

Appendix C.2 - Email Notification from SBA to Surety Agents

From: [SBA STUDY TEAM]
To:[SURETY AGENT CONTACT]

Subject: Participating in the Evaluation of Fees on SBA's Surety Bond Guarantee Program Survey

XX/XX/2020

Dear [SURETY AGENT CONTACT NAME],

The U.S. Small Business Administration has contracted with 2M Research (2M) to evaluate the impacts of the decrease in the Surety Bond Guarantee (SBG) Program's fees. Specifically, we would like to understand your principal's utilization and perception of the program as result of the change of the fee structure.

This letter is to request your participation in the survey portion of this study. Your responses are voluntary; however, any information that you provide would help SBA to improve the SBG Program. The survey will begin on [DATE] and continue until [DATE] and you will receive a personalized link emailed to you.

Your name will never be associated with any data published from this study without your written consent. Responses will generally be stratified by variables of interest.

Included with this email is an attachment containing responses to anticipated Frequently Asked Questions regarding the study. If you have any further questions, please contact performance.management@sba.gov.

Sincerely,
Peter C. Gibbs
Director, Office of Surety Guarantees
Office of Capital Access
U.S. Small Business Administration

Enclosed: Frequently Asked Questions

According to the Paperwork Reduction Act of 1995, an 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 valid OMB control number for this information collection is XXX-XXXX. The time required to read this email is estimated to average 2 minutes (0.03 hours). However, the total time required for your participation is estimated at 15 minutes. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Small

Business Administration, Director, Records Management Division,, 409 3rd St., S.W., Washington, DC 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Building, Room 10202, Washington, DC 20503.