

Corporation for National and Community Service (AmeriCorps)
National Service Criminal History Check Recordkeeping Requirement
OMB Control Number 3045-0150

Justification – Part A Supporting Statement

Overview of Information Collection: The Corporation for National and Community Service (operating as AmeriCorps) awards grants to States, institutions of higher education, non-profit organizations, Indian Tribes, and U.S. territories to operate national service programs. This information collection requires those grantees to conduct National Service Criminal History Checks (NSCHCs) on individuals in covered positions before they begin service and maintain documentation that the individuals were screened according to statutory requirements and are not prohibited from serving in the covered position.

- This is a request for renewal (extension) of the existing collection.
- This information collection requires grantees to maintain documentation that they have conducted the required NSCHCs on individuals in covered positions and that those individuals are not listed on a sex offender registry or convicted of murder. If the grantee uses one of the recommended vendors for NSCHCs, then the documentation will consist of a “cleared” or “not cleared” determination for each individual in a covered position.

1. Need & Method for the Information Collection.

The Serve America Act of 2009 amended the National and Community Service Act of 1990 (NCSA) creating a statutory requirement that entities receiving federal financial assistance under the national service laws conduct NSCHCs on individuals in covered positions. 42 U.S.C. § 12645g.

Covered positions are those in which individuals receive a grant-funded living allowance, stipend, national service education award, or salary. 42 U.S.C. § 12645g(a). The NSCHC is a screening procedure mandated by the NCSA, as amended, and implemented by AmeriCorps regulations at 45 CFR §§ 2540.200 through 2540.207, in order to protect program beneficiaries from harm and to determine the eligibility of individuals to receive one of the statutorily enumerated benefits of service from AmeriCorps. The regulation requires grantees to maintain, as grant records, documentation of the required components of the NSCHC to ensure the proper screening and eligibility of individuals. See 45 CFR 2540.206(a)(5). Documentation of the required NSCHC components includes documentation of:

- 1) Verification of an individual’s identity through examination of a government-issued photo ID,
- 2) The individual’s authorization to conduct the NSCHC,
- 3) The individual’s understanding that the covered position is contingent on consideration of the NSCHC,
- 4) The results, or a results summary of the NSCHC components for the individual,

5) That the result of the NSCHC was considered in selecting an individual to serve in a covered position.

The documentation required to be maintained under the rule is created or collected by the entity responsible for the covered position (the grantee or sponsor) and the results or results summary of the NSCHC components will be received from state criminal history registries, the FBI, or private entities authorized to provide the information necessary to determine whether or not an individual is a convicted murderer or required to be listed on a sex offender registry.

It is essential to AmeriCorps' mission that the recordkeeping requirement of the NSCHC is in place to ensure that those required to be listed on a sex offender registry and those convicted of murder do not serve in covered positions, as prohibited by statute.

2. Use of the Information.

The sole use of the information the grantee maintains is to ensure eligibility and proper screening of individuals to serve or work in a covered position, as required by statute. Records must be kept on each individual serving or working in a covered position (i.e., one who receives an AmeriCorps grant-funded living allowance or salary, stipend, or national service education award). The records must be kept in paper format or in electronic format that is auditable and secure from tampering. Grantees must maintain the records for audit and compliance purposes for the time period normally required for maintenance of grant records. The records must show that the grantee conducted the NSCHC in the correct manner and at the correct time. Because the law prohibits individuals with certain criminal convictions from serving, the requirement ensures that federal funds are not disbursed in violation of statute and that vulnerable populations are protected from harm.

AmeriCorps conducts site and monitoring visits of grantees and the AmeriCorps Office of Inspector General conducts audits of the grantees. In both cases, the recordkeeping required by this information collection is used to determine whether the grantee has complied with the terms and conditions of its grant and law.

Grantees undertaking this recordkeeping requirement must undergo a number of steps, including reading AmeriCorps' instructions and guidance. A detailed breakdown of steps, based on input from commenters, follows:

- Send the instructions to the individual applying for covered position
- Submit the individual's information to a vendor authorized to conduct check, such as the agency-approved vendor

- Check the vendor system to ensure the individual has an appointment scheduled, and document the date and time the appointment is scheduled
- Document the date the individual's fingerprints are submitted
- Upon receipt of results or by logging into the vendor system, find and adjudicate results, save the report to the individual's file, document the date of completion, download the receipt from vendor, and send the receipt to accounts payable
- Accounts payable processes and reconciles payments
- Update the adjudicated individual's AmeriCorps invitation with the NSCHC completion date

Additionally, there may be follow-up beyond those core steps, which may include:

- Resending instructions to the individual applying for the position
- Assisting individuals in understanding the process and what they need to do to complete it
- Resubmitting the individual's information to the vendor due to spelling errors or due to a change in the position that now requires checks in additional States
- Adjudicating a report that needed to be done again, saving the report, and documenting date of completion
- Following up with the vendor when reports are unusually delayed
- Contacting the applicants who requested mail-in packets to ensure they communicate with our program when they mail the packet in, as the mail in process can take up to 30 days to process (often the individual's start date is sooner than that, so the individuals need to find a fingerprinting location where they can complete the process again)
- Assisting individuals in finding the closest location to complete the fingerprinting
- Emailing the vendor with questions
- Checking for scheduled appointments many times when the covered individual's service or work start date is approaching
- Driving individuals to a fingerprinting location in order to complete the process in time

The actual maintenance of the records is minimally burdensome, but obtaining the information that must be maintained, as described in the above steps, is time consuming. There is also a psychological cost to this information, as many commenters have noted their frustration with vendor delays. However, the specific information must be obtained as set out in the statute, which requires a check of the NSOPW, the state registry(ies), and FBI fingerprinting.

