

## SUPPORTING STATEMENT

Community Development Financial Institutions Capacity Building Initiative  
OMB Approval Number Pending

### **B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

#### **B1. UNIVERSE AND RESPONDENT SELECTION**

Surveys covered under this generic clearance will vary with regard to the universe and respondent selection. The potential universe for some surveys will include some subset of Certified CDFIs, and those entities which are working towards certification (there are currently 952 Certified CDFIs). It is possible that for some surveys, the universe would include all of these entities.

In other cases, surveys may be sent to specific organizations that have participated in training or technical assistance through the Capacity Building Initiative.

#### **B2. PROCEDURES FOR COLLECTING INFORMATION**

In general, the CDFI Fund anticipates collecting data via surveys (electronic and paper-based), phone calls, and focus groups. The specific method of data collection for each survey will be provided to OMB before each survey is conducted.

#### **B3. METHODS TO MAXIMIZE RESPONSE**

Surveys employing non-response follow-up techniques will use multiple contacts by telephone and/or additional mailing of the questionnaire to ensure an adequate response. The CDFI Fund's website, GovDelivery email lists, and other public communications channels will also be used to increase response rates.

#### **B4. TESTING OF PROCEDURES**

In most cases, a pretest of the data collection instruments will be conducted prior to its use. The CDFI Fund will employ procedures to review and test questions to ensure that questions and instructions are clear, relevant, and unambiguous.

#### **B5. CONTACTS FOR STATISTICAL ASPECTS AND DATA COLLECTION**

The contact person for questions regarding any statistical aspects employed or data collection procedures used will be provided to OMB before each survey. Administrative questions regarding the Fund's use of this generic clearance should be directed to:

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