

**Corporation for National and Community Service (AmeriCorps)**  
**AmeriCorps NCCC Service Project Application**  
**OMB Control Number 3045-0010**  
Justification – Part A Supporting Statement

Overview of Information Collection:

This information collection consists of the NCCC Service Project Application. The information requested in the application form is completed by organizations seeking to become an AmeriCorps NCCC sponsor and makes it possible for our regional staff to select the organizations that will host and work with our teams.

This is a renewal without change of an Existing Collection. The currently approved information collection is due to expire on September 30, 2025.

1. Need & Method for the Information Collection.

Each year, AmeriCorps National Civilian Community Corps (NCCC) engages teams of members in projects in communities across the United States. This information collection is authorized by the National and Community Service Act, as amended, which establishes the NCCC and provides that AmeriCorps shall select among project proposals submitted by public and private organizations and agencies. See 42 U.S.C. 12617. Service projects, which typically last from six to eight weeks, address critical needs in natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development. AmeriCorps NCCC awards teams to non-profit and faith-based organizations; local, state, and federal governments; Indian tribes; and educational institutions. This information collection comprises the questions applicants answer to apply to sponsor an AmeriCorps NCCC team.

2. Use of the Information.

Applicants respond to the questions included in these instructions in order to sponsor an AmeriCorps NCCC team at one of its three campuses: Pacific, Southwest, and North Central. The regional programming departments use the information collection to select local, state, and national entities that will engage AmeriCorps NCCC members in work to address community challenges. Organizations interested in sponsoring a project either receive application forms from AmeriCorps regional contacts with whom they have interacted before, or if they are new applicants, from the AmeriCorps NCCC informational webpage linked on [www.americorps.gov](http://www.americorps.gov). As directed on the webpage, applicants then contact the appropriate regional campus to discuss their ideas. When they are ready to apply, applicants may access the application form from that same website, download the application to their

computer and fill it electronically, then submit to their regional contact. AmeriCorps has identified no psychological or learning costs to completing the application, as the first step in the application process is contacting AmeriCorps regional staff who are then available to assist if the applicant faces any issues in completing the application.

### 3. Use of Information Technology.

AmeriCorps NCCC elicits and accepts applicants' response to these questions electronically via email. If applicants are unable to submit their application electronically, it can be submitted by mail or fax to the appropriate AmeriCorps NCCC campus.

### 4. Non-duplication.

This information is not collected elsewhere and there are no other sources of information by which AmeriCorps can meet the purposes described above.

### 5. Burden on Small Business.

This collection of information does not impact small businesses because they are not eligible to apply.

### 6. Less Frequent Collection.

If AmeriCorps does not collect this information or collects it less frequently, AmeriCorps will be unable to determine applicant eligibility.

### 7. Paperwork Reduction Act Guidelines.

There are no special circumstances that would require the collection of information in any way that would violate Paperwork Reduction Act guidelines.

### 8. Consultation and Public Comments.

The 60-day Notice soliciting comments was published in the Federal Register on Monday, May 2, 2025, 90 Fed. Reg. 18840. One comment was received in response to that notice, that comment stated that the collection of information is necessary. AmeriCorps NCCC has conducted ongoing consultation with applicants for their feedback since the last revision and has received no feedback that the burden estimates are unreasonable or the form requires any change.

### 9. Gifts or Payment.

There are no payments or gifts to respondents as an incentive to provide the requested information.

10. Privacy & Confidentiality.

This instrument does not collect Personally Identifiable Information.

11. Sensitive Questions.

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

12. Burden Estimate.

AmeriCorps has reduced the number of respondents from the previously approved 1,800 to 500 to reflect the Agency's smaller footprint and anticipated reduction in the number of project sponsor applications. AmeriCorps estimates that, on average, it will take each respondent approximately 8.25 hours to complete the form. The estimated respondent burdens and labor costs are shown in the following table.

Estimation of Respondent Burden	
	NCCC Service Project Application
Number of respondents	500
Responses per respondent	1
Number of responses	500
Hours per response	8.25
Total estimated hours (number of responses multiplied by hours per response)	4,125
Cost per hour (hourly wage)	\$45.38
Annual salary public burden (estimated hours multiplied by cost per hour)	\$187,193

**Note:** The cost per hour of \$45.38 is based on the total compensation costs for private industry workers per U.S. Bureau of Labor Statistics' Employer Costs for Employee Compensation for March 2025 (USDLE-25-0958, released June 13, 2025). See <https://www.bls.gov/news.release/pdf/ecec.pdf>.

**Changes to Burden**

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency	Change Due to Potential	Previously Approved
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				Estimate	Violati on of the PRA	
Annual Number of Responses for this IC	500	N/A	N/A	-1300	N/A	1,800
Annual IC Time Burden (Hours)	4125	N/A	N/A	-10725	N/A	14,850
Annual IC Cost Burden (Dollars)	\$187193	N/A	N/A	-\$317559	N/A	\$504,752

#### Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	4,125	\$187,192.50
Record Keeping	0	0
Third Party Disclosure	0	0
Total	4125	\$187,193

#### 13. Estimated nonrecurring costs.

This information collection does not impose any annual nonrecurring cost burden on respondents.

#### 14. Estimated cost to the Government.

The annual cost to AmeriCorps of the AmeriCorps NCCC Service Project Application is \$27,605 based on our estimate that it takes AmeriCorps staff a total of four hours to administer and review each of the 500 responses to this information collection. This annual cost is salary expense for the AmeriCorps staff manage/oversee this information collection. We estimate that approximately one staff will assist with these efforts. We are using an average GS-12 salary, Step 10 (similar to average of NY-3) at \$55.21/hour.

The federal government employee salary information was obtained from OPM's 2025 Salary Table for the Rest of the U.S. (RUS) at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary->

[tables/25Tables/html/RUS\\_h.aspx](#) and includes a 1.5 multiplier to account for the costs of benefits.

15. Reasons for changes.

Changes were made due to adjustment in Agency estimate of the number of respondents to reduce the estimate to reflect the Agency's smaller footprint.

16. Publicizing Results.

Not applicable because the results will not be published.

17. OMB Not to Display Approval.

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

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.