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## **SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS**

### **A. Justification**

#### **A1. Need for Information Collection**

The Corporation for National and Community Service (CNCS) manages a network of employers who want to hire national service alumni. Information about these employers is collected via the Enrollment form and Annual Survey. The Employers of National Service Enrollment Form and Annual Survey allow CNCS to maintain contact with and promote the employers who wish to be a part of this network.

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

The information in these forms helps CNCS to determine how they engage national service alumni and how the network can best serve the employer's needs. Additionally, the information submitted by employers is used by CNCS staff to list employers on the Employers of National Service website. On the website, national service alumni can seek out employers who belong to the network. Lastly, the information collected in the survey will also be used by CNCS staff to improve the network's functions and offerings based on employer responses.

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

CNCS will be eliciting and accepting employers' responses to these questions electronically via the Employers of National Service website.

#### **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.**

Only small businesses or other small entities who wish to join the Employers of National Service Network and sign up to do so are impacted. The impact on these businesses or entities is limited to employee time.

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

Without the enrollment form, CNCS would not be able to accurately capture where employers operate. Geographic information allows CNCS to connect alumni with employers in their region and for engagement of employers in career fairs when EONS network events take place in their region. Without the annual survey, CNCS does not have a manner to collect employers' goals or purpose for engaging in this network, leaving CNCS unable to improve the network's functions based on employers' needs. In addition, both the enrollment form and survey capture multiple employee contacts which accounts for employee turnover.

#### **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 October 17, 2018 on page 52419-52420. No comments were received. Feedback was solicited from Service Year Alliance, an external partner to the network.

**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**

Based on the previous year's enrollment of new employers, we expect approximately 76 new employers to complete the enrollment form which takes approximately 10 minutes to complete. This results in an expected 13 cumulative burden hours, spread across all new employers enrolling. For the survey form, the Employers of National Service network is currently comprised of 587 employers. If every employer completes the survey which takes approximately 10 minutes, this will result in 98 cumulative burden hours spread across all employers.

**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**

Some of the information from employer's responses to the enrollment form will be published on the CNCS website for the use of alumni seeking employment. In addition, the information collected in the enrollment form and survey may be used in communication across the Employers of National Service network to promote employer engagement and highlight the benefits of the network.

**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.