

**Supporting Statement for the  
Application Form for Membership on the Community Advisory Council  
(FR 1401; OMB 7100-0371)**

**Summary**

The Board of Governors of the Federal Reserve System (Board), under authority delegated by the Office of Management and Budget (OMB), has extended for three years, without revision, the Application Form for Membership on the Community Advisory Council (Application) (FR 1401; OMB 7100-0371). The Application is used to obtain information about the experience and qualification of persons seeking to be considered for membership on the Community Advisory Council of the Board (CAC). The Application collects an applicant's contact information; details regarding current employment and areas of expertise; a resume, which typically includes information about employment history, education, and training; and a cover letter explaining why the applicant is interested in serving on the CAC and what he or she believes are their primary qualifications. Applicants can voluntarily elect to provide additional information to support their application.

The estimated total annual burden for the FR 1401 is 300 hours. The Application is available on the Board's public website at <https://www.federalreserve.gov/secure/CAC/Application/>.

**Background and Justification**

In January 2015, the Board established the CAC as an advisory committee to the Board on issues affecting consumers and communities. The CAC is composed of a diverse group of experts and representatives of consumer and community development organizations and interests, including from such fields as affordable housing, community and economic development, employment and labor, financial services and technology, small business, and asset and wealth building. CAC members meet semiannually with members of the Board in Washington, DC to provide a range of perspectives on the economic circumstances and financial services needs of consumers and communities, with a particular focus on the concerns of low- and moderate-income consumers and communities.

The CAC complements the Board's other advisory councils – the Community Depository Institutions Advisory Council and the Federal Advisory Council – whose members represent depository institutions. The CAC serves as a mechanism to gather feedback and perspectives on a wide range of policy matters and emerging issues of interest to the Board and aligns with the Board's mission and current responsibilities. These responsibilities include, but are not limited to, banking supervision and regulatory compliance (including the enforcement of consumer protection laws), systemic risk oversight and monetary policy decision-making, and, in conjunction with the Office of the Comptroller of the Currency and Federal Deposit Insurance Corporation, responsibility for implementation of the Community Reinvestment Act.

## **Description of Information Collection**

The Application collects the name, postal address, telephone number, and e-mail address of the applicants, and asks the applicant to identify the subject areas in which the applicant considers himself or herself to have expertise. In addition, applicants are asked to identify the organization where they currently work, to provide their title, and to identify the type of organization where they work. Lastly, applicants are asked to submit a resume and a cover letter explaining why they are interested in serving on the CAC and what they believe are their primary qualifications. Applicants may, at their option, submit any other information they choose.

### **Respondent Panel**

The FR 1401 panel comprises any person seeking to be considered for membership on the CAC.

## **Time Schedule for Information Collection**

The Federal Reserve issues a press release and publishes a *Federal Register* notice annually announcing when it is accepting applications for membership. The *Federal Register* notice specifies the deadline for submitting applications, which typically is 60 days after publication in the *Federal Register*. The information required on the Application may be submitted using the Board's secure online application form (<https://www.federalreserve.gov/secure/CAC/Application/>), by e-mail ([CCA-CAC@frb.gov](mailto:CCA-CAC@frb.gov)), or by postal mail to the address listed in the *Federal Register* notice.

## **Public Availability of Data**

Information about the CAC is available on the Board's public website at <https://www.federalreserve.gov/aboutthefed/cac.htm>.

## **Legal Status**

The Application is authorized pursuant to sections 2A and 10 of the Federal Reserve Act (FRA). Section 2A of the FRA requires the Board and Federal Open Market Committee to maintain long run growth of the monetary and credit aggregates commensurate with the economy's long run potential to increase production, so as to promote effectively the goals of maximum employment, stable prices, and moderate long-term interest rates (12 U.S.C. § 225a). Section 10 of the FRA authorizes the Board to "determine and prescribe the manner in which its obligations shall be incurred and its disbursements and expenses allowed and paid" (12 U.S.C. § 244).<sup>1</sup> Providing information collected as part of the Application is required to obtain a benefit.

