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Corporation for National and Community Service (AmeriCorps)
National Civilian Community Corps (NCCC) Team Leader Application
OMB Control Number 3045-0005
Justification – Part A Supporting Statement
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Overview of Information Collection: This is a renewal of an Existing Collection. The AmeriCorps NCCC Team Leader Application is completed by individuals who are applying to be an AmeriCorps NCCC team leader. The information requested in the application is used by AmeriCorps staff to evaluate the qualifications of applicants. The currently approved information collection is due to expire on 12/31/2023. The form used for this collection is the NCCC Team Leader Application, which is completed by applicants applying to serve with AmeriCorps NCCC. No changes are being made to the form or any other aspect of this information collection.

1. Need & Method for the Information Collection
   This information collection is authorized by the National and Community Service Act of 1990, as amended (NCSA), 42 U.S.C. 12501 *et seq.,* and specifically the authority for the NCCC Director to "select individuals with prior supervisory or service experience to be team leaders within units in the National Civilian Community Corps, to perform service that includes leading and supervising teams of Corps members." 42 U.S.C. § 12615(b)(4). The AmeriCorps NCCC Team Leader Application is completed via an online form in the MyAmeriCorps portal. AmeriCorps uses the application 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 a project leaders and project developers and to provide on-site team supervision and reporting. If this collection is not conducted, the NCCC Director would have no basis upon which to identify who is willing or capable of serving as an NCCC Team Leader.

2. Use of the Information.
   Respondents are required to complete this online information collection as part of the selection process for AmeriCorps NCCC Team Leaders. Respondents access the application via the MyAmeriCorps portal. AmeriCorps does not believe this information collection to place any adverse psychological costs on respondents. The collection does not require any supplemental learning or research. During AmeriCorps' consultation with respondents there were no negative feelings towards the questions being asked or the method of completion for this information collection. AmeriCorps uses the information collected to select NCCC Team Leaders. This information is not collected by any other Federal agency because it is unique to NCCC.

3. Use of Information Technology
   The AmeriCorps NCCC Sponsor Survey is completed via an online form that allows respondents

to start and stop as needed. During the consultation process AmeriCorps found that all respondents who were consulted had positive experiences with the online form.

4. <u>Non-duplication</u>
There are no other sources of information by which AmeriCorps can meet the purposes described.

5. <u>Burden on Small Business.</u>
This collection of information does not impact small businesses because they are not eligible to complete the application.

6. <u>Less Frequent Collection.</u>
If AmeriCorps does not collect this information or collects it less frequently, AmeriCorps will be unable to identify individuals who would like to serve as NCCC Team leaders or evaluate their experience to determine whether they should be selected as an NCCC Team leader.

7. <u>Paperwork Reduction Act Guidelines</u>
There are no special circumstances that would require the collection of information in these ways.

8. <u>Consultation and Public Comments</u>
The 60 day *Notice* soliciting comments was published on Friday, July 28, 2023 at 88 FR 48802. No comments were received. AmeriCorps consulted with 2 individuals. The results were positive. Respondents felt the questions were easy to understand and the online form was easy to use. The 30 day Notice was published on Friday, October 10, 2923 at 88 FR 72437.

9. <u>Gifts or Payment.</u>
No gifts or payment is given to respondents.

10. <u>Privacy & Confidentiality</u>
No personally identifiable information or confidential information is requested on the application and AmeriCorps makes no assurance that the information will be kept confidential.

11. <u>Sensitive Questions</u>
The information collection does not include questions of a sensitive nature.

12. <u>Burden Estimate</u>

The number of respondents, responses, and hour burden have not changed; however, AmeriCorps has adjusted its estimate for the annual cost burden to reflect 2023 rates.

	Requested	Program Change Due to New	Program Change Due to Agency	Change Due to Adjustment in	Change Due to Potent	Previously Approved

		Statute	Discretion	Agency Estimate	ial Violation of the PRA	
Annual Number of Responses for this IC	800	N/A	N/A	N/A	N/A	800
Annual IC Time Burden (Hour)	1600	N/A	N/A	N/A	N/A	1600
Annual IC Cost Burden (Dollars)	69,216	N/A	N/A	43,616	N/A	25,600

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	2	2	N/A
Record Keeping	N/A	N/A	N/A
Third Party Disclosure	N/A	N/A	N/A
Total	2	2	N/A

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	1,600	86.52
Record Keeping	N/A	N/A
Third Party Disclosure	N/A	N/A
Total	1,600	86.52

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
Total estimated hours (number of responses multiplied by hours per response)	1,600
Cost per hour (hourly wage)	$43.26
Annual public burden (estimated hours multiplied by cost per hour)	$69,216

Note:
We estimate the cost per hour to respondents to be $43.26, including benefits, based on the U.S. Bureau of Labor Statistics' Employer Costs for Employee Compensation for civilian workers, June 2023 (USDL-23-1971, released September 12, 2023). See https://www.bls.gov/news.release/pdf/ecec.pdf. The cost per response, at 2 hours per response, is $86.52 (rounded).

13. <u>Estimated nonrecurring costs</u>.

No nonrecurring costs are expected for respondents as they are likely to have access to a computer and internet and would not have to purchase any equipment or services to fill in the application.

14. <u>Estimated cost to the Government</u>.

Estimation of Cost to the Government	
Number of responses	800
Hours per response	1
Total estimated hours (number of responses multiplied by hours per response)	800
Cost per hour (hourly wage)	$77.40
Annual burden (estimated hours multiplied by cost per hour)	$61,920

Note:
The annual cost to AmeriCorps of the AmeriCorps NCCC Team Leader Application is $4,969.50 based on our estimate that it takes AmeriCorps staff a total of 1 hour and review each response in this information collection. This annual cost is salary expense for the AmeriCorps staff who manage/oversee this information collection. We estimate that approximately 1 staff will assist with these efforts. We are using an average GS-12 salary, Step 10 (similar to average of NY-3) at $51.60/hour with a 1.5 multiplier to account for the costs of benefits for a total hourly rate of $77.40.

The federal government employee salary information was obtained from OPM's 2023 Salary Table for the Rest of the U.S. (RUS) at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/RUS_h.pdf

15. <u>Reasons for changes</u>
    The annual cost burden estimate was adjusted to reflect more current salary rates.

16. <u>Publicizing Results.</u>
    There are no plans to publicize results.

17. <u>OMB Not to Display Approval.</u>
    AmeriCorps does not seek to not display the expiration for OMB approval of information collection.

18. <u>Exceptions to "Certification for Paperwork Reduction Submissions."</u>
    AmeriCorps does not seek any exceptions Certificate for Paperwork Reduction Submissions.

19. <u>Surveys, Censuses, and Other Collections that Employ Statistical Methods.</u>
    This request does not include other surveys, censuses, or other collections that employ statistical methods.