
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The President's Volunteer Service Awards are administered by CNCS per Executive Order 13285 and were established to recognize individuals, schools, and organizations that excel in efforts to support volunteer service and civic participation, especially with respect to students in primary schools, secondary schools, and institutions of higher learning. The information collected will be used to identify recipients of the President's Volunteer Service Awards.

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

The information collected will be used to identify recipients of the President's Volunteer Service Awards. The information is collected electronically using a web-based system administered by contractor to CNCS. CNCS seeks to renew the current information collection.

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 the awards. There is no economic burden to any other small entities beyond the cost of staff time to complete the applications. This is minimized to the degree possible by only asking for the information absolutely necessary to assess an organization's eligibility to apply and receive the awards.

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

The President's Volunteer Service Awards would have to be discontinued if the collection is not conducted. There is no workable solution to do conduct it less often, this information is required each award given to verify eligibility.

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 Wednesday, July 31, 2019 on page 147. 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

Hour burden for the President's Volunteer Service Awards Part A, B, C, D, and E.

We expect approximately 200,000 annual responses, at an average of 20 minutes per response, the total Hour Burden for these forms would be 66,666.

A13. Cost burden to the respondent

Based on a GS-13 Step 5 salary of \$42.73 per hour, the annual cost burden to the respondent is \$14.24.

A14. Cost to Government

Estimated cost to the government is \$3,175.

Cost Category	Pay Band	Salary*	% of Effort	Costs	Total Cost to Government
Federal Oversight	NY3	\$95,000.00	0.50%		\$475.00
Federal Oversight	NY4	\$135,000.00	2.00%		\$2,700.00
Total					\$3,175.00

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

Not applicable.

A16. Publication of results

No individually identifiable information will be published, only aggregate information possibly.

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.