
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The National Civilian Community Corps (NCCC) Team Leader application, which is available electronically for all applicants, provides information the Corporation for National and Community Service (CNCS) uses to select Team Leaders for AmeriCorps NCCC. NCCC engages approximately 2800 corps members each year in community service and selects Team Leaders and Support Team Leaders to serve as project leaders and project developers and to provide on-site team supervision and reporting.

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 the NCCC Team Leader Position. CNCS will use the information collection to select applicants to become Team Leaders and Support Team Leaders in the program. Team Leaders and Support Team Leaders serve as project leaders and project developers and to provide on-site team supervision and reporting.

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

CNCS will be eliciting and accepting applicants' response to these questions electronically via My.AmeriCorps Portal, the CNCS' secure online application system. If applicants are unable to apply 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 or other small entities because they are not eligible to apply to be a Team Leader.

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

The application period to be a Team Leader for NCCC is open year-round. NCCC has corps starting all throughout the calendar year and needs new Team Leaders to start at different points during the year.

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, March 25, 2020 on page 16930. 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 800 applications annually. The completion of the application will take approximately 2 hours.

A13. Respondent Burden and its Labor Costs

The estimated respondent burdens and labor costs are shown in the following table.

Estimation of Respondent Burden	
Number of respondents	800
Responses per respondent	1
Number of responses	800
Hours per response	2
Estimated hours (number of responses multiplied by hours per response)	1,600
Cost per hour (hourly wage)	\$16
Annual public burden (estimated hours multiplied by cost per hour)	\$25,600

Notes: The hourly wage is determined by the U.S Bureau of Labor Statistics “Median usual weekly earning of full-time wage and salary works by age, race, Hispanic or Latino ethnicity, and sex, second quarter 2020 averages not seasonally adjusted”. The median weekly earnings for the total population of 20 – 24 years old. The median weekly earnings for this group is \$640 equaling \$16 per hour for a typical 40 hour work week.

A13. Respondent Costs Other Than Burden Hour Costs

CNCS does not estimate any annual cost burden apart from the hourly burden in Item 12 above.

A14. Cost to the Government

The estimated cost to the Government is shown in the following table. It is estimated that it will take the positions below will use a percentage of their time for reviewing and processing these applications. This estimate was developed by staff involved in the management of current activity.

Estimated cost to the government					
Cost	Pay Band	Salary *	% of Effort	Fringe if applicable	Total Cost to Government
Federal Oversight					
Lead Selection and Placement Specialist	NY-2	66,000	3%		1,980.00
Selection and Placement Assistant	NY-1	38,000	5%		1,900.00
Selection and Placement Assistant	NY-1	38,000	5%		1,900.00

Contractor Cost					-
Total					5,780.00

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

Not applicable.

A16. Publication of results

Not applicable.

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.