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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, dba AmeriCorps, awards grants to states, institutions of higher education, non-profit organizations, Indian tribes, and U.S. Territories to operate AmeriCorps programs. AmeriCorps Seniors engaged American 55 years and older in volunteer service. Due to the COVID-19 pandemic, many grants have to engage in alternative service than originally defined in their grant application or had to change their service mechanism to volunteer virtually in a safe setting.

#### **A2. Use of Information**

The information collected constitutes an online survey. The information collected will provide AmeriCorps with an understanding of how existing grantees have engaged in service during COVID-19.

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

Applicants utilize an online survey.

#### **A4. Non-Duplication**

There are no other sources of information by which AmeriCorps can meet the purposes described in A2 (above). AmeriCorps looked into existing reporting mechanism – grant application, progress reports, etc. – but none were able to provide the information needed.

#### **A5. Minimizing 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.

#### **A6. Consideration of Collection**

AmeriCorps will use the information collected as part of the decision making to extend the temporary allowance (allowing certain low-income volunteers over the age of 55 unable to serve due to COVID-19 a monetary amount equivalent to their volunteer stipend). AmeriCorps will also utilize the information guide their training and technical assistance to grantees.

#### **A7. Special circumstances that would cause information collection to be collected in the specified ways.**

There are no special circumstances that would require the collection of information in any other ways specified.

**A8. Provide copy and identify the date and page number of publication in the Federal Register of the Agency’s notice.**

The Notice was published on March 15, 2021 in FR 86:14318.

**A9. Payment to Respondents**

There are no payments or gifts to respondents.

**A10. Confidentiality**

The information requested does not include any types of personally identifiable information. Purposes and Uses - The information requested is collected for the purposes of fully understanding how grantees engage in service at this moment in time during the COVID-19 pandemic. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. The information will not otherwise be disclosed to entities outside of AmeriCorps. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**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. This is a one-time request and should not exceed 30 minutes of effort per respondent. There is no estimated annual hour burden outside of the customary and usual business practices. Total burden for this collection will be 550 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	1100
Responses per respondent	1
Number of responses	1,100
Hours per response	.5
Estimated hours (number of responses multiplied by hours per response)	550
Cost per hour (hourly wage)	\$56.76
Annual public burden (estimated hours multiplied by cost per hour)	\$31,218.00

Notes: The cost per hour is based on the Office of Personnel Management(OPM) General Schedule (GS) hourly rate of \$41.66 for a GS-12, step 5, employee (for calendar year 2020 for the rest of the U.S.) plus the 36.25% civilian personnel full fringe benefit

rate from OMB memorandum M-08-13 (\$41.66 + \$15.10 = \$56.76, rounded to the nearest dollar).

**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 Government x hour(s) to review and verify the information contained in each response. This estimate was developed by staff involved in the management of current activity.

Estimation of Cost to the Government	
Number of responses	1,100
Hours per response	.25
Estimated hours (number of responses multiplied by hours per response)	275
Cost per hour (hourly wage)	\$56.76
Annual public burden (estimated hours multiplied by cost per hour)	\$15,609.00

*Notes:* The cost per hour is based on the OPM GS hourly rate of \$41.66 for a GS-12, step 5, employee (for calendar year 2020) plus the 36.25% civilian personnel full fringe benefit rate from OMB memorandum M-08-13, rounded to the nearest dollar).

**A15. Reasons for program changes**

Not applicable because there are no proposed program changes.

**A16. Publication of results**

Not applicable because the results 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.