

Corporation for National and Community Service (AmeriCorps)

External Reviewer Application Instructions

OMB Control Number, 3045-0090

Justification – Part A Supporting Statement

Overview of Information Collection:

This is a request for approval of a renewal of a currently approved information collection.

The External Reviewer Application is used by individuals who wish to serve as External Reviewers for AmeriCorps when external reviewers are needed to review grant applications and corresponding forms to confirm participation and conflict of interest requirements. The information collected will be used by AmeriCorps to select review participants for each grant competition. The information is collected electronically using AmeriCorps' web-based system and via email.

No substantive changes are being made to the existing instrument.

1. Need & Method for the Information Collection.

AmeriCorps awards grants to states, institutions of higher education, non-profit organizations, Indian tribes, and U.S. Territories to operate AmeriCorps and AmeriCorps Seniors programs. This information collection comprises the questions that individuals complete in order to apply to be external/peer reviewers for AmeriCorps grant application reviews. The engagement of external/peer reviewers is permitted by statute, and this information collection is necessary for the execution of that authority.

Information will be collected via online application and fillable PDF returned by email. Individuals will independently complete the application and corresponding forms.

If this collection is not conducted, AmeriCorps would be restricted to internal peer reviewers in administering its grant application reviews, which limits AmeriCorps' ability to engage external peer reviewers in fulfilling the requirement for use of a peer review panel in the Retired Senior Volunteer Program (RSVP) AmeriCorps Seniors competition, for use of "panels of experts" to review applications for AmeriCorps State and National grants that exceed \$250,000 in grant funds, and would limit AmeriCorps' authority to obtain the opinions of peer reviewers in evaluating applications for assistance. 42 U.S.C. §§ 5001(e), 12585(d)(4), and 12651d(c)(10).

2. Use of the Information.

Individuals seeking to be an AmeriCorps External Reviewer are prompted to create an account in AmeriCorps' online system, which can be accessed via a link on AmeriCorps' public website. Once an account has been established, the prospective Reviewer can log into the system and complete a Reviewer Profile. Upon completion of all the required fields, the prospective Reviewer can electronically submit the Reviewer Application. Once submitted, the application is reviewed by AmeriCorps staff to determine if the individual meets the requirements to become an External Reviewer for AmeriCorps. This information is used for the purpose of engaging External Reviewers and may be used to further that purpose and for any other lawful purpose. External reviewers also complete forms to confirm participation and conflict of interest requirements. These forms are submitted to AmeriCorps staff via email.

The burden to individuals is minimized to the degree possible by only asking for the information necessary to assess respondents' qualifications to serve in this capacity. AmeriCorps does not estimate any significant psychological costs or learning costs in the collection of this information.

3. Use of Information Technology.

AmeriCorps will be accepting applicants' response to these questions electronically via eGrants AmeriCorps' secure online grants management system. The corresponding forms to confirm participation and conflict of interest requirements are submitted via email.

4. Non-duplication.

There are no other sources of information by which AmeriCorps can meet the purposes described in Section 2 (above).

5. Burden on Small Business.

This collection of information does not impact small businesses. The information collection is completed by individuals who want to serve as external peer reviewers in grant application competitions. The burden to individuals is minimized to the degree possible by only asking for the information necessary to assess respondents' qualifications to serve in this capacity.

6. Less Frequent Collection.

If this information were not conducted or were conducted less frequently, AmeriCorps would be restricted to internal peer reviewers in administering its grant application reviews, which limits AmeriCorps' ability to engage external peer reviewers in fulfilling the requirement for use of a peer review panel in the Retired Senior Volunteer Program (RSVP) AmeriCorps Seniors competition, for use of "panels of experts" to review applications for AmeriCorps State and National grants that exceed \$250,000 in grant funds, and would limit AmeriCorps' authority to obtain the opinions of peer reviewers in evaluating applications for assistance. 42 U.S.C. §§ 5001(e), 12585(d)(4), and 12651d(c)(10).

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.

The 60-day Notice soliciting comments on this information collection was published March 25, 2026 at 91 Fed. Reg. 14557. No public comments were received in response to the Federal Register Notice.