3. Use of Information Technology.

AmeriCorps permits grantees to document and maintain records using technology, as long as the validity and integrity of the record is not compromised.

4. Non-duplication.

NSCHC documentation for individuals is not available from any other source.

5. Burden on Small Business.

This collection of information does not impact small businesses because for-profit entities are not eligible to apply for or receive grants. Small entities eligible to receive grants must pay for overhead and staff to administer the recordkeeping requirement and to comply with the recordkeeping requirements. This is minimized to the degree possible by requiring entities to maintain only the records absolutely necessary to verify compliance with the NSCHC. All costs related to the NSCHC are allowable costs under AmeriCorps grants.

6. Less Frequent Collection.

If the records are not maintained, AmeriCorps and its grantees will be unable to fulfill the statutory obligation of ensuring that grantees do not permit sex offenders and convicted murderers to serve in covered positions. Further, grantees would be unable to demonstrate compliance with the NSCHC requirements in the terms and conditions of the grant and demonstrate appropriate use of Federal funds without maintaining these records.

7. Paperwork Reduction Act Guidelines.

There are no special circumstances that would cause the recordkeeping to be performed in any way that is not in accordance with Paperwork Reduction Act Guidelines.

8. Consultation and Public Comments.

AmeriCorps published a notice seeking public comment in the Federal Register on April 16, 2025 at 90 Fed. Reg. 15979. No comments were received in response to this notice, but AmeriCorps has ongoing communications with grantees to receive feedback from and provide guidance to grant recipients on complying with this information collection requirement.

9. Gifts or Payment.

There are no payments or gifts to respondent grantees.

10. Privacy & Confidentiality.

The regulation at 45 CFR § 2540.205(g) requires that entities conducting a NSCHC on an individual provide safeguards to ensure the confidentiality of any documentation relating to the NSCHC.

11. Sensitive Questions.

The recordkeeping requirement does not include questions of a sensitive nature.

12. Burden Estimate.

Grantees incorporate the recordkeeping into the customary and usual grant recordkeeping practices. The grantees have significant flexibility in designing and implementing their recordkeeping systems and need only integrate this recordkeeping requirement into their standard operations.

The approximate total number of respondents who must maintain these records is 112,357 and, on average each year, they each have three individuals in covered positions for which NSCHCs are required each year, resulting in a total of 337,071 responses.

The burden estimate per individual is 135 minutes (2 hours and 15 minutes).

	Requeste d	Program Change Due to New Statute	Program Change Due to Agency Discretio n	Change Due to Adjustme nt in Agency Estimate	Chang e Due to Potent ial Violati on of the PRA	Previou sly Approv ed
Annual Number of Responses for this IC	337,071	0	0	0	0	337,071
Annual IC Time Burden (Hour)	758,410	0	0	0	0	758,410
Annual IC Cost Burden (Dollars)	0	0	0	0	0	0

Burden per Response:

	Time Per Response	Hours	Cost Per Response
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Reporting	0		0
Record Keeping	135 minutes	2.25	0
Third Party Disclosure	0	0	0
Total	135 minutes	2.25	0

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	0	0
Record Keeping	758,410	0
Third Party Disclosure	0	0
Total	758,410	0

We estimate the cost per hour to respondents to be \$40.90, including benefits, based on the U.S. Bureau of Labor Statistics' Employer Costs for Employee Compensation for March 2022 (USDLE-22-1176, released June 16, 2022). See: [Employer Costs for Employee Compensation Summary - 2022 Q01 Results \(bls.gov\)](#). The cost per response, at 2.25 hours per response, is \$92.03 (rounded up). The total hourly cost for all 337,071 responses is \$31,020,644.

13. Estimated nonrecurring costs.

The recordkeeping requirements do not involve start-up or operating costs other than those which are part of customary and usual business practices. Costs for customary and usual business practices are allowable costs under CNCS grants.

14. Estimated cost to the Government.

The annual cost to the Federal Government consists of the costs paid to conduct the checks. The costs are \$7.50 for each NSOPW check, \$28.85 for each Fieldprint check, and while the Truescreen checks vary by stage, the average Truescreen check is \$35.95, totaling an average of \$72.20 per individual. At a total of 337,071 individuals that must be checked each year, the Federal Government spends approximately \$24,334,958 each year.

15. Reasons for changes.

No changes are being made as part of this information collection request.

16. Publicizing Results.

Not applicable.

17. OMB Not to Display Approval.

Not applicable.

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

There are no exceptions to the certification statement.

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

Not applicable.