

Corporation for National and Community Service (AmeriCorps)
AmeriCorps VISTA Application and Reporting Forms
OMB Control Number 3045-0038
Justification – Part A Supporting Statement

Overview of Information Collection:

This is a request for a revision. The Corporation for National and Community Service, doing business as AmeriCorps (AmeriCorps), is revising the concept paper and project application instructions, continuation application instructions, project progress report instructions, and support grant budget instructions in the current information collection. The revisions streamline content, ensure use of plain English with use of the second person, separate systems instructions from content explanations, update terminology, and divide narrative fields into clearer subsections to organize content. No revisions are being made to the VISTA Progress Report Supplement (VPRS) instructions. The information collection will otherwise be used in the same manner as the existing application and reporting forms.

AmeriCorps also seeks to continue using the current forms until the revised forms are approved by OMB.

1. Need & Method for the Information Collection.

The Domestic Volunteer Services Act of 1973, as amended, establishes the VISTA program, which is operated by AmeriCorps. *See* 42 U.S.C. 4951 *et seq.* VISTA is an anti-poverty program designed to provide needed resources and volunteers (VISTA members) to nonprofit organizations and public agencies to create or expand programs designed to empower individuals and communities in overcoming poverty. This information collection comprises the questions applicants answer to apply to be an AmeriCorps VISTA project sponsor as well as the reporting forms that project sponsors must complete after award. AmeriCorps collects this information via its online database, eGrants.

There are five forms associated with this information collection:

- Concept paper and project application instructions
- Continuation application instructions
- Support grant budget instructions
- Project progress report instructions
- VISTA progress report supplement instructions.

As noted above, the first four are being revised; otherwise, they will continue to be used in the same manner as the existing forms.

2. Use of the Information.

Applicant organizations respond to the questions included in the VISTA application instructions in order to apply for VISTA resources in support of an anti-poverty project. AmeriCorps uses the information collection to select eligible entities that will implement anti-poverty projects using

AmeriCorps VISTA members. AmeriCorps uses the reporting forms to track programmatic process and make determinations for further resources and funding.

No psychological costs are expected to be associated with this information collection because the individual filling in the application and reporting forms will be doing so on behalf of their organization, and opens the possibility to receiving AmeriCorps resources. Respondents learn of the opportunity to submit a concept paper via a notice of opportunity. There may be some learning costs if the respondent has never used the eGrants system but they may attend one of the training and technical assistance webinars offered by AmeriCorps and may access resources on creating and managing an eGrants account to assist them in the steps of the application process.

The information provided to AmeriCorps is not used by other Federal agencies.

3. Use of Information Technology.

AmeriCorps elicits and accepts applicants' responses to the application questions electronically via eGrants, the AmeriCorps secure online grants management system. If applicants are unable to apply or report on-line, they can use the attached forms and instructions to submit their application.

4. Non-duplication.

There are no other sources of information by which AmeriCorps can meet the purposes described in the response to question 2, above, because this information is unique to each anti-poverty project for which the applicant seeks VISTA resources.

5. Burden on Small Business.

This collection of information does not impact small businesses because they are not eligible to apply for VISTA projects or grants. There is no economic burden to any other small entities beyond the cost of staff time to collect and report the data. This is minimized to the degree possible by only asking for the information absolutely necessary to assess an organization's eligibility to apply and capacity to administer a VISTA project.

6. Less Frequent Collection.

If this collection were conducted less frequently, AmeriCorps would be unable to assess prospective VISTA sponsors or current sponsors' performance.

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.

AmeriCorps published a notice in the Federal Register on May 6, 2026, at 91 Fed. Reg. 24529. The deadline for comments was July 6, 2026. AmeriCorps received one comment in response to the notice.

