Supporting Statement A for
Paperwork Reduction Act Submission

OMB Control Number 1024-0226

National Park Service Partnership Satisfaction Surveys

Terms of Clearance. None.

1. **Explain the circumstances that make the collection of information necessary.**

   Legal Justification: The Government Performance and Results Act (GPRA) of 1993 (P.L. 103-62) and the National Park Service (NPS) Strategic Plan require that NPS develop goals to improve program effectiveness and public accountability. Surveys for the Rivers, Trails and Conservation Assistance Program (RTCA) and the Federal Lands to Parks Program (FLP) will measure performance and suggest improvements toward these goals. Managerial Justification: Data from these surveys are needed to meet the requirement of GPRA and the NPS Strategic Plan. The two programs are to meet goal IIIb2. Goal IIIb2 performance target is 95% of communities served are satisfied with NPS partnership assistance in providing recreation and conservation benefits on lands and waters. The proposed surveys will provide the NPS with data from its partners. Partners are those organizations that seek NPS assistance through these two programs. NPS will obtain critical information to determine if it is meeting the diverse needs of its constituency.

2. **Indicate how, by whom, how frequently, and for what purpose the information is to be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, explain how the collection complies with all applicable Information Quality Guidelines.**

Data will be obtained through a census survey of all partners of the RTCA and FLP program for the given year, 2010 and 2012. This survey is administered every other year on even numbered years. The survey will be administered on-line and hard copies will also be available for distribution and collection of survey information. This data collected will be used by the respective program managers to meet the requirements of GPRA and NPS Strategic Plan goal IIIb2. Questions asked of partners relate to the nature of the services provided by staff of these two programs. The content of the survey has remained unchanged over the years as these surveys provide the necessary data to respond to the performance goal.

<u>Actual use of previous information collected:</u>
Program managers have learned how important the services and assistance provided by these programs are to their constituencies. Managers are able to identify which services and assistance are meeting GPRA requirements, which are in need of attention, and which services and assistance are being delivered effectively. For example, previous survey results indicated that project partners were not aware of all possible funding resources for their projects so NPS staff supplied that information.

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 submission 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 [and specifically how this collection meets GPEA requirements.].

In compliance with the Government Paperwork Elimination Act, the collection of information will primarily occur through the use of electronic surveys. Information about the surveys and a link to them will be provided to partners via email. Reminders to complete the survey and follow up will also be sent via email. For those partners without email or internet access, or for those that prefer not to use these options, hard copies of the survey will be provided. Respondent burden will be minimized through the ease of access and rapidity of response through the electronic venue with an estimated completion time of ten minutes.

It is anticipated that 100% of all respondents will use the electronic format. Hard copies of the survey are offered but the public is increasingly comfortable with using electronic means and we expect 100% of the respondents will use the electronic survey.

4. Describe efforts to identify duplication.

Responses are unique; information is not collected elsewhere.

5. If the collection of information impacts small businesses or other small entities, describe the methods used to minimize burden.

An online survey was designed for the 2006 survey that dramatically reduced the collection impact to respondents. This was prior to the last information collection submission. By design the survey is conducted every other year further minimizing the response burden. Estimated response time is 10 minutes biennially per entity.

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.

The consequence of not collecting this data is that the NPS will be unable to determine whether it is meeting the requirements of GPRA and the NPS Strategic Plan goals.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- **requiring respondents to report information to the agency more often than quarterly;**
- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;**
- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data**

security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or

* **requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

Not applicable.

8. Provide 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 (or in response to a PRA statement) and describe actions taken by the agency in response to these comments.

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. [Please list the names, titles, addresses, and phone numbers of persons contacted.]

The agency's notice appeared in the *Federal Register* Tuesday April 7, 2009, Volume 74, Number 65, pages 15742-15743. No comments were received from the notice.

Requests for comments 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 were sent to four individuals that completed the survey previously. Only two responses were received. Ms. Cohan and Mr. Hunter both felt that the survey were simple and easy to complete.

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

Not applicable. Respondents will not receive any gratuity for completing the questionnaire.

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

We provide no assurance of confidentially but we provide anonymity once the survey is completed.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

Not applicable. No sensitive questions are asked.