AmeriCorps also proactively reached out to five individuals for their input on the information collection renewal. Three of five individuals contacted responded to the consultation request. In general, the responses indicated the instrument overall was clear and estimates of the time and cost burden to respondents were reasonable. One individual suggested a slightly higher estimate of respondent cost burden, but as a whole the consultation responses demonstrated that on average the current estimate is accurate. Few major difficulties in responding to the form were described, but one individual noted that identifying the exact date for each employment and education listed could be a challenge in both time spent completing the form and availability of data. They suggested clearer instructions regarding employment history information and requiring month/year data instead of day/month/year. Another

respondent suggested further guidance regarding the affiliations/publications section of the form. While no substantive changes were made to the instrument as a result of these consultations, AmeriCorps will explore the possibility of streamlining the employment and education history date formats and will explore doing so as part of a future nonsubstantive change request.

9. Gifts or Payment.

Individuals who are selected to serve as peer reviewers and who perform duties in this role receive an honorarium between \$200-\$1000 depending on the time commitment for the peer review role they perform.

10. Privacy & Confidentiality.

The following Privacy Act Statement is provided on the instrument:

Form 3045-0090

Privacy Act Statement: Pursuant to 5 U.S.C. § 552a (e)(3), this Privacy Act Statement explains why AmeriCorps is requesting the information on this form.

Authority: AmeriCorps is authorized to collect the information requested on this form pursuant to National and Community Service Act, as amended by National and Community Service Trust Act of 1993.

Purpose: The principal use of this information will be to assess qualification and eligibility of external reviewer for AmeriCorps grant competitions and process honoraria.

Routine Uses: The information you provide on this form may also be disclosed internally with authorized AmeriCorps employees and contractors who may have a need to know it in connection with your application. A list of routine uses associated with this form can be found in the Privacy Act System of Records Notice (SORN), CNCS-04-CPO-MMF-Member Management Files (MMF), available at <https://www.federalregister.gov/documents/2020/01/23/2020-01080/privacy-act-of-1974-system-of-records>.

Disclosure: Providing this information is voluntary, however failure to provide it may result in inability in processing your application.

11. Sensitive Questions.

The information collection includes the social security numbers and banking information of respondents who have been selected to serve as peer reviewers. This information is collected for the sole purpose of processing honoraria payments and is managed in the secure AmeriCorps' online grants management system.

12. Burden Estimate.

AmeriCorps estimates there will be 500 respondents and responses annually for this information collection request at 45 minutes per response, for a total annual burden of 375 hours.

	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	500	0	0	0	0	500
Annual IC Time Burden (Hour)	375	0	0	0	0	375
Annual IC Cost Burden (Dollars)	\$18,293	0	0	303	0	17,990

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

Estimation of Respondent Burden	
Number of respondents	500
Responses per respondent	1
Number of responses	500
Hours per response	0.75
Total estimated hours (number of responses multiplied by hours per response)	375
Cost per hour (hourly wage)	\$48.78
Annual public burden (estimated hours multiplied by cost per hour)	\$18,293 (rounded)

Note: We estimate the cost per hour to respondents to be \$48.78, including benefits, based on the U.S. Bureau of Labor Statistics' Employer Costs for Employee Compensation for civilian workers, December 2025 (USDLE 26-0505, released March 20, 2026). See <https://www.bls.gov/news.release/pdf/ecec.pdf>.

13. Estimated nonrecurring costs.

There are no nonrecurring costs.

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 0.45 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	500
Hours per response	0.45
Total estimated hours (number of responses multiplied by hours per response)	215
Cost per hour (hourly wage)	\$64.50
Annual burden (estimated hours multiplied by cost per hour)	\$14,512

Note: The cost per hour is based on the cost per hour of Federal contractors performing this work.

15. Reasons for changes.

The estimated annual IC cost burden increased by \$303 to account for the increase in the U.S. Bureau of Labor Statistics’ Employer Costs for Employee Compensation for civilian workers on which AmeriCorps’ cost estimate is based.

16. Publicizing Results.

A list of individuals who are selected to serve as peer reviewers and who perform this role in an application review can be requested for the purpose of transparency in federal grantmaking. Respondents who are selected to serve as external peer reviewers provide written consent that they understand and agree to make their name public.

17. Display Approval of OMB Expiration Date.

This request does not seek approval to not display the expiration date. The expiration date for OMB approval of the information collection will be displayed.

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.

This request does not include surveys or censuses and does not use statistical methods.