The changes requested and AmeriCorps VISTA's responses are summarized below:

Concept Paper and Project Application

- The commenter expressed concerns that an intermediary project may find it difficult to fit all of the requested information into the page limit.
 - AmeriCorps VISTA response: Currently, AmeriCorps VISTA does not have a page limit for its application materials. For these revised application instructions, we came to the suggested page length for the narrative section based on the median length of project applications awarded over the past several fiscal years. The page limit takes into account an intermediary application. The list of sites and performance measures does not count towards the narrative page limit. Therefore, intermediary projects should have adequate space to concisely respond to the narrative questions. A page limit for the narrative portion of the application creates a more efficient review process for AmeriCorps staff and allows project awards to be processed quicker.

Continuation Application Instructions

- The commenter requested the continuation application requirements be reduced for intermediary projects with a large number of Volunteers and/or service locations.
 - AmeriCorps VISTA response: The continuation application is used to help evaluate and measure the success of a project, regardless of project type (single service location, multi-service location, or intermediary). The questions help assess whether a project is continuing to strive towards sustainability and is in compliance with their use of VISTA resources.

Project Progress Report Instructions

- The commenter requested the consolidation of VISTA Progress Report Supplement (VPRS) with the Project Process Report (PPR) allowing for one reporting period.
 - AmeriCorps VISTA response: VISTA is working towards one project progress report, however the progress report supplement is still included as the implementation of the report consolidation is in progress and is scheduled to conclude by FY28.
- The commenter requested the Sustainability narrative section be “not applicable” for intermediary projects.
 - AmeriCorps VISTA response: Regardless of the project model (single site, multi-site, or intermediary), AmeriCorps VISTA's legislation and regulations still apply, with sustainability being a factor in determining a project's success. Intermediaries are not exempt from meeting the statutory requirements of sustainability as well as anti-poverty, capacity building, and community empowerment.
- The commenter requested the Partnership Collaboration and Development narrative be

“not applicable” for intermediary projects.

- o AmeriCorps VISTA response: The PPR instructions were updated with clarifying language, so intermediaries do not have to list each partnership developed by every site, but are encouraged to provide 3-5 examples.
- The commenter requested the due date for PPRs change from 30 days to 60 days.
 - o AmeriCorps VISTA response: AmeriCorps VISTA will update our guidance to align with 2 CFR Uniform Guidance to have a deadline of no later than 90 calendar days for annual performance reports.
- The commenter requested the Member Development section be streamlined and felt it was unclear how the agency uses the information.
 - o AmeriCorps VISTA response: Volunteer (formally “member”) development is a cornerstone of VISTA’s legislation and a key component of the agency’s new strategic plan. Collecting this information allows us to determine key metrics and inform our VISTA Support Unit’s Training Specialists on potential training needs.
- The commenter recommended a change to the “Demographics” title of the PPR. Additionally, the requested data points of the PPR that overlapped with the VPRS be removed, specifically questioning whether information should be collected about youth and veteran/military family members receiving resources.
 - o AmeriCorps VISTA response:
 - Demographics is shared language across AmeriCorps programs and will remain for continuity.
 - VISTA is working towards one project progress report, however the progress report supplement is still included as the implementation of the report consolidation is in progress and will conclude by FY28.
 - In the concept paper, applicants are asked to provide information on target population(s). This includes youth as well as veterans/military families. These populations remain a high priority for the agency and the administration. Therefore, we need to collect this data, recognizing that not all projects will serve these target populations. The instructions state projects may enter “0” if it does not apply to them.
- The commenter said the Resource Development section is cumbersome to submit in narrative form and questioned if the information was necessary.
 - o AmeriCorps VISTA Response: Added language to the instructions to clarify the requirements for intermediary project responses. Intermediary projects only need to highlight successful projects. This information is used frequently in outreach and reporting to Congress to demonstrate the VISTA program and its partners’ success in generating non-AmeriCorps resources.

- The commenter asked if it was necessary to collect information on the number of VISTA Volunteers serving under each performance measure.
 - o AmeriCorps VISTA response: We updated the PPR instructions to explain what to enter in the “# of Full time VISTAS” field. This information is necessary to collect to determine the scope of VISTA Volunteer activities and where we may need to supplement training resources and pulling data for information requests.

