
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 of a short survey that will be given once a year to employers that have joined the initiative. The questions ask for any updates to contact information and employment numbers as well as a chance for employers to provide feedback on the administration of the initiative.

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

Organizations that are a part of the Employers of National Service program will be invited to complete the survey on a web-form. The purpose of the survey is to ensure that we have up-to-date contact information and data and to gain feedback that could be used to change and improve the administration of the program. 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 organizations' responses to these questions electronically via a web-form 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 the survey. This is minimized to the degree possible by only asking for the information absolutely necessary to update contact information and to gain useful feedback to improve the quality of Employers of National Service.

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

CNCS will be unable to assess the quality of the Employers of National Service program if employers are not given an opportunity to provide feedback about the program. There may also be programs that do not receive important information if they don't have a chance to provide up-to-date contact information. If given less frequently than once a year, CNCS may not be able to address current needs of the program in a timely fashion. There are no technical or legal obstacles to reducing the burden.

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.

This survey will only be requested once a year. Employers will have at least 30 days to complete the survey, and there will be no need to make copies or to retain records. All information collected will be public and up to the discretion of the employer to submit; nothing is required.

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 Vol 80 FR No. 236. No comments were received.

A9. Payment to Respondents

There are no payments or gifts to respondents for participating in the survey.

A10. Is there an assurance of confidentiality for organizations completing the survey and for their responses, and if there is, what is the basis in statute, regulation, or agency policy.

Your responses to this information collection will be disclosed as appropriate unless prohibited by law. There is no assurance of confidentiality for organizations completing the survey.

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 350 respondents to use these instructions to complete the annual survey. The frequency of response is once per year, and should not exceed 1 hour maximum of effort annually per respondent.

A13. Cost burden to the respondent

There is no cost to the respondent, other than the cost of the individual's time to complete the survey.

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

Information/data submitted by Employers of National Service will be aggregated and possibly published. Positive results or qualitative stories specific to an organization could also be published with attribution to the organization. Some information provided may be used by CNCS's Office of Public Affairs to promote service.

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.