

Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
OMB No. 0524-0034
Application for Authorization to Use the 4-H Name and/or Emblem

SUBJECT: Supporting Statement for Paperwork Reduction Act Submission to Revise Information Collection OMB No. 0524-0034, Application for Authorization to Use the 4-H Club Name and/or Emblem.

A. JUSTIFICATION

1. CIRCUMSTANCES MAKING COLLECTION OF INFORMATION NECESSARY

Use of the 4-H Club Name and/or Emblem is authorized by an Act of Congress, (Pub. L. 772, 80th Congress, Chapter 645, 2nd Session). Use of the 4-H Club Name and/or Emblem by anyone other than the 4-H Clubs and those duly authorized by them, representatives of the Department of Agriculture, the Land-Grant colleges and universities, and persons authorized by the Secretary of Agriculture is prohibited by the provisions of 18 U.S.C. 707. The Secretary has delegated authority to the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) to authorize others to use the 4-H Name and Emblem. The Administrator has promulgated regulations at 7 CFR Part 8 that govern such use. The regulatory requirements for the use of the 4-H Name and/or Emblem reflect the high standards of 4-H and its educational goals and objectives. Therefore, anyone requesting authorization from the Administrator to use the 4-H Name and Emblem is asked to describe the proposed use in a formal application.

There are exceptions to submitting an application to use the 4-H Name and/or Emblem to the Administrator that are consistent with 7 CFR Part 8, 8.7 (a) (1-4) and 8.9 (a-b) and "Using the 4-H Name and Emblem." These exceptions involve specifically authorized organizations that originate requests for materials for their own use, including fundraising, within their specified boundaries, when products and/or services identify the club, local, area or State 4-H Youth Development Program, and when vendors or others providing support are based in the geographic area being served and are not working with 4-H outside of the geographic region specified either simultaneously or consecutively. When all of these conditions are met, approval for use of the 4-H Name and Emblem on, or associated with, products and services belongs to the County Cooperative Extension Service or the appropriate land-grant institution is required when the products/services are confined to the area served by the County Cooperative Extension Service, and approval of the State Cooperative Extension Service or the appropriate land-grant institution is required when the products/services are multi-

county or statewide. CSREES reserves the right to review and revoke any authorization or permission for use the 4-H Name and/or Emblem at any time.

The instructions on the CSREES-01 form have been modified to clarify when and why federal level authorization is required. Clearer instructions are expected to reduce confusion over applicability and time spent by the applicants.

2. HOW, BY WHOM, AND PURPOSE FOR WHICH INFORMATION IS TO BE USED

The information is collected by CSREES using the “Application for Authorization to Use the 4-H Club Name or Emblem” (Form CSREES-01). CSREES uses this form to determine if those applying to use the 4-H Name and Emblem are meeting the requirements and quality of materials, products and/or services provided to the public.

If this information is not collected, it would not be possible to ensure that the products, services, and materials meet the high standards of 4-H, its educational goals and objectives.

3. USE OF IMPROVED INFORMATION TECHNOLOGIES

In addition to posting the application (Form CSREES 01) on its web site, pending the availability of funds, CSREES plans to develop a web-based electronic application method that would automate the application process and track authorization expiration dates. In the meantime, the application form has been modified as a password-protected PDF fill-in form.

4. DESCRIBE EFFORTS TO IDENTIFY DUPLICATION.

CSREES is the only agency that collects this information.

5. METHODS TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES.

This information is collected once every three years so the burden on small businesses is minimal.

6. CONSEQUENCES IF INFORMATION COLLECTION WERE LESS FREQUENT.

Since information is collected every three years after the initial authorization, we feel the burden is quite small, and collection at a less frequent level could lead to inaccurate information of who is allowed to use the symbol.

7. SPECIAL CIRCUMSTANCES FOR INFORMATION COLLECTION.

Information collected is consistent with regulations in 7 CFR Part 8. There are no additional requirements.

8. FEDERAL REGISTER NOTICE, SUMMARIZATION OF COMMENTS AND CONSULTATION WITH PERSONS OUTSIDE THE AGENCY.

Notice of intent to request to revise and reinstate an expired information collection was published in the *Federal Register* on Thursday, October 30th, 2008 Vol. 73, No. 211 pages 64,594-64,595. One comment was received that called for the agency to charge a fee for the use of the emblem, however there are no plans to do this.

9. EXPLAIN ANY DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS.

Payments or gifts are not given to any respondents.

10. CONFIDENTIALITY PROVIDED TO RESPONDENTS.

Forms received for use of the 4-H Name and Emblem are maintained in the Office of the Deputy Administrator, Families, 4-H & Nutrition, Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, in accordance with agency responsibilities for maintenance of official records.

11. QUESTIONS OF A SENSITIVE NATURE.

Information collected from licensees is not considered sensitive.

12. ESTIMATE OF BURDEN.

Public reporting burden for this collection of information is estimated to average .5 hours per response.

Respondents are principally from the private sector.

Estimated number of respondents:	60
Estimated number of responses per respondent:	1
Estimated total annual burden on respondents:	30 hours

TOTAL ANNUAL COST BURDEN TO RESPONDENTS OR RECORDKEEPERS.

The estimate of the total annual cost burden to respondents for the collection of information is \$660. This assumes a \$22 per hour salary of the respondents, which in many cases are extension staff.

13. START UP COSTS

There are no start up costs.

14. PROVIDE ESTIMATES OF ANNUALIZED COST TO THE FEDERAL GOVERNMENT.

Estimated new application forms per year - 60
Cost estimated at \$44.39 per form - \$2,663.34

Costs included in the above are for staff time in review of information from licensees and processing the form for the Administrator's approval. To determine cost, we used an hourly rate of \$42.03 x 90 percent time at GS 12 step 7 (for processing) plus an hourly rate of \$65.62 x 10 percent at GS 15 step 5 (for final review and approval) using Salary Table 2009-DCB.

15. REASONS FOR CHANGES IN BURDEN

There is a decrease in total annual burden of 15 hours as a result of a program change. The instructions on the CSREES-01 Form have been modified to clarify when and why federal level authorization is required. Clearer instructions are expected to reduce confusion over applicability and time spent by the applicants.

16. TABULATION, ANALYSIS AND PUBLICATION PLANS.

The information collected is not planned for publication. It is used solely to administer the program.

17. REASONS DISPLAY OF EXPIRATION DATE OF OMB APPROVAL IS INAPPROPRIATE.

We plan to display the expiration date on the forms.

18. EXCEPTIONS TO 83-I CERTIFICATION STATEMENT.

A certification exception is not requested.