Corporation for National and Community Service (AmeriCorps)
Days of Service Project Collection Form
OMB Control No. 3045-0122
Justification – Part A Supporting Statement

Overview of Information Collection:

The Corporation for National and Community Service doing business as AmeriCorps (AmeriCorps) is the lead federal agency for the two Days of Service: September 11th National Day of Remembrance and the Martin Luther King, Jr. Day of Service.

This information collection makes it possible for community groups across the country to register and report on their Day of Service volunteer projects. Respondents include national service grantees, businesses, volunteer organizations, government entities, and individuals. The information is collected and published on the AmeriCorps website to promote activities across the country and assess the impact of the Days of Service. Information provided is purely voluntary and is not used to make funding decision.

- An electronic form, the Days of Service Project Form, is being used to collect this information.
- This is a renewal of a previously approved collection. No changes were made to the instrument since it was last approved.
- The 60-day *Notice* soliciting comments was published on January 17, 2025 on page 5834. No comments were received.

1. Need & Method for the Information Collection

   This information collection is necessary to collect the information required for AmeriCorps to promote and assess the impact of Days of Service activities and volunteer engagement as part of our Agency strategic plan. This information collection allows AmeriCorps to gauge success in Days of Service, to report our outcomes, and to deploy resources efficiently. Two Days of Service are mandated in the Agency's authorizing statute.

   Section 198(i) and (k) of the National Community Service Act of 1990, as amended, authorizes the collection of this information. *See* 42 U.S.C. 12653(i),

(k). AmeriCorps is required to administer this and other programs under the national service laws. *See* 42 U.S.C. § 12651.

There is no statutory deadline for this information collection.

2. Use of the Information

Organizers of volunteer events register their Days of Service projects. This group includes national service grantees, corporations, volunteer organizations, government entities, and individuals. AmeriCorps uses the information collect to assess impact of the agency's Days of Service initiatives. Information provided is purely voluntary and will not be used for any grant or funding support.

This information will be used by AmeriCorps to manage our Days of Service Program and assess progress related to the agency strategic plan around Days of Service and volunteering.
This information will be used in the same manner as the previously collected information will not be used by other federal agencies.

This information collection is not a program evaluation, survey, or research study.

There should be no psychological or learning costs associated with this information collection because the information collected is minimal, requiring no research, and the respondents are provided the opportunity to share successes of their projects.

3. Use of Information Technology

AmeriCorps elicits and accepts responses to these questions electronically via the AmeriCorps website. The information collection and administration of the program is managed by the AmeriCorps Office of Communications and Marketing.

There are no payments or gifts to respondents

The instrument is electronically fillable and fileable. This collection does not require respondents to submit any documents or retain records. The information is collected one time only and on occasion– once for each day of service. AmeriCorps will not be able to effectively operate the Days of Service program

without the information collected through this form because it will be unable to identify which organizations are participating in Days of Service.

4. Non-duplication

   This information is not collected elsewhere and cannot be otherwise obtained. The form is a record of an event. The information that is already available cannot be used or modified to be used for the purposes described in Question 2 above.

   This information collection is not collected in a duplicative manner, is collected voluntarily and only related to an event (Days of Service).

5. Burden on Small Business

   This collection of information does not significantly impact small businesses even to the extent small businesses participate because responses are purely voluntary and take a very brief time to complete. There is no economic burden to any other small entities beyond the cost of staff time to report their information. This is minimized to the degree possible by only asking for the information necessary to accomplish its purpose outlined in 2 (above).

6. Less Frequent Collection

   AmeriCorps will not be able to track and document Days of Service projects if the information is not collected. The information can't be collected any less frequently than the time period when the Days of Service take place.

7. Paperwork Reduction Act Guidelines

   There are no special circumstances that would cause this information collection to be conducted in a manner:

   - requiring respondents to report information to the agency more often than quarterly;
   - requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
   - requiring respondents to submit more than an original and two copies of any document;
   - requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
   - in connection with a statistical survey, that is not designed to produce

valid and reliable results that can be generalized to the universe of study;
- requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

8. Consultation and Public Comments

   The 60-day notice soliciting comments was published on January 17, 2025 at 90 Fed. Reg. 5834. No comments were received in response to that notice. The agency also reached out to consult with individuals within and outside of the agency, to solicit views on the availability of data, the frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or report and received no suggestions for improvements.

