

U.S. Department of Commerce  
National Institute of Standards and Technology (NIST)  
Manufacturing Extension Partnership (MEP) Program  
Building Construction Technology Extension Pilot Client Impact Survey  
OMB Control No. 0693-XXXX

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

**1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local governmental units, households, or persons) in the universe and the corresponding sample are to be provided in tabular form. The tabulation must also include expected response rates for the collection as a whole. If the collection has been conducted before, provide the actual response rate achieved.**

The potential respondent universe is the approximately 50 small, medium and large size manufacturers assisted by the BCTEP Project Competitive Award Recipients. MEP has two similar surveys that the response rate is approximately 75%. We anticipate a 70% or greater response rate from the clients of this project.

**2. Describe the procedures for the collection, including: the statistical methodology for stratification and sample selection; the estimation procedure; the degree of accuracy needed for the purpose described in the justification; any unusual problems requiring specialized sampling procedures; and any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

It is a census of program participants. There will be no sampling.

**3. Describe the methods used to maximize response rates and to deal with nonresponse. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses. For collections based on sampling, a special justification must be provided if they will not yield "reliable" data that can be generalized to the universe studied.**

We will be using the Don Dillman Total Design Method including personalized emails to the respondents, follow up emails to non-respondents and a one-month response period. To increase the response rate, the MEP third-party survey vendor will:

- Send initial personalized emails with access to survey via link in the email
- Send personalized reminder emails on a weekly basis
- Send reminder emails whenever requested by Cooperative Award Recipient

**4. Describe any tests of procedures or methods to be undertaken. Tests are encouraged as effective means to refine collections, but if ten or more test respondents are involved OMB must give prior approval.**

No tests were undertaken. A previously approved collection of information was modified in order to obtain the relevant information.

**5. Provide the name and telephone number of individuals consulted on the statistical aspects of the design, and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

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