

Supporting Statement for Paperwork Reduction Act Submission
U.S. National Arboretum

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The mission of the U.S. National Arboretum (USNA) is to conduct research, provide education, and conserve and display trees, shrubs, flowers, and other plants to enhance the environment. The USNA is a 446 acre public facility. The grounds of the USNA are available to the general public for purposes of education and passive recreation.

Horticulture and gardening are very important aspects of American life. The USNA receives approximately 500,000 visitors each year. Additionally, societies like the Herb Society of America, and the Orchid Society like to use the USNA grounds to showcase their activities (shows and sales). The National Capital Area Federation of Garden Clubs (of which there are 3,600 members) is headquartered at the USNA.

The USNA has many spectacular feature and garden displays which are very popular to visitors and photographers. One feature, the old sandstone columns from the east façade of the Capitol, is considered to be the most photographed feature at the USNA and is very popular with commercial photographers.

Section 890 (b) of the Federal Agriculture Improvement and Reform Act of 1996, Pub. L. 104-127 (“FAIR ACT”) provided statutory authorities regarding the United States National Arboretum (“USNA”). These authorities include the ability to charge fees for temporary use by individuals or groups of USNA facilities and grounds for any purpose consistent with the mission of the USNA. Also, the authority was provided to charge fees for the use of the USNA for commercial photography and cinematography.

In order to administer the use of the USNA facilities (i.e., determine needs and availability) as well as determine if the request to use USNA facilities is “consistent with the mission of the National Arboretum”, it is necessary for the USNA to obtain information from the requestor.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

This information is collected by USNA officials using applications in the form of questionnaires. The information is used by USNA management to determine if the requestor’s needs can be met and (if applicable) the request is consistent with the mission and goals of the USNA.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submissions of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

The applications are available in hard-copy format as well as offered on our website.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

The primary need for the use of USNA facilities is expected to be for one-event use only. Additional requests will still require an application in order for USNA managers to determine if needs can be met (i.e., if the room is available or not). This information is not available anywhere else.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.

The collection of information does not impact small businesses or other small entities.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If basic information (i.e., name, time, and dates required, rooms required, expected number to attend) is not collected, USNA officials will not be able to determine if the requestor's needs can be met. If information relating to how this event/request fits with the mission of the USNA is not gathered, USNA managers will not be able to ensure that the requirements of Pub. L. 104-127 are met.

7. Explain any special circumstances relating to Guidelines 5 CFR 1320.5.

USNA management will require a minimum of two weeks notice in order to approve or disapprove an application. This may require the respondent to complete the application in less than 30 days. All other requirements mentioned above are not applicable.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A Federal Register notice was published in the Federal Register on April 21, 2008, on page numbers 21303-21304, Vol. 73, Number 77. One comment was received but was not related to the burden package. The USNA did not consult with a representative on the information collection prior to submission to OMB.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees,

No gifts or payments are provided to the respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

There is no requirement to assure confidentiality to respondents.

11. Provide additional justification for any questions of a sensitive nature.

Due to the United States Department of Agriculture Homeland Security requirements, declaration of citizenship will be required for the use of the facilities or grounds.

12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

The USNA is estimating approximately 420 requests for the use of the facilities and 25 for photography/cinematography. Each request will require the completion of an application (see attached). The applications are simple and require information readily available to the requestor.

It is estimated that 445 responses will be received annually. The estimated time of completion of the facilities application is 15 minutes, and the photography application is 10 minutes. See copy of spreadsheet.

Description	Number of respondents	Responses/ Respondents	Total Responses	Hours/ Responses	Burden Hours
Request for use of USNA facilities application and agreement.	420	1	420	.25	105
Permission to photograph	25	1	25	.15	3.76

Total	445		445		109
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Cost to respondents is 109 hours at \$23.00 per hour for a total of \$2,507. The estimate of \$23.00 per hour is based on the salary of a GS-6.

13. Estimate of other total annual cost burden to respondents or record - keepers.

There are no capital and start-up, or operation, maintenance and purchase costs associated with this information collection.

14. Provide estimates of annualized cost to the Federal government.

It is anticipated that the approval or disapproval of each photography application received will require approximately 60 minutes of processing by an Administrative Technician (GS-6, \$23/hour) and 5 minutes by the Administrative and Marketing Manager, USNA (GS-14, \$59/hour). If 25 applications are received, that correlates to \$575 per year for the Administrative Technician and \$125 for the Administrative and Marketing Manager for a total of \$700 per year cost to the Federal government. If the application is approved, additional costs will be incurred by the government. These are costs related to support staff, utilities, and overhead required to support the approved event. These costs were used to develop the fee rates identified in the Federal Register publication.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

The number of respondents increased from 300 to 445, as well as the burden hours from 65 to 109, due to the increase of the facilities application and agreement from 200 to 445.

16. For collections of information whose results will be published, outline plans for tabulation and publication.

The information collected will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The USNA is not seeking approval to exempt display of the expiration date for OMB approval.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork reduction Act Submissions".

There are no exceptions to item 19 of OMB form 83-I.