



September 3, 2014

Memorandum to: Shagufta Ahmed, Policy Analyst  
Office of Information and Regulatory Affairs  
Office of Management and Budget

From: Gary A. Kuiper, Counsel \s\ Gary A. Kuiper  
Federal Deposit Insurance Corporation

RE: Generic Qualitative Survey: Community Affairs Event Evaluation

Under the generic clearance entitled “Occasional Qualitative Surveys” (3064-0127), the FDIC hereby submits for OMB approval the enclosed survey to gather feedback from those attending various FDIC Community Affairs Section events, such as forums, roundtables and workshops.

Purpose of survey. The Community Affairs Section conducts outreach events including Community Development Forums, Bankers Roundtables, and Community Reinvestment Act Workshops for Community Based Organizations across the country through its Community Affairs regions and offices. This Evaluation Form will be used to collect feedback from the event participants on the day of the events so the Section may improve the content, and follow-up with the participants on issues identified in the feedback.

Methodology. The Evaluation Forms will be distributed during the outreach events, and available online. The event participants will be encouraged to complete and return the evaluation to the FDIC representatives on site, or complete the evaluation online.

The original forms will be retained by the Community Affairs Offices in the regions. The feedback collected online will be in the FDIC Community Affairs Reporting and Events System (CARES). (The CARES system is currently under development.) The files will be kept as part of the Community Affairs permanent records.

Burden Estimate

Survey: **5000 respondents** x **5-7 minutes** = (25,000 – 35,000 minutes) = **417 - 583 hours** per year for the next 3 years. The total burden taken will be the high end of the range or **583 hours**.

Your expeditious response to this request would be much appreciated.