9. Payment or Gift to Respondents

   The agency does not provide any incentive (monetary or non-monetary) to potential respondents to obtain their information or to encourage respondents to provide the requested information.

10. Privacy & Confidentiality

    This information collection does not include any requests for personally identifiable information or confidential information.

11. Sensitive Questions

    This information collection does not include any questions of a sensitive nature.

12. Burden Estimate

There are no changes to the burden since the last time the information collection was cleared. We expect approximately 100,000 respondents to use the Days of Service Project Form to submit information on their Days of Service projects. The frequency of response will not be greater than annually and should not exceed 10 minutes of effort per respondent. There is no estimated annual hour burden outside of the customary and usual business practices. The estimated respondent burdens and labor costs are shown in the following table.

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Estimation of Respondent Burden	
Number of respondents	100,000
Responses per respondent	1
Number of responses	100,000
Hours per response	0.1666667 (rounded)
Total estimated hours (number of responses multiplied by hours per response)	16,667
Cost per hour (hourly wage)	$51.65
Annual public burden (estimated hours multiplied by cost per hour)	$861,000

Note: The cost per hour is based on the average of eight 2025 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 $37.91 (average hourly rate) + $13.74 ($37.91 average hourly rate x 36.25% fringe) = $51.65/hour (rounded to the nearest penny). Ten minutes of a $51.65 hour is equal to approximately $8.61.

The 2025 GS-11, step 1 hourly rates for the eight regions of operation are as follows: South Central - Austin, TX ($36.42), Southeast - Atlanta, GA ($37.46), Midwest - Columbus, OH ($36.97), Northeast – Albany, NY ($36.55), Mountain - Denver, CO ($39.50), North Central - Kansas City, MO ($36.01), West - Los Angeles, CA ($41.30) and Mid-Atlantic - Philadelphia, PA ($39.04). The average hourly rate is the sum of these hourly rates divided by eight = $37.91/hour (rounded to the nearest penny).

Changes to Burden

	Requested	Program Change Due to New Statute	Program Change Due to Agency	Change Due to Adjustment in Agency	Change Due to Potential	Previously Approved

			Discretion	Estimate	Violation of the PRA	
Annual Number of Responses for this IC	100,000	N/A	N/A	N/A	N/A	100,000
Annual IC Time Burden (Hours)	16,667	N/A	N/A	N/A	N/A	16,667
Annual IC Cost Burden (Dollars)	$861,000	N/A	N/A	109,000	N/A	752,000

The total IC cost burden increased by $109,000 to account for increases in the GS rate since the last submission.

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	10 minutes	0.16666666666	$8.61
Record Keeping	0	0	0
Third Party Disclosure	0	0	0
Total		.17	$8.61

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	16666.67	$861,000
Record Keeping	0	0
Third Party Disclosure	0	0
Total	16667	$861,000

13. Estimated nonrecurring costs.

There are no nonrecurring costs associated with this information collection.

14. Estimated 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 15 minutes to review and verify the information contained in each response. This estimate was developed by staff involved in the management of current activity. AmeriCorps does not estimate any annual cost burden apart from the hourly burden detailed below.

Estimation of Cost to the Government	
Number of responses	100,000
Hours per response	0.25
Total estimated hours (number of responses multiplied by hours per response)	25,000
Cost per hour (hourly wage)	$55.24
Annual burden (estimated hours multiplied by cost per hour)	$1,381,000

Note: The cost per hour is based on the 2025 OPM GS hourly rates (base + locality) for a GS-11, step 1 employee for the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA area ($40.54), plus the 36.25% civilian personnel full fringe benefit rate ($14.70) for a total of approximately $55.24 per hour.

15. Reasons for changes

We are not making changes in this information collection.

16. Publicizing Results

We are not publicizing results.

17. OMB Not to Display Approval

We plan to display the expiration date for OMB approval of the information collection.

18. Exceptions to "Certification for Paperwork Reduction Submissions."

There are no exceptions to certification for Paperwork Reduction Submissions.

19. Surveys, Censuses, and Other Collections that Employ Statistical Methods.

This request does not include survey or censuses or use statistical methods.