
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (CNCS) awards grants and other resources to states, institutions of higher education, non-profit organizations, Indian tribes, and U.S. Territories to operate AmeriCorps State, AmeriCorps National, AmeriCorps NCCC, AmeriCorps VISTA, and Senior Corps programs. This information collection comprises the questions organizations answer to apply to become AmeriCorps VISTA project sponsors.

A2. Indicate how, by whom, and for what purpose the information is to be used.

Organizations respond to the questions in the Concept Paper in order to apply to become AmeriCorps VISTA project sponsors. If the Concept Paper is accepted, the organizations are asked to complete the full Application, including a budget. If approved, the organization will be able to place AmeriCorps VISTA members and in limited cases, receive cash grants.

A3. Minimize Burden: Use of Improved Technology to Reduce Burden

CNCS will be eliciting and accepting grantees response to these questions electronically via the eGrants system, CNCS' secure online grants management system. If applicants are unable to apply on-line, they can complete the information off-line and have it entered into eGrants on their behalf.

A4. Non-Duplication

There are no other sources of information by which CNCS can meet the purposes described in A2 (above).

A5. Minimizing for economic burden for small businesses or other small entities.

This collection of information does not impact small businesses because they are not eligible to apply for grants. There is no economic burden to any other small entities beyond the cost of staff time to plan their project and complete the forms. This is minimized to the degree possible by only asking for the information absolutely necessary to determine the suitability of the proposed project per the AmeriCorps VISTA programming guidance and regulations.

A6. Consequences of the collection if not conducted, conducted less frequently, as well as any technical or legal obstacles to reducing burden.

CNCS will be unable to accept applications from organizations interested in becoming AmeriCorps VISTA sponsors without approval of this collection.

A7. Special circumstances that would cause information collection to be collected in a manner requiring respondents to report more often than quarterly; report in fewer than 30 days after receipt of the request; submit more than an original and two copies; retain records for more than three years; and other ways specified in the Instructions focused on statistical methods, confidentially, and proprietary trade secrets.

There are no special circumstances that would require the collection of information in any other ways specified.

A8. Provide copy and identify the date and page number of publication in the Federal Register of the Agency's notice. Summarize comments received and actions taken in response to comments. Specifically address comments received on cost and hour burden.

The 60 day *Notice* soliciting comments was published on Friday, March 8, 2013 on page 15000. No comments were received.

A9. Payment to Respondents

There are no payments or gifts to respondents

A10. Assurance of Confidentiality and its basis in statute, regulation, or agency policy.

Information provided by this collection will be held solely by grantees and CNCS staff. The information requested on the AmeriCorps VISTA Project Application and Instructions is collected pursuant to 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing project applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. The information will not otherwise be disclosed to entities outside of the Corporation for National and Community Service without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

A11. Sensitive Questions

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

A12. Hour burden of the collection

In a fiscal year, there will be an estimated 500 respondents who will complete the concept paper. 400 of these respondents will complete the full application. The total hour burden is estimated at 5,000 hours for the Concept Paper and 6,400 hours for those selected to complete the full Application. This is a total of 11,400 hours.

There is no estimated annual hour burden outside of the customary and usual business practices.

A13. Cost burden to the respondent

There are no additional total annual costs burden associated with the revision to this collection of information.

A14. Cost to Government

There are no additional costs to the Government.

A15. Reasons for program changes or adjustments in burden or cost.

The burden has been adjusted to reflect actual number of applicants. The revision of the application and Concept Paper reflects the inclusion of a new section to collect performance measure data required by the Edward M. Kennedy Serve America Act and recently approved by the Office of Management and Budget. It also reflects a new approach to collecting subgrantee information.

A16. Publication of results

Not applicable because the responses to this information collection will not be published.

A17. Explain the reason for seeking approval to not display the expiration date for OMB approval of the information collection.

Not applicable.

A18. Exceptions to the certification statement

There are no exceptions to the certification statement in the submitted ROCIS form.