

THE SUPPORTING STATEMENT FOR OMB-0596-0082
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A. Justification

- 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.**

This information collection is used by the Forest Service to evaluate and ensure that authorized uses of National Forest System (NFS) lands are in the public interest and are compatible with the agency's mission. The information helps the agency identify environmental and social impacts of special uses for purposes of compliance with the National Environmental Policy Act (NEPA) and program administration. In addition, the agency uses the information to ascertain whether the land use fee being charged for special use authorizations is based on market value. The information is collected through application forms and terms and conditions in special use authorizations and operating plans. Ongoing uses must be monitored to ensure compliance with the terms of the corresponding authorizations. In certain situations, information from the authorization holder is the only way the Forest Service can verify compliance with the terms of an authorization.

Several statutes authorize the Forest Service to issue and administer authorizations for use and occupancy of National Forest System (NFS) lands and require the collection of information from the public for those purposes. The laws for authorizing the use and managing these uses of NFS lands include:

1. The Organic Administration Act of 1897 (16 U.S.C. 551);
2. Title V of the Federal Land Policy and Management Act of 1976 (FLPMA, 43 U.S.C. 1761-1771);
3. The Act of March 4, 1915 (16 U.S.C. 497);
4. The National Forest Ski Area Permit Act (16 U.S.C. 497b);
5. Section 28 of the Mineral Leasing Act (30 U.S.C. 185);
6. The National Forest Roads and Trails Act (FRTA, 16 U.S.C. 532-538);
7. Section 7 of the Granger-Thye Act (16 U.S.C. 480d);
8. The Act of May 26, 2000 (16 U.S.C. 460l-6d);
9. The Federal Lands Recreation Enhancement Act (16 U.S.C. 6801-6814); and

Forest Service regulations implementing these authorities, found at 36 CFR part 251, subpart B, contain information collection requirements, including submission of applications, execution of forms, and imposition of terms and conditions that entail information collection requirements, such as the requirement to submit annual financial information; to prepare and update an operating plan; to prepare and update a maintenance plan; and to submit compliance reports and information updates. The information collection requirements described in this request for an extension with revision of a currently approved information collection are necessary for the Forest Service to issue and administer special use authorizations to use and occupy NFS lands under these authorities.

From time to time, the agency will be making minor changes to the forms included in this approval. These revisions will not materially change the information collection, but rather

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the terms and conditions and legal authorities that govern special use permits.

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.**
 - a. **What information will be collected - reported or recorded? (If there are pieces of information that are especially burdensome in the collection, a specific explanation should be provided.)**

Information requests for the issuance and administration of special use authorizations can be categorized as follows: (1) information required from proponents and applicants to evaluate proposals and applications to use or occupy NFS lands; (2) information required from applicants to complete special use authorizations; (3) annual financial information required from holders to determine land use fees; (4) information required from holders to prepare and update operating plans; (5) information required from holders to prepare and update maintenance plans; and (6) information required from holders to complete compliance reports and information updates. The six categories cover all information collection requirements involved in administration of the special uses program, including application and reporting forms; authorization forms; supplemental special use authorization clauses in Forest Service Handbook 2709.11, chapter 50, and information collection requirements not associated with an approved standard form.

None of the requested information is especially burdensome. When requested, financial information is the same information, and in the same level of detail, that must be supplied to the IRS or maintained under traditional sound business management practices.

Reference question 12 for a list of the individual forms.

- b. **From whom will the information be collected? If there are different respondent categories (e.g., loan applicant versus a bank versus an appraiser), each should be described along with the type of collection activity that applies.**

The Forest Service collects the information from applicants and those holding a special use authorization. Holders and Applicant for (individuals, businesses, organizations or a trust) of an authorization to use NFS lands are represented by in all of the various uses in the approximately 80,000 authorizations. Of the 80, 000 authorizations, the proportions are as followed: 48 percent are individuals (single person, husband and wife, or family trust); 40 percent are private sector businesses (sole proprietor, partnerships, corporations, schools, and charities); and 12 percent encompass governmental entities (federal, state, local, county, and tribes). A Special Use Authorization holders and applicants represent all individuals and organization types in the United States. Individuals, partnerships, trust, corporations, organizations, governmental entities and tribes all have uses on NFS lands.

These uses of NFS lands range from an individuals driveway, to interstate gas lines; from a single boat dock to multi-million dollar recreation resorts; from a small (fee exempt) not-for-profit utility to multi-national corporations and federal power organizations.

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c. What will this information be used for - provide ALL uses?

