
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

A. Justification

A1. Need for Information Collection

The Corporation for National and Community Service (CNCS), in a partnership with the Peace Corps, the National Peace Corps Association, the Points of Light Foundation and the Aspen Institute, has created the Employers of National Service program to connect employers from all sectors with AmeriCorps and Peace Corps alumni. This information collection comprises the questions applicants answer on behalf of their organization to apply to be part of the Employer of National Service initiative.

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

Applicants respond to the questions included in these instructions to apply to be an Employer of National Service. Any organization or business with paid employees is eligible to apply. Responses provide information on how applicants intend to implement the initiative, and basic organization and contact information. Information provided is purely voluntary and will not be used for any grant or funding support.

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

CNCS will be accepting applicants' response to these questions electronically via a webform on the website. If applicants are unable to apply or report online, they can email employers@cns.gov for alternate instructions to submit their application.

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.

There is no economic burden to small businesses beyond the cost of staff time to collect basic information and fill out application. 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 participate in Employers of National Service.

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 enroll new employers into the initiative if not conducted or conducted less frequently.

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.

The application to apply to Employers of National Service is open ongoing, and applicants only need to apply once. 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 December 9, 2015, page 76460. 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.

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

A11. Sensitive Questions

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

A12. Hour burden of the collection

These are the application instructions for Employers of National Service.

We expect approximately 300 respondents to use these instructions to apply to become Employers of National Service. The frequency of response is once, and should not exceed 1 hour of effort per respondent. There is no estimated annual hour burden outside of the customary and usual business practices.

A13. Cost burden to the respondent

There is no cost to the respondent.

A14. Cost to Government

There are no additional costs to the Government.

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

Not applicable.

A16. Publication of results

Name, sector, location and other public information will be published on the CNCS website as part of the Employers of National Service search function.

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.