
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (CNCS) awards grants 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, Social Innovation Fund and Senior Corps programs. This information collection allows CNCS to collect information from potential AmeriCorps Members and from members ending their term of service.

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

These forms allow CNCS to collect information about members who enroll and exit from AmeriCorps programs and provides information to staff about who is enrolling and collects information about their post service plans.

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

CNCS will be eliciting and accepting applicants' response to these questions electronically via eGrants the CNCS' secure online grants management system. If applicants are unable to apply or report on-line, they can use the hard copy forms and to complete their enrollment or exit form.

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 collect and report the data. This is minimized to the degree possible by only asking for the information absolutely necessary to understand who is enrolling in and exiting from AmeriCorps programs.

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

The Corporation will be unable to request the necessary information to provide important demographical information about member enrolling or exiting service.

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 these ways.

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 Thursday, March 12, 2020 Vol, 85: 14468. The 30-day *Notice* soliciting comments was published on July 1, 2020 Vol. 85: 39538. No comments were received on either *Notice*.

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.

Responses to this information collection will be disclosed as appropriate unless prohibited by law.

Privacy Act Statement: AmeriCorps is required by the Privacy Act of 1974 (5 U.S.C. 552a) to tell you what personal information we collect via this website (e.g. name, contact information, demographics, education and employment history, criminal history, medical information) and how it will be used: **Authorities** – My AmeriCorps requests your personal information pursuant to 42 U.S.C. Chapter 129 - National and Community Service, 42 U.S.C. Chapter 66 - Domestic Volunteer Services, and Executive Order 9397, as amended. **Purposes** – It is requested to (1) manage your application, service, and post-service benefits and (2) evaluate how to enhance AmeriCorps. **Routine Uses** – Routine uses of this information may include disclosure to complete your background check, to process your payments, to manage and oversee your service, and other reasons consistent with why it was collected. **Effects of Nondisclosure** – This request is voluntary, but not providing the information may limit your ability to become a Member, continue being a Member, or receive Member benefits. **Additional Information** – The applicable system of records notice is [CNCS-04-CPO-MMF-Member Management Files \(MMF\)](#).

A11. Sensitive Questions

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

A12. Hour burden of the collection

The purpose of this form is to collect information about members who enroll and exit from AmeriCorps programs and provides information to staff about who is enrolling into our programs and collects information about their post service plans.

We expect approximately 296,000 respondents to complete these forms. The frequency of response will not be greater than twice annually and should not exceed .16 hours of effort per

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

A13. Respondent Burden and its Labor Costs

The estimated respondent burdens and labor costs are shown in the following table.

| Estimation of Respondent Burden | |
|--|-------------|
| Number of respondents | 296,000 |
| Responses per respondent | 2 |
| Number of responses | 592,000 |
| Hours per response | .16 |
| Estimated hours (number of responses multiplied by hours per response) | 94,720 |
| Cost per hour (hourly wage) | \$23.49 |
| Annual public burden (estimated hours multiplied by cost per hour) | \$2,224,973 |

Notes: The cost per hour is based on the Office of Personnel Management (OPM) General Schedule (GS) hourly rate of \$23.49 for a GS-7, step 5, employee (for calendar year 2020 for the rest of the U.S.).

A13. Respondent Costs Other Than Burden Hour Costs

CNCS does not estimate any annual cost burden apart from the hourly burden in Item 12 above.

A14. 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 1,675 hour(s) to review and verify the information contained in these responses. This estimate was developed by staff involved in the management of current activity.

| Estimation of Cost to the Government | |
|--|----------|
| Estimated hours to review and verify | 2,281 |
| Cost per hour (hourly wage) | \$41.66 |
| Annual public burden (estimated hours multiplied by cost per hour) | \$95,026 |

Notes: The cost per hour is based on the OPM GS hourly rate of \$41.66 for a GS-12, step 5, employee (for calendar year 2020) plus the 36.25% civilian personnel full fringe benefit rate from OMB memorandum M-08-13, rounded to the nearest dollar).

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

Burden costs have been adjusted to reflect new estimates. These costs have not been reported in the past.

A16. Publication of results

This information will not be published on the CNCS website.

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.