Generally, information provided on the Application will be kept confidential from the public under exemption 6 of the Freedom of Information Act (FOIA) to the extent that the disclosure of the information "would constitute a clearly unwarranted invasion of personal

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<sup>1</sup> This authority permits the Board to collect personal information (e.g., bank account routing numbers) needed to disburse travel funds to CAC members.

privacy” (5 U.S.C. § 552(b)(6)). For example, the release of information such as the applicant’s address, home telephone number, or personal e-mail address to the public would likely constitute a clearly unwarranted invasion of personal privacy and be kept confidential. However, the release of information such as the educational and professional qualifications of successful applicants would not likely constitute a clearly unwarranted invasion of personal privacy and may be disclosed under the FOIA. In addition, once a person becomes a member of the CAC, their name, and the name and location of the organization where they are employed, would generally be listed on the Board’s public website.

**Consultation Outside the Agency**

There has been no consultation outside the Federal Reserve System.

**Public Comments**

On October 5, 2021, the Board published an initial notice in the *Federal Register* (86 FR 54977) requesting public comment for 60 days on the extension, without revision, of the FR 1401. The comment period for this notice expired on December 6, 2021. The Board did not receive any comments. The Board adopted the extension, without revision, of the FR 1401 as originally proposed. On February 17, 2022, the Board published a final notice in the *Federal Register* (87 FR 9055).

**Estimate of Respondent Burden**

As shown in the table below, the estimated total annual burden for the FR 1401 is 300 hours. The estimated number of respondents is based on the average number of applicants that submitted an application to be considered for CAC membership in response to the *Federal Register* notices published from 2019 through 2020. These reporting requirements represent less than 1 percent of the Board’s total paperwork burden.

<b>FR 1401</b>	<i>Estimated number of respondents</i>	<i>Annual frequency</i>	<i>Estimated average hours per response</i>	<i>Estimated annual burden hours</i>
Current	300	1	1	300

The estimated total annual cost to the public for the FR 1401 is \$8,100.<sup>2</sup>

**Sensitive Questions**

Individuals submit resumes, cover letters, and other information, as described in the Description of Information Collection section, when they choose to apply to be a member of CAC. This information they provide is not particularly sensitive in nature and is necessary in order to select the membership of the CAC. Information collected as part of the application

<sup>2</sup> The average consumer cost of \$27 is estimated using data from the Bureau of Labor Statistics (BLS), *Occupational Employment and Wages, May 2020*, published March 31, 2021, <https://www.bls.gov/news.release/ocwage.t01.htm>.

process is stored in in the system of records BGFRS-39 FRB General File of the Community Advisory Council<sup>3</sup> and it is also accounted for by the Privacy Impact Assessment of the Community Advisory Council Systems.<sup>4</sup>

However, once selected, CAC member information will contain sensitive non-public information, such as the IPAC member's bank account routing information and other identifying information, which facilitates payment of travel expenses and honoraria. This sensitive information is stored in in the system of records BGFRS-9 FRB Supplier Files<sup>5</sup> and is also accounted for by the Privacy Impact Assessment of Oracle Financials.<sup>6</sup>

### **Estimate of Cost to the Federal Reserve System**

The estimated cost to the Federal Reserve System for collecting and processing the Application is negligible.

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<sup>3</sup> <https://www.federalreserve.gov/files/BGFRS-39-general-file-of-the-community-advisory-council.pdf>

<sup>4</sup> [https://www.federalreserve.gov/files/pia\\_cac\\_wns.pdf](https://www.federalreserve.gov/files/pia_cac_wns.pdf)

<sup>5</sup> <https://www.federalreserve.gov/files/BGFRS-9-supplier-files.pdf>

<sup>6</sup> [https://www.federalreserve.gov/files/PIA\\_Oracle\\_Financials.pdf](https://www.federalreserve.gov/files/PIA_Oracle_Financials.pdf)