

Questions for VITA Partners

Background

1. Approximately how many tax returns do you estimate you will prepare in 2014?
2. How many tax sites will be part of your campaign in 2014?
3. List a few of the top issues faced when encouraging taxpayers to save part of their refund.

Staff/Volunteer Training

The staff/volunteer training includes a instructor guide, participant guide, and additional materials (handouts or job aids). The training will take approximately 1.5 hours and is designed for class of approximately 25 participants.

4. Approximately how many tax prep volunteers and staff do you expect to train for 2014?
5. How many training staff do you have that will need instructor guides?
6. How many volunteers and staff will need participant guides and other materials we provide?
7. On what date do you start your volunteer/staff training?
8. When would you need CFPB training materials in order to incorporate them into your overall training?
9. Do you anticipate having any roadblocks (e.g., not enough funds, time, or capacity) in delivering the Ready, Set, Save training? If yes, please explain why.

Webinar – Train-the-Trainer

The training will be delivered through a webinar requiring a computer and the internet. The training will take approximately 1 hour to 1.5 hours.

10. How many training staff would you want to participate in the training webinar offered by CFPB?
11. Since the train-the-trainer will be conducted via the web through a webinar, will your staff attending the training have access to a computer and the internet?
12. If you have multiple staff participating in the train-the-trainer course, will they be completing it at a VITA site with other staff or individually?

Webinar – Scheduling

The following questions are to gather potential dates to offer the webinar train-the-trainer course. Once this information is collected a representative for the Tax Time Savings Campaign will follow up with specific day/time offerings.

13. Please select the time zone for your VITA site from the list below.
 - a. Eastern Standard Time (EST)
 - b. Central Standard Time (CST)
 - c. Mountain Standard Time (MST)
 - d. Pacific Standard Time (MST)

14. Please select your preferred time of day.
 - a. AM
 - b. PM
15. Please select the day of the week preference.
 - a. Monday thru Friday
 - b. Saturday

Additional Comments

16. Please add any additional questions or comments in the space below.

Paperwork Reduction Act

According to the Paperwork Reduction Act of 1995, a Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this collection is 3170-0036. It expires on 06/30/2016. The time required to complete this information collection is estimated to average approximately 10 minutes per response, including the time for reviewing any instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Responding to this collection of information is voluntary. Comments regarding this collection of information, including the estimated response time, suggestions for improving the usefulness of the information, or suggestions for reducing the burden to respond to this collection should be submitted to Bureau at the Consumer Financial Protection Bureau (Attention: PRA Office), 1700 G Street NW, Washington, DC 20552, or by email to PRA@cfpb.gov.