

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number 0690-0030)

TITLE OF INFORMATION COLLECTION: Stakeholder Engagement for the Standard Application Process

PURPOSE: The Foundations for Evidence-Based Policymaking Act of 2018 required that a standard application process be established for data users to request access to restricted use data held by Confidential Information Protection and Statistical Efficiency Act (CIPSEA) agencies. This standard application process (SAP) was initially piloted in 2019 with a full build-out to include all required functionality occurring during 2021-2022. As required under the Evidence Act, data user feedback must be obtained throughout the development process.

This stakeholder engagement project has two purposes: 1) To determine membership for both core and secondary stakeholder groups who can provide feedback during the SAP development process and determine their communication preferences and 2) To obtain, as an initial engagement step, feedback about users’ experience in requesting restricted use data and their vision for a standard application process. The U.S. Census Bureau has contracted with MITRE to conduct this stakeholder outreach during a six-month period. Their final deliverables will be a membership list of core and secondary stakeholder groups, with affiliations and contact information, and a report on data users’ vision for the full application portal.

Users will be identified through a snowball sample approach. Initial contacts will be made with CIPSEA statistical agencies and Executive Directors and staff of the Federal Statistical Research Data Centers (FSRDCs). In addition, outreach will take place with professional organizations and organizations representing state, tribal, and local governments. These groups will identify their power users who will be contacted and interviewed. These users, in turn, will be asked for names of other data users and organizations of data users, who will then be contacted, and so forth. This process will continue until mid-February 2021, when results will be compiled.

DESCRIPTION OF RESPONDENTS: Users of Restricted Use Federal Data

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group
- Customer Satisfaction Survey

Small Discussion Group

Other: Outreach and Semi-Structured Interview

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public as official statistics, but may be presented at research or methodology conferences to inform ongoing research.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Heather Madray

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected?
 Yes No

2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?

Yes No

3. If Yes, has an up-to-date System of Records Notice (SORN) been published?

Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?

Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Data User	500	30 Minutes	250 Hours
Totals			250 Hours

FEDERAL COST: The estimated annual cost to the Federal government is minimal.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. 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

If the answer is yes, please provide a description of both below (or attach the sampling plan)? 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?

One of the purposes of this project is to develop a customer list through the snowball sample approach described earlier. Initial contacts will be made with CIPSEA statistical agencies and Executive Directors and staff of the Federal Statistical Research Data Centers (FSRDCs). In addition, outreach will take place with professional organizations and organizations representing state, tribal, and local governments. These groups will identify their power users who will be contacted and interviewed. These users, in turn, will be asked for names of other data users and organizations of data users, who will then be contacted, and so forth. This process will continue until mid-February 2021, when results will be compiled.

Administration of the Instrument

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

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used?

Yes No

Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document.

Every instrument must have the following displayed -

OMB Control No. 0690-0030

Expiration Date: 07/31/2023