12. Provide estimates of the hour burden of the collection of information.

Number of contacts: 180 surveys will be distributed for RTCA and 75 for FLP. The total 255 surveys represented a census for these two programs in 2008. We expect a similar census and response rate in each of the next two surveys, 2010 and 2012.

Number of respondents: Estimating an initial 60 % response rate for RTCA (108) and a 40% response rate for FLP (30) will respond to the electronic survey. An additional 12 people contacted by email or phone subsequently respond to the on-line survey. In the last survey the additional 12 were added to FLP bringing that response rate to a total number of 42 respondents and a 56% response rate. Thus, the total number of respondents is 150.

Annual hour burden and explanation of how the burden was estimated: The annual hour burden is estimated at 26 hours. This is based on the assumption that 150 individuals will respond and the survey will take 10 minutes to complete on-line. The twelve respondents contacted by phone will be asked why they did not respond and if they will be willing to complete the survey resent to them on-line.

Generally 140 respondents will be from the Private Sector and 10 will be representatives from State/local/tribal governments.

ACTIVITY/REQUIREMENT	ANNUAL NO. OF RESPONDENTS	TOTAL ANNUAL RESPONSES	COMPLETION TIME PER RESPONSE	TOTAL ANNUAL BURDEN HRS	TOTAL BURDEN COST TO PUBLIC
RTCA Partnership Satisfaction Survey – Private	101	101	0.17hrs	17 hrs x $29.39	$499.63
RTCA Partnership	7	7	0.17 hrs	1 hour x	$39.51

Satisfaction Survey – State/local/Tribal govt				$39.51	
FLP Partnership Satisfaction Survey - Private	39	39	0.17 hrs	7 hours x $29.39	$205.73
FLP Partnership Satisfaction Survey - State/local/Tribal govt	3	3	0.17 hrs	1 hour x $39.51	$39.51
Totals	150	150		26 total hrs	$784.38
Source of hourly wage data: Bureau of Labor Statistics News http://www.bls.gov/news.release/pdf/ecec.pdf					

13. Provide an estimate of the total annual [nonhour] cost burden to respondents or recordkeepers resulting from the collection of information.

<u>Estimation of annualized cost to respondents:</u>

We have identified no non-hour costs.

14. Provide estimates of annualized costs to the Federal Government.

The program estimates that it would take 40 hours for startup that includes preparation of the survey and approvals of the survey. The program estimates that it would take 120 hours for operations and collection of the survey that includes sending out the survey, review, and tabulation. The hourly rates below are converted to total dollars.

Position	grade	Hourly pay rate ($/hr est.)*	Hourly rate including benefits (1.5 x hourly rate)**	% start up 40 hrs.	Weighted average ($hr)	% ops/ collection 120 hrs.	Weighted average ($hr)	
Clerical	gs07/8	24.35	36.53	40%	$13.00	20%	$7.31	
Skilled	gs13/5	47.21	70.82	60%	$42.49	70%	$49.57	
Management	gs15/4	63.69	95.54	0%	$0	10%	$9.55	
Weighted Average	($/hr)			40 hrs	$55.49	120 hrs	$66.43	TOTAL
Personnel costs					$2,219.56		$7,971.48	$10,191.04
associated contracts							$400	$400
							GTOT	**$10,591.04**

* Salary Table 2009-DCB. http://www.opm.gov/oca/09tables/pdf/salhr.pdf

** Employer Costs for Employee Compensation-September 2009,

15. Explain the reasons for any program changes or adjustments.

The collection itself has not changed but the number of respondents is reduced because the expected response rate is lower.

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

The results of the data collection including summary data and analysis will be presented in internal reports to each program to be completed by December 1st, 2010 and December 1st, 2012. Copies of all reports will be archived with the National Park Service's Social Science Program.

Action:	Deadline:	Deadline:
Collection of initial email list and validation of addresses by sending introductory email	September 30th, 2010	September 30th, 2012
Survey administered	October 15th, 2010	October 15th, 2012
Results compiled for internal report	December 1st, 2010	December 1st, 2012

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.

Not applicable.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

None