

Corporation for National and Community Service (AmeriCorps)
Employers of National Service Enrollment Form and Survey
OMB Control Number 3045-0175
Justification – Part A Supporting Statement

Overview of Information Collection:

This is a request for renewal of an existing information collection and includes an enrollment form for organizations to become Employers of National Service (EONS) and an annual survey to those organizations for updates. No change is being made to either form.

1. Need & Method for the Information Collection.

This information collection is necessary to connect organizations committed to employing former national service participants with those former participants as a means to bolster public awareness of national service and its benefits and recruitment for future national service participants. The information is authorized by the National and Community Service Act of 1990, as amended, 42 U.S.C. 12501 *et seq.*, and specifically by section 12651d(b)(13)-(15) relating to public awareness of national service, recruitment, and former participants of national service.

The information is collected on two forms:

- Enrollment Form: Organizations fill out this form online providing their contact information, type (private sector, nonprofit, institution of higher education, school/school district, state or local government, federal government, or other), information on the number of employees and number of any national service alumni on staff, and actions the organization commits to taking as an EONS.
- EONS Member Survey: Organizations that have already enrolled as an EONS take this survey on an annual basis to describe their successes and goals and information on their recruitment and hiring of national service alumni.

If this collection is not conducted, national service participants will lose an important connector to potential employment opportunities, employers will lose access to a population of potential employees that have gained valuable skills and knowledge through national service, and AmeriCorps will not be able to fulfill its public awareness and recruitment functions as effectively.

2. Use of the Information.

AmeriCorps uses the information provided by organizations to connect AmeriCorps and Peace Corps alumni with employers from the private, public, and nonprofit sectors. AmeriCorps then uses the survey information to track what actions an EONS has taken in the past year, gather stories of success or impact, collect quantitative hiring data relating to national service alumni,

and provide organizations with an opportunity to update their contact and location data.

The beginning-to-end experience for the organization respondents to complete the forms has been crated to be as least burdensome as possible: organizations access the enrollment form via a website link and are subsequently emailed a link to the survey on an annual basis. There are no psychological costs to providing the information as the individuals providing the information are doing so on behalf of their organization for the mutual benefit of the organization as an employer and the potential employees.

3. Use of Information Technology.

AmeriCorps solicits and accepts applicants for enrollment and EONS responses to the survey electronically via fillable forms on the AmeriCorps website (americorps.gov).

4. Non-duplication.

There are no other sources of information by which AmeriCorps can meet the purposes described in number 2, above.

5. Burden on Small Business.

There is no economic burden to any small business or other small entity beyond the cost of staff time to collect and report the data. This is minimized to the degree possible by asking only for the information necessary to assess an organization's eligibility to be an EONS and yearly data related to their activities as an EONS.

6. Less Frequent Collection.

If this collection is not conducted or is conducted less frequently, AmeriCorps will be unable to identify and maintain contact with potential employers of national service or measure the success in connecting employers to national service alumni.

7. Paperwork Reduction Act Guidelines.

There are no special circumstances that would cause an information collection to be conducted in a manner conflicting with Paperwork Reduction Act Guidelines.

8. Consultation and Public Comments.

AmeriCorps published a notice in the Federal Register providing 60 days for the public to comment on June 12, 2024, at 89 Fed. Reg. 49863. No public comments were received by the public comment deadline of August 12, 2024. AmeriCorps published an additional notice in

the Federal Register to provide an additional 30 days for the public to comment on September 25, 2024, at 89 Fed. Reg. 78289.

Additionally, AmeriCorps reached out to six individuals and groups external to the Federal Government to solicit views on the availability of data, the frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. No comments or recommendations were received in response to this outreach.

9. Gifts or Payment.

No gifts or payments are provided to respondents for responding to this information collection.

10. Privacy & Confidentiality.

This information collection does not include any assurance of confidentiality or collect any confidential or personally identifiable information.

11. Sensitive Questions.

This information collection does not include any questions of a sensitive nature.

12. Burden Estimate.

AmeriCorps estimates approximately 1,180 respondents will respond to this information collection each year by enrolling as an EONS or completing the annual survey. Currently there are approximately 800 EONS, but AmeriCorps is aiming to increase this number significantly over the next three years, and as such is retaining the higher bound estimate of 1,180 respondents. The frequency of response is once per year and is estimated to take approximately 25 minutes of effort per respondent.

No changes to the approved number of burden hours or frequency are requested, but an adjustment has been made to the estimated cost burden to account for the increase in GS hourly rate since the last estimate in 2021.

	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	1,180	0	0	0	0	1,180

Number of Responses for this IC						
Annual IC Time Burden (Hour)	492	0	0	0	0	49
Annual IC Cost Burden (Dollars)	21,264	0	0	0	0	0

Note: The estimated cost per hour is based on the hourly employer cost for employee wages and salaries for all civilian workers, \$31.72 plus the 36.25% civilian personnel full fringe benefit rate from OMB memorandum M-08-13 of \$11.50 (\$31.72 x 36.25% fringe), for a total estimated cost per hour of **\$43.22**. See Bureau of Labor Statistics Employer Costs for Employee Compensation – March 2024, Table 1 (USDLE-24-1172, released June 18, 2024). Roughly 25 minutes of an hour costing \$43.22 equates to \$18.02.

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	25 minutes	0.4166666666666667	18.02
Record Keeping	0	0	0
Third Party Disclosure	0	0	0
Total		0.42	18.02

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	491.67	21,263.6
Record Keeping	0	0
Third Party Disclosure	0	0
Total	492	21264

13. Estimated nonrecurring costs.

No capital or start-up costs or operation and maintenance costs are associated with this information collection.

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 0.25 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	1180
Hours per response	0.25
Total estimated hours (number of responses multiplied by hours per response)	295
Cost per hour (hourly wage)	\$52.24
Annual burden (estimated hours multiplied by cost per hour)	\$15,411 (rounded)

Note: The cost per hour is based on the average of eight 2024 OPM GS hourly rates (base + locality) for a GS-11, step 1 employee living in our eight regions of operation, plus the 36.25% civilian personnel full fringe benefit rate from OMB memorandum M-08-13. The average cost per hour is \$38.34 (average hourly rate) + \$13.90 (\$38.34 average hourly rate x 36.25% fringe) = **\$52.24/hour** (rounded to the nearest penny).

The eight regions of operation and cities used are West (Sacramento - \$38.44), Mountain (Denver - \$38.65), North Central (Des Moines, IA - \$35.02), South Central (Houston - \$40.09), Midwest (Chicago - \$38.81), Southeast (Atlanta - \$36.74), Mid-Atlantic (Washington, DC - \$39.66), and Northeast (Boston - \$39.27). The average is \$38.34 (\$306.68/8).

15. Reasons for changes.

An adjustment has been made to the estimated cost burden to respondents because the cost burden was not included in the last submission.

16. Publicizing Results.

Some results of the enrollment and survey will be published on the AmeriCorps website for the purpose of highlighting the impact of Employer of National Service.

17. OMB Not to Display Approval.

The expiration date for OMB approval will be displayed.

18. Exceptions to "Certification for Paperwork Reduction Submissions."

No exceptions to the certification statement are requested.

19. Surveys, Censuses, and Other Collections that Employ Statistical Methods.

No surveys using statistical methods (such as sampling, imputation, or other statistical estimation techniques) are included; Supporting Statement B is not required.