

## **Corporation for National and Community Service (AmeriCorps)**

### **AmeriCorps NCCC Sponsor Survey**

**OMB Control Number: 3045-0190**

Justification – Part A Supporting Statement

#### Overview of Information Collection:

The AmeriCorps NCCC Project Sponsor Survey is completed by organizations who have sponsored an AmeriCorps NCCC team. The information requested in the survey is used by AmeriCorps staff to collect feedback from project sponsors.

This is a renewal of an Existing Collection. AmeriCorps also seeks to continue using the currently approved information collection until the renewed information collection is approved by OMB. The currently approved information collection is due to expire on 1/31/23. The form used for this collection is the NCCC Project Sponsor Survey, which is completed by sponsors at the end of their time sponsoring the team in order to capture feedback. Minor changes have been made to the form to delete the Privacy Act notice (for the reason stated in number 10, below), formatting changes to reflect the use of radio buttons, addition of questions to identify the campus and state, and a few wording updates.

#### 1. Need & Method for the Information Collection

The AmeriCorps NCCC Project Sponsor Survey is completed via an online form and administered by a Program Associate based out of the headquarters office in partnership with a programming representative from the 4 AmeriCorps NCCC campus locations. This information is used to evaluate the effectiveness of all aspects of the NCCC program and if not collected would result in an ability to identify areas of weakness and make improvements. The National and Community Service Act, 42 U.S.C. 12601 et seq., authorizes this collection of information (see also specifically section 12624).

#### 2. Use of the Information.

Respondents are required to complete this online information collection at the end of their term of sponsorship. Respondents receive the information collection via email and are able to complete it via mobile device or desktop. 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 and is typically completed within 20 minutes. During AmeriCorps' consultation with respondents there were no negative feelings towards the questions being asked or the method of completion for this information collection.

#### 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. Non-duplication.

There are no other sources of information by which AmeriCorps can meet the purposes described

5. Burden on Small Business.

This collection of information does not impact small businesses because they are not eligible to be NCCC sponsors and therefore are not eligible to take the survey.

6. Less Frequent Collection.

If AmeriCorps does not collect this information or collects it less frequently, AmeriCorps will be unable to analyze the experience of project sponsors as part of its routine evaluations.

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 Tuesday, November 15, 2022 at 87 FR 68470. No comments were received. AmeriCorps also consulted with five individuals (four former sponsors and one current sponsor) for their views on the NCCC Project Sponsor Survey. The results were largely positive. Respondents felt the questions were easy to understand and the online form was easy to use. They provided estimates ranging from 15 to 25 minutes for completing the survey, which we have averaged to 20 minutes in this submission.

9. Gifts or Payment.

No gift or payment is given to respondents as an incentive to completing the survey.

10. Privacy & Confidentiality.

This instrument does not collect personally identifiable information subject to the Privacy Act or any other confidential information. The name and contact information requested is for the business/organization name and contact information.

11. Sensitive Questions

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

12. Burden Estimate.

We expect approximately 300 project sponsors to respond to this survey. The burden hour estimate increased because we increased the estimated burden per response to 20 minutes for a total of 100 hours. The frequency of response will not be greater than annually.

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	300	0	0	0	0	300
Annual IC Time Burden (Hour)	100	0	0	35	0	65
Annual IC Cost Burden (Dollars)	\$4185	0	0	4185	0	0

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	20 minutes	.333333	13.95
Record Keeping	N/A	N/A	N/A
Third Party Disclosure	N/A	N/A	N/A
Total	20 minutes	.333333	13.95

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	100	4,185
Record Keeping	N/A	N/A
Third Party Disclosure	N/A	N/A
Total	100	4,185

Estimation of Respondent Burden	
Number of respondents	300
Responses per respondent	1
Number of responses	300
Hours per response	0.33333
Total estimated hours (number of responses multiplied by hours per response)	99.999
Cost per hour (hourly wage)	\$41.86
Annual public burden (estimated hours multiplied by cost per hour)	\$4,185

**Note:** We estimate the cost per hour to respondents to be \$41.86, including benefits, based on the U.S. Bureau of Labor Statistics' Employer Costs for Employee Compensation for civilian workers, September 2022 (USDLE-22-2307, released December 15, 2022). See <https://www.bls.gov/news.release/pdf/ecec.pdf>. The cost per response, at 20 minutes per response, is \$13.95, resulting in an annual cost burden of \$4,185.

13. Estimated Nonrecurring Costs.

This information collection does not involve any nonrecurring costs.

14. Estimated Cost to the Government.

The estimated cost to the Government is shown in the following table. This estimate was developed by staff involved in the management of current activity.

Estimation of Cost to the Government	
Number of responses	300
Hours per response	1
Total estimated hours (number of responses multiplied by hours per response)	300
Cost per hour (hourly wage)	\$33.13
Annual burden (estimated hours multiplied by cost per hour)	\$9,939

**Note:**

The annual cost to AmeriCorps of the AmeriCorps NCCC Project Sponsor Survey is \$4,969.50 based on our estimate that it takes AmeriCorps staff a total of 1 hour to administer and review this information collection. This

annual cost is salary expense for the AmeriCorps staff manage/oversee this information collection. We estimate that approximately 1 staff will assist with these efforts and the survey will be administered about 6 times. We are using an average GS-12 salary, Step 10 (similar to average of NY-3) at \$33.13/hour.

The federal government employee salary information was obtained from OPM's 2022 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/2022/RUS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/RUS_h.pdf) and includes a 1.5 multiplier to account for the costs of benefits.

15. Reasons for Changes.

The burden hours increased from 65 to 99 because we adjusted our estimate as a result of input we received during the consultation described in response to number 8, increasing the hourly burden per response to 20 minutes.

16. Publicizing Results.

AmeriCorps will not publish responses to this information collection.

17. OMB Not to Display Approval.

AmeriCorps will display the expiration date of OMB's approval.

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

There are no exceptions to the certification statement.

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

This request does not include a survey that employs statistical methods.