Additionally, AmeriCorps consulted with four sponsors who completed the application process to obtain their views on the availability of data, the frequency of collection, the clarity of instructions and application format, and the data elements included in the application. -

The partner feedback mainly consisted of suggestions for copy edits or requests for clarification in certain sections of the instructions. Based on their feedback, we improved the clarity of the instructions with grammatical edits, plain English updates, and by reordering the content in some sections to help make the steps easier for readers to comprehend and follow. AmeriCorps has incorporated these suggestions into the application materials.

Partner feedback frequently requested changes to the performance measures section. The agency has chosen not to update the content of the performance measures at this time. AmeriCorps does not have the resources currently to update eGrants, our grants management system, where project performance measures are input. However, this feedback has been consistently received and heard. This feedback will be taken into account when a new system is implemented.

9. Gifts or Payment.

No gifts or payments will be provided to respondents for responding to this information collection.

10. Privacy & Confidentiality.

No assurance of confidentiality is provided to respondents. Respondents are not required to submit any proprietary trade secrets, other confidential information, or personally identifiable information.

11. Sensitive Questions.

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

12. Burden Estimate.

We expect approximately 150 respondents to submit a Concept Paper and 600 respondents to use these instructions to apply to become VISTA sponsors and

report on their progress. The frequency of response for the Application will not be greater than once annually and should not exceed 10 hours of effort for the Concept Paper and 26.7 hours of effort per respondent for the application and reporting for total burden hours of 13,763, and an average burden of 18.35 hours. There is no estimated annual hour burden outside of the customary and usual business practices.

FORM	RESPONDENTS	HOURS	TOTAL
Concept Paper	150	10	1,500
Application+Budget+Reporting	600	26.7	12,000
Total	750	18.35 (average)	13,763

	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	750	0	0	0	0	750
Annual IC Time Burden (Hour)	13,763	0	0	0	0	13,763
Annual IC Cost Burden (Dollars)	552,289	0	0	15,555	0	536,738

Burden per Response:			
	Time Per Response	Hours	Cost Per Response
Reporting	18.35 Hours	18.35	736.39
Record Keeping	0	0	0

Third Party Disclosure	0	0	0
Total		18.35	736.39

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	13762.5	552,292.5
Record Keeping	0	0
Third Party Disclosure	0	0
Total	13763	552,293

Note: The cost per hour is based on the Office of Personnel Management (OPM) General Schedule (GS) hourly rate of \$29.45 for a GS-8, step 4, employee ([SALARY TABLE 2026-RUS](#) for the rest of the U.S.) plus the 36.25% civilian personnel full fringe benefit rate from OMB memorandum M-08-13 (\$29.45 + \$10.68= \$40.13 rounded).

Not all respondents will be successful and asked to complete full application. The amount shown is the maximum public burden.

13. Estimated nonrecurring costs.

This information collection does not impose any capital or start-up costs, operation and maintenance costs, or purchase of services.

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 3,750 hour(s) to review and verify the information contained in each response. This estimate was developed by staff involved in the management of current activity.

Estimation of Cost to the Government	
Number of responses	750
Hours per response	5
Estimated hours (number of responses multiplied by hours)	3,750

per response)	
Cost per hour (hourly wage)	\$64.28
Annual public burden (estimated hours multiplied by cost per hour)	\$ 241,060

Note: The cost per hour is based on the OPM General Schedule (GS) hourly rate of \$47.18 for a GS-12, step 4, employee ([SALARY TABLE 2026-RUS](#) for the rest of the U.S.) plus the 36.25% civilian personnel full fringe benefit rate from OMB memorandum M-08-13 (\$47.18 + \$17.10 = \$64.28 rounded to the nearest dollar).

15. Reasons for changes.

The estimated cost burden increased due to an adjustment in the estimate resulting from updated GS schedules.

16. Publicizing Results.

AmeriCorps will not be publishing the results of this information collection.

17. OMB Not to Display Approval.

The expiration date for OMB approval of this information collection will be displayed.

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

There are no exceptions to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."

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

This request does not include surveys or censuses or use statistical methods; no Part B supporting statement is required.