

AmeriCorps  
Application Instructions for AmeriCorps State and National (ASN) Competitive New and  
Continuation Grants  
OMB Control Number, 3045-0047  
Justification – Part A Supporting Statement

Overview of Information Collection:

This request is for a revision to an existing collection. The revised document makes the following changes to the Application Instructions for ASN Competitive New and Continuation Grants:

- Updating Indirect Cost Rate Instructions
- Removed match replacement references and instructions
- Updating requirement to report to FSRs
- General language changes from listing a specific program year to using “Next Program Year” or “Previous Program Year” to make the document more evergreen
- Multi Year Funded Grantees identification changed to Fully Funded Grantees
- Expanded on instructions in De Minimis Rate section

1. Need & Method for the Information Collection. Explain the circumstances that make the collection of information necessary.

The Corporation for National and Community Services dba AmeriCorps awards grants to states, local governments, non-profit organizations, institutions of higher education, 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 criteria and/or questions which applicants respond to in order to apply to be an AmeriCorps State and National grantee.

2. Use of the Information. Indicate how, by whom, and for what purpose the information is to be used (e.g., program administration, application for benefits or services, regulatory compliance, inform policy development).

Applicants respond to the criteria and/or questions in the Notice of Funding Opportunity using these instructions in order to apply for funding in AmeriCorps State and National competitions. AmeriCorps State and National will use the information collection to select organizations that will engage AmeriCorps members to strengthen communities.

3. Use of Information Technology.

AmeriCorps will be eliciting and accepting applicants’ responses to these questions

electronically via eGrants, the AmeriCorps' secure online grants management systems. If applicants are unable to apply or report online, they can use the attached forms and instructions to submit their application

4. Non-duplication.

There are no other sources of information by which AmeriCorps can meet the purpose described in the Use of Information Section.

5. Burden on Small Business.

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 an AmeriCorps State and National grant.

6. Less Frequent Collection.

AmeriCorps will be unable to request the necessary information to assess prospective AmeriCorps State and National grantees.

7. Paperwork Reduction Act Guidelines:

There are no special circumstances that would require the collection of information in these ways.

8. Consultation and Public Comments.

The 60 day *Notice* soliciting comments was published on Thursday, April 27, 2023 at 88: 25625. One comment was received. The comment was nonresponsive to the request for comment.

Individuals in the following agency departments were consulted for feedback: AmeriCorps State and National, Office of Monitoring, Office of Grant Administration, Office of General Counsel, Public Health AmeriCorps, Office of Regional Operations and the Budget Office.

External stakeholders provided feedback in two areas: 1. Inactive Links were found: this was corrected in the final tool. And 2. Clarification was needed around including travel funds for Symposium: this feedback was taken and language was clarified in the final tool.

9. Gifts or Payment.

There are no payments or gifts to respondents.

10. Privacy & Confidentiality.

Your responses to this information collection will be disclosed as appropriate unless prohibited by law.

11. Sensitive Questions.

The information collection does not include questions of a sensitive nature.

12. Burden Estimate.

We expect approximately 450 respondents to use these instructions to apply to become AmeriCorps State and National grantees. The frequency of response will not be greater than annually and should not exceed 40 hours of effort per respondent. There is no estimated annual hour burden outside of the customary and usual business practices.

Estimation of Respondent Burden	
Number of respondents	450
Responses per respondent	1
Number of responses	450
Hours per response	40
Total estimated hours (number of responses multiplied by hours per response)	18,000
Cost per hour (hourly wage)	\$45.14
Annual public burden (estimated hours multiplied by cost per hour)	\$812,520

**Note:** The cost per hour is based on the average of eight 2021 OPM GS hourly rates (base + locality) for a GS-11, step 1 employee living in our eight regions of operation, plus the 36.25% civilian personnel full fringe benefit rate from OMB memorandum M-08-13. The average cost per hour is \$33.13 (average hourly rate) + \$12.01 (\$33.13 average hourly rate x 36.25% fringe) = \$45.14/hour (rounded to the nearest penny).

The 2021 GS-11, step 1 hourly rates for the eight regions of operation are as follows: Austin, TX (\$31.57), Atlanta, GA (\$32.64), Columbus, OH (\$32.06), Concord, NH (\$34.49), Denver, CO (\$33.96), Kansas City, MO (\$31.29), Los Angeles, CA (\$35.37) and Philadelphia, PA (\$33.67). The average hourly rate is the sum of these hourly rates divided by eight = \$33.13/hour (rounded to the nearest penny).

13. Estimated nonrecurring costs.

There are no estimated nonrecurring costs.

14. Estimated cost to the Government

Cost	Pay Band	Salary*	% of Effort	Fringe if applicable	Total Cost to Government
Federal Oversight					

Deputy Director	NX-04	180000	.15		27,000
Grant Review Manager	NY-04	120000	.33		39,600
Grant Review Specialist	NY-03	90000	.33		29,700
Portfolio Manager	NY-03	70000	36.96		2,587,200
Contractor Cost					400,000
<b>Total</b>					<b>3,083,500</b>

15. Reasons for changes. There are no changes on the burden worksheet for hours, but a revision of our cost estimate -to include a calculation based on the GS levels of employees in each of the eight regions of operation rather than just relying on the “rest of the U.S.” GS rate— results in a decrease of \$209,160.
16. Publicizing Results: Some results of this grant competition will be published on the AmeriCorps website for the purpose of transparency in federal grantmaking.
17. OMB Not to Display Approval. Not applicable
18. Exceptions to "Certification for Paperwork Reduction Submissions." There are no exceptions to the topics of the certification statement identified in “Certification for Paperwork Reduction Act Submissions.”
19. Surveys, Censuses, and Other Collections that Employ Statistical Methods. Not applicable