

**Request for Approval under the “GENERIC CLEARANCE FOR QUALITATIVE
CONSUMER EDUCATION, ENGAGEMENT, AND EXPERIENCE INFORMATION
COLLECTIONS”
(OMB Control Number: 3170-0036)**

1. TITLE OF INFORMATION COLLECTION:

Survey on Program Activities for YES Initiative

2. PURPOSE:

The surveys track the activities of the participant organizations in the Youth Employment Success (YES) technical assistance initiative. This information is being collected to help the CFPB improve technical assistance on integrating financial capability services to youth employment programs. CFPB and its contractor will review responses to identify potential enhancements to the materials and trainings. The survey instruments are intended to capture activities relating to and potential outcomes of integrating financial capability services such as instruction about savings, financial products, and credit management into youth employment programs. The information collected from these instruments will be used to share best practices and refine financial capability tools for the broader workforce system in the coming years and to help provide improved technical assistance that is targeted to the needs of communities.

3. DESCRIPTION OF RESPONDENTS:

Respondents include youth employment program managers and coordinators from 24 municipalities. Some respondents include city staff and some will be nonprofit staff, depending on the structure of the workforce program and the workforce activities.

4. TYPE OF COLLECTION (ADMINISTRATION OF THE INSTRUMENT):

a. How will you collect the information? (Check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Web-based or other forms of Social Media | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> In-person | <input checked="" type="checkbox"/> Mail |
| <input type="checkbox"/> Small Discussion Group | <input type="checkbox"/> Focus Group |
| <input type="checkbox"/> Other, Explain _____ | |

b. Will interviewers or facilitators be used?

- Yes No Not Applicable

5. FOCUS GROUP OR SURVEY:

If you plan to conduct a focus group or survey, please provide answers to the following questions:

a. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes No Not Applicable

b. If the answer is yes, please provide a description below. If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The respondents will be the representatives of organizations or municipal agencies receiving technical assistance through the YES initiative.

6. INFORMATION COLLECTION PROCEDURES

Please summarize the procedures that will be used to collect data from respondents.

Representatives of organizations or municipal agencies participating in YES will be surveyed on their program activities as they relate to integrating financial capability services into their youth employment programs.

We will ask participants to report on their activities at three times throughout the year, covering the following periods:

- January 1 – May 31, due June 30
- June 1 – August 31, due September 30
- September 1 – December 31, due January 31

The surveys will be provided to YES participants both in a web-based survey that can be submitted electronically, using the Qualtrics survey platform, and in paper form that can either be mailed or emailed to CFED. Programs can opt to complete and submit whichever format they find more convenient.

7. PERSONALLY IDENTIFIABLE INFORMATION:

- a. **Is personally identifiable information (PII) collected?** Yes No
- b. **If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?** Yes No Not Applicable
- c. **If Applicable, has a System or Records Notice (SORN) been published?**
 Yes No Not Applicable
If yes, cite the SORN. Title: N/A
FR N/A.
- d. **If applicable, what is the link the Privacy Impact Assessment (PIA)?** N/A

8. INCENTIVES:

- a. **Is an incentive provided to participants?** Yes No
- b. **If Yes, provide the amount or value of the incentive?** \$ N/A.

c. **If Yes, provide a statement justifying the use and amount of the incentive.**

N/A

9. ASSURANCES OF CONFIDENTIALITY:

a. Will a pledge of confidentiality be made to respondents? [] Yes [X] No

b. If Yes, please cite the statute, regulation, or contractual terms supporting the pledge. N/A

10. JUSTIFICATION OF SENSITIVE QUESTIONS (if applicable): N/A

11. BURDEN HOURS:

Information Collection	Number of Respondents	Frequency	Number of Annual Responses	Response Time (hours)	Burden Hours
Mail or web survey	24	3 times per year	72	.5	36
Totals	24	////////////////	72	////////////////	36

12. FEDERAL COST: The estimated annual cost to the Federal government is \$ 10,000.

13. CERTIFICATION:

CERTIFICATION PURSUANT TO 5 CFR 1320.9, AND THE RELATED PROVISIONS OF 5 CFR 1320.8(b)(3) :

By submitting this document, the Bureau certifies the following to be true:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (d) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (e) It indicates the retention period for recordkeeping requirements;
- (f) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (g) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected;
- (h) It uses effective and efficient statistical survey methodology; and
- (i) It makes appropriate use of information technology.

CERTIFICATION FOR INFORMATION COLLECTIONS SUBMITTED UNDER A GENERIC INFORMATION COLLECTION PLAN

By submitting this document, the Bureau certifies the following to be true:

- The collection is voluntary.
- The collection is low-burden for respondents.
- The collection is non-controversial and does not raise issues of concern to other federal agencies.
- Information gathered will not be used for the purpose of substantially informing influential policy decisions.
- The collection is not statistically significant; the results are not intended to be generalizable beyond the survey population.
- The results will not be used to measure regulatory compliance or for program evaluation.