEA/OGR	NY4-NX2	~\$165,000	.04 (90 hours)		~\$6,600
OGC Counsel	NY4	~\$142,000	.02 (48 hours)		~\$2,840
Day of Service Program Staff (CPO-I leads)	NY3-NY4	~\$117,000	.12 (240 hours)		~\$14,040
12 Staff Program Reviewers	NY2-NY4	~\$80,000	35 hours each		~\$16,000
OGM/FFMC Day of Service Staff	NY2,NY4		.05 (111 hours)		~\$5,000
External Reviewers	N/A	Actual Honoraria amount paid	N/A		~\$10,200
Contractor Cost	N/A	\$67.13 - \$95.68 per hour	1098 hours	N/A	~80,931
<b>Total</b>					<b>~\$150,211</b>

**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 published on the CNCS website for the purpose of transparency in federal grantmaking.

**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.