

**Request for Approval under the “GENERIC CLEARANCE FOR QUALITATIVE CONSUMER EDUCATION, ENGAGEMENT, AND EXPERIENCE INFORMATION COLLECTIONS”**

**(OMB Control Number: 3170-0036)**

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**1. TITLE OF INFORMATION COLLECTION:**

CFPB Tax Time Savings Initiative; Pre-tax Season Pilot Participant Survey

**2. PURPOSE:**

The purpose of this survey is to collect logistical information from the organizations participating in the CFPB Tax Time Savings pilot. The pilot will look at best times for the CFPB to offer training, various materials the organizations could use in their tax programs, and the number of people participating in the trainings provided by the CFPB. From the results of this initial inquiry, we will be able to schedule and deliver webinar style trainings for staff and volunteers and deliver educational and consumer materials to the organizations participating in the pilot project in advance of tax season. This information will not be used to evaluate the quality or effectiveness of the individual programs or respondents.

**3. DESCRIPTION OF RESPONDENTS:**

Respondents to this inquiry will be the lead staff of non-profit and community-based organizations participating in the Tax Time Savings pilot.

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

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

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

**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

**c. 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?**

Respondents to this inquiry will be the lead staff of 50 non-profit and community based organizations participating in the Tax Time Savings pilot for 2017.

**6. INFORMATION COLLECTION PROCEDURES**

Respondents will receive a Survey Monkey link with the request for information via email and will be asked to respond by filling out and submitting their responses through the Survey Monkey portal.

**7. PERSONALLY IDENTIFIABLE INFORMATION:**

- a. **Is personally identifiable information (PII) collected?** [ ] Yes [X] 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 [X] Not Applicable
- c. **If Applicable, has a System or Records Notice (SORN) been published?**  
 [ ] Yes [ ] No [X] Not Applicable  
 If yes, cite the SORN. Title: \_\_\_\_\_  
 \_\_\_\_\_ FR \_\_\_\_\_.

d. **If applicable, what is the link the Privacy Impact Assessment (PIA)?** N/A  
 Industry, Expert, and Community Input and Engagement PIA

**8. INCENTIVES:**

- a. **Is an incentive provided to participants?** [ ] Yes [X] 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 statue, regulation, or contractual terms supporting the pledge.

**10. JUSTIFICATION OF SENSITIVE QUESTIONS (if applicable):**

**11. BURDEN HOURS:**

Category of Respondent	Number of Respondents	Frequency	Number of Responses	Response Time	Burden (hours)
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				<b>(hours)</b>	
Web Survey	50	1x	50	.25	13

**12. FEDERAL COST:** The estimated annual cost to the Federal government is \$ 0.

**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.