

AmeriCorps
AmeriCorps State and National (ASN) Application Instructions
OMB Control Number 3045-0047
Justification – Part A Supporting Statement

Overview of Information Collection:

This request is for a revision of an existing collection. The revised document makes the following changes to the Application Instructions for ASN Competitive New and Continuation Grants:

- add a box to click for the applicant to confirm that it complies with program requirements;
- address how unexpended funds are handled (see Carry Forward Funding section in Continuations);
- remove the fixed percentage rate method as an option for calculating administrative/ indirect costs for cost-reimbursement grants (see Attachment B of the form);
- update the de minimis indirect cost rate;
- add a new Attachment I: State Commission Recommendation and Ranking Guidance;
- add clarifying language (e.g., identifying the hours for a full Member Service Year (MSY); and
- reflect regulatory changes since the last renewal, including, for example, updating the match requirements and updating terminology.

None of these changes is expected to change the burden hour estimate because they are primarily substituting information or providing additional clarification.

1. Need & Method for the Information Collection.

The National and Community Service Act of 1990, as amended (NCSA), 42 U.S.C. 12501 *et seq.*, establishes the AmeriCorps State and National Program, authorizing the Corporation for National and Community Services dba AmeriCorps awards grants to states (including state service commissions), U.S. territories, Indian Tribes, and other entities to carry out national service programs to address unmet needs. Some of the funding is competitively awarded while some is formula based. See 42 U.S.C. 12581. This information collection comprises the criteria and/or questions which applicants respond to in order to apply for competitively awarded AmeriCorps State and National grant funds.

2. Use of the Information.

Applicants respond to the criteria and/or questions in the Notice of Funding Opportunity using these instructions in order to apply for funding in AmeriCorps State and National competitions. AmeriCorps State and National uses the information collection to select organizations that will engage AmeriCorps members to strengthen communities.

3. Use of Information Technology.

AmeriCorps solicits and accepts applicants' responses to these questions electronically via eGrants, the AmeriCorps' secure online grants management systems. If applicants are unable to apply or report online, 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 purpose described in the Use of Information Section.

5. Burden on Small Business.

This collection of information does not impact small businesses because they are not eligible to apply for these 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 an AmeriCorps State and National grant.

6. Less Frequent Collection.

AmeriCorps would be unable to request the necessary information to assess prospective AmeriCorps State and National grantees if the information were not collected each time the grantee applies for a program.

7. Paperwork Reduction Act Guidelines.

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

8. Consultation and Public Comments.

The 60-day notice soliciting comments was published on Friday, June 12, 2026 at 91 Fed. Reg. 35672. The comment period closed August 11, 2026. No comments were received in response to this notice

AmeriCorps proactively reached out to 5 internal and external stakeholders, who are national

direct grantees, state service commissions, and agency staff and provided feedback that:

- The instructions are clear and concise.
- Instructions are long and this can deter applicants from carefully reviewing all 48 pages. Any information that is not required could be considered for removal.
Agency Response: All information included in the application instructions is required.
- The most difficult part for new grantees/applicants is breaking down the evidence piece and providing information that will be scored highly in this section. While we understand the need for programs to be evidence based or evidence informed, the way this section is presented can be challenging for newer applications.
Agency Response: A supplemental FAQ document provided with the application instructions includes additional information on the evaluation requirements.

9. Gifts or Payment.

AmeriCorps provides no payments or gifts to respondents to incentivize responses to this information collection.

10. Privacy & Confidentiality.

No collection of personally identifiable information, proprietary trade secrets, or other confidential information is a part of this information collection and no assurance of confidentiality is provided to respondents.

11. Sensitive Questions.

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

12. Burden Estimate.

We expect approximately 450 respondents to use these instructions to apply for AmeriCorps State and National grant funds. The frequency of response will not be greater than annually and should not exceed 40 hours of effort per respondent.

Estimation of Respondent Burden	
Number of respondents	450
Responses per respondent	1
Number of responses	450
Hours per response	40
Total estimated hours (number of responses multiplied by hours per response)	18,000

Cost per hour (hourly wage)	\$67.20
Cost per response	\$2,688
Annual public burden (estimated hours multiplied by cost per hour)	\$1,209,600

Note: The cost per hour is based on the March 2026 Department of Labor Bureau of Labor Statistics hourly wage rate (see BLS Employer Costs for Employee Compensation – March 2026 (USD L-26-0827, released June 12, 2026, [Employer Costs for Employee Compensation News Release - 2026 Q01 Results](#)), wages and salaries for civilian workers (\$49.32) plus the 36.25% civilian personnel full fringe benefit rate from OMB memorandum M-08-13. The hourly rate is \$49.32 + \$17.88 (\$49.32 hourly rate x 36.25% fringe) = \$67.20 (rounded to the nearest penny).

	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	450	0	0	0	0	450
Annual IC Time Burden (Hour)	18,000	0	0	0	0	18,000
Annual IC Cost Burden (Dollars)	1,209,600	0	0	397,080	0	812,520

The following tables show that these burden hours consist of time required for reporting:

Burden per Response:			
	Time Per Response	Hours	Cost Per Response

Reporting	40 hours	40	\$2,688
Record Keeping	0	0	0
Third Party Disclosure	0	0	0
Total	--	40	\$2,688

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	18,000	\$1,209,600
Record Keeping	0	0
Third Party Disclosure	0	0
Total	18,000	\$1,209,600

13. Estimated nonrecurring costs.

There are no estimated nonrecurring costs.

14. Estimated cost to the Government

Cost	Pay Band	Estimated Salary*	% of Effort	Total Cost to Government
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Federal Oversight				
Deputy Director	NX-04	\$180,000	.15	27,000
Grant Review Manager	NY-04	\$120,000	.33	39,600
Grant Review Specialist	NY-03	\$90,000	.33	29,700
Portfolio Manager	NY-03	\$70,000	36.96	2,587,200
Contractor Cost				400,000
Total				\$3,083,500

15. Reasons for changes.

There are no changes on the burden worksheet for hours, but a revision of our cost estimate –to include a calculation based on the updated Bureau of Labor Statistics estimate for all civilians.

16. Publicizing Results.

Some results of this grant competition will be published on the AmeriCorps website for the purpose of transparency in federal grantmaking.

17. OMB Not to Display Approval.

Not applicable

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.

Not applicable