

**Department of the Treasury  
Bureau of Engraving and Printing**

**Request for OMB Approval of a Generic Clearance  
for Collection of Information at Conferences**

**1520-0009**

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

The Bureau of Engraving and Printing's (BEP) use of statistical methods in this outreach effort will be extremely limited. The information collected through the outreach effort will be limited to the number of conference, event, meeting, focus group or other gathering attendees who volunteer to answer questions about the samples presented by BEP representatives. This is estimated to be about 650 total respondents annually. The responses will not be representative of any larger group and neither sampling nor any other type of respondent selection method will be used. Because any aggregate results of the outreach effort will not be statistically valid representations of a larger group, and are not meant to be, statistical methods cannot reduce or improve the accuracy of results. The information provided by those volunteers who elect to provide comments will be used in conjunction with other data to help direct BEP's efforts to develop a tactile feature to be included in the next currency redesign.

**(1) Describe Potential Respondent Universe**

*Respondent Universe:*

The respondent universe will consist of approximately 650 volunteers annually who attend various conferences, events, meetings, focus groups or gatherings. In many instances, BEP will staff an information booth at the conference or event and answer any questions of persons that approach the booth. BEP, however, will only speak with attendees who volunteer to visit its sponsored venue or booth. Further, BEP will ask any attendees if they would like to volunteer to answer some questions about potential tactile features that may be incorporated in future designs of U.S. paper currency. Again, the number of members of the public who answer BEP's questions will be limited to only those attendees who volunteer to do so. A similar procedure will be followed at any meetings, gatherings or focus groups hosted by BEP.

No organizations, establishments, State or local government units will be providing information. BEP will only be collecting information from individuals who volunteer to participate in the information collection. BEP has attended conferences, events and meetings in the past. By way of example, BEP has attended the California State University Northridge Center on Disabilities (CSUN) previously for purposes of providing updates on steps it has taken to provide meaningful access. BEP bases its estimate of 650 participants across all conferences, events, meetings, focus groups or other gatherings on the number of volunteers it received at prior blind and visually impaired organizations and centers, conferences and the annual conventions of the American Council of the Blind (ACB) and National Federation of the Blind (NFB).

	Establishments	State Government Units	Local Government Units	Households	Persons
	0	0	0	0	650

**Total: 650 annually**

*Expected response rate:*

The expected response rate for the collection as a whole is 100 percent as BEP will only collect information from individuals who volunteer their participation at any relevant conference, meeting, event, focus group or other gathering and who complete the entire survey.

*Collection conducted previously:*

Similar collections have been conducted in the past three years under OMB Control Number 1520-0009, a generic clearance.

**(2) Describe Procedures for Collection of Information**

*Description of Procedures:*

*Pool of Participants:*

BEP understands that surveying individuals within the blind and visually impaired community at conferences, meetings, events, focus groups and other gatherings will provide important information necessary to determine the best methods for achieving meaningful access of currency to blind and visually impaired citizens. These conferences, meetings, events, focus groups and other gatherings attract individuals across a variety of age, gender, ethnic and economic groups. BEP intends to conduct surveys in a variety of locations to ensure responses are received from locations nationwide.

BEP will not select its pool of participants. Participants will “self-select;” only those individuals who visit BEP’s booth at a conference, event or meeting, or choose to participate in a focus group or other gathering will be invited to voluntarily participate in the information collection. Only those individuals who volunteer to participate in the information collection will be included in the pool of participants. Conference, event, meeting, focus group or other gathering attendees will be asked if they would like to answer questions about some tactile features the BEP is considering for inclusion in future designs of United States paper currency. If an individual is willing to answer questions, the attendee will be provided with sample coupons to feel and will be asked questions about the sample coupons.

*Obtaining Information About Participant's Disabilities:*

BEP personnel will not collect any information pertaining to a participant's disability(s).

*Method For Collecting Attendees' Feedback About Tactile Features*

Individuals who volunteer to provide feedback about tactile features will be asked questions individually by a BEP employee or representative.

*Statistical methodology for stratification and sample selection:*

No statistical methodology is being utilized for stratification and sample selection. BEP will collect information from only those individuals who volunteer to answer questions about tactile features.

*Estimation procedure:*

No estimation procedure is being employed. Based on prior visits to other events, particularly the CSUN Conference and annual conventions of the ACB and NFB, BEP estimates that approximately 650 individuals annually will volunteer to answer questions about tactile features throughout this OMB Approval of Generic Clearance for Collection of Information at Conferences.

*Degree of accuracy needed for the purpose:*

BEP anticipates 100 percent accuracy from this limited collection of information as all responses will be voluntary, and data will only be retained and used when a participant fully completes the relevant survey/set of questions. BEP anticipates that all volunteers who provide information about tactile features will give that information as accurately as possible. The BEP employee or representative collecting information from a volunteer attendee will carefully record the responses to questions so that the results of the information collection may be accurately reported.

*Unusual problems:*

There are no unusual specialized sampling procedures; no sampling procedures are being employed.

*Periodic Data Collection Cycles:*

BEP is not using an annual data collection cycle. In that respect, it can be categorized as "periodic."

**(3) Describe Methods to Maximize Response Rates**

*Methods to Maximize Response Rates:*

BEP estimates that 650 individuals annually will participate in the information collection throughout this approved agreement, and that it will have a 100 percent response rate from that list of self-selected volunteer participants.

*Accuracy and Reliability of Information Collected:*

BEP anticipates that it will receive accurate and reliable information from volunteers providing feedback about tactile features. The BEP employee or representative will ensure that the volunteer is providing information as accurately as possible about his or her response to different tactile feature designs. They will also verify the information after it is initially recorded, before the conclusion of the interview.

*Collections Based on Sampling:*

BEP is not basing its information collection on sampling.

**(4) Describe Any Test of Procedures or Methods**

BEP is using the information provided by a subject matter expert in the field of conducting perception studies as a basis for testing the quality of the questions asked and the expected response rate.

**(5) Provide the Name and Number of Individuals Consulted on Statistical Aspects of the Design and Name of Agency Unit**

There are no statistical aspects of the design of the study, insofar as the information collected will not be extrapolated to represent feedback from a population greater than the expected 500 test respondents. However, the persons involved in collecting the information and reviewing the responses are:

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