Category 1: The Application Process

The application includes both the proposal to use NFS lands and the application for an authorization. When a proposal is accepted it moves forward as an application. The information in this process identifies the applicant, is used to determine if a requested use can be authorized, and provides the required information for the authorization. The typical application information in the application process is:

- (1) identification of the applicant;
- (2) a description of the proposed use;
- (3) the location and duration of the proposed use;
- (4) the technical and financial capability of the applicant;
- (5) alternative locations considered for the proposed use, including non-federal lands;
- (6) anticipated environmental impacts associated with the proposed use and proposed mitigation of those impacts; and
- (7) information needed to recover agency costs to process an application and monitor a special use authorization. The authorized officer evaluates this information and makes a decision to grant or deny the application.

Category 2: Special Use Authorizations

A special use authorization is a revocable permit, term permit, lease, or easement which provides permission, without conveying an interest in land, to occupy and use NFS lands for specified purposes and for a specified term.

There are approximately 80,000 special use authorizations in effect, authorizing a variety of activities that range from individual private uses to large-scale commercial facilities and public services. Examples of authorized special uses include public and private road rights-of-way, apiaries, domestic water supply conveyance systems, telephone and electric service rights-of-way, oil and gas pipeline rights-of-way, communications facilities, hydroelectric power-generating facilities, ski areas, resorts, marinas, municipal sewage treatment plants, and public parks and playgrounds. Each year the Forest Service issues approximately 9,000 special use authorizations. Due to the complexity of the special uses program, the use of standard forms to issue special use authorizations is critical to administration of the program.

Under 36 CFR part 251, subpart B, each special use authorization may be modified to include supplemental clauses (as described in Forest Service Handbook 2709.11, chapter 50) based on local conditions, unique situations, environmental needs, liability concerns, and changes in applicable law.

Category 3: Annual Financial Information

For some special use authorizations, the land use fee is determined from financial statements or accounting records maintained by the holder. For example, the land use fee may be calculated based on the number and types of users of the site or the gross revenue generated by the authorized use. Without this information, the government would not

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have the information necessary to calculate the holder's land use fee. This information may be obtained only from the holder and usually involves records the holder maintains in the normal course of business.

In some situations, the holder's certified public accountant or business manager extracts information from the holder's financial statements to complete the information collection. These data are reviewed and certified by the holder and forwarded to the Forest Service for the purpose of calculating the land use fee. Without this type of financial information, there would be no way to compute the land use fee.

A requirement for the holder to submit annual or quarterly financial information may be contained in fee clauses incorporated in a special use authorization. Some holders are required to submit quarterly financial information to facilitate multiple billings during the year.

Category 4: Preparing and Updating Operating Plans (no standard form)

Special use authorizations may contain a clause requiring the holder to prepare and update an operating plan governing day-to-day operations of the authorized use. This information is useful to the holder and the authorized officer because it specifies procedures and policies for conducting the authorized use. Typically, operating plans contain daily operating guidelines, fire abatement and control procedures, monitoring guidelines, maintenance standards, safety and emergency plans, and inspection standards. Operating plans are usually necessary for complex operations, commercial uses, and uses conducted in environmentally sensitive areas.

Category 5: Preparing and Updating Maintenance Plans (no standard form)

A permit or easement issued under FLPMA or FRTA may require the holder or grantee to submit and update a road maintenance plan or information necessary for the preparation of a road maintenance plan. A road maintenance plan governs a holder's or grantee's responsibility to perform or pay for maintenance of an NFS road.

Category 6: Compliance Reports and Information Updates (no standard form)

Special use authorizations may contain a clause requiring the holder to provide the authorized officer with compliance reports, information reports, and other information required by federal law or to manage NFS lands to address protection of national forest resources and public health and safety. Examples of compliance and information updates include dam maintenance inspection reports and logs required by the Reclamation Safety of Dams Act of 1978, the Federal Dam Safety Inspection Act of 1979, and the Dam Safety Act of 1983; documentation showing that authorized facilities have safety inspections; documentation showing that the United States is named as an additional insured in an insurance policy issued to a holder; notifications involving a change in ownership of authorized improvements or a change in control of the holder; and documentation of compliance with Title VI of the Civil Rights Act of 1964.

These six categories demonstrate the complexity of the special uses program and the importance of standard forms to administration of the program. Because of the

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significance of the forms to program administration, the Forest Service needs the ability to update and modify them through expedited procedures when the agency is not imposing new information collection requirements, e.g., when the agency is proposing purely minor, technical changes; is tailoring an existing standard form to a particular use; or is proposing revision needed for consistency, updating, or legal sufficiency. These changes do not affect the estimate of the burden on respondents resulting from the special use program's information collection.

In all these cases, the language will be scrutinized for legal sufficiency and approved by the Office of the General Counsel before any change is requested. These changes will be submitted to OMB for approval without publication for public notice and comment. The proposed changes will be submitted to OMB by the Forest Service's Records Manager in the Records and Information Services Branch of the Office of Regulatory and Management Services through USDA's Office of the Chief Information Officer.

The Forest Service will publish for public notice and comment any new information collection requirements, such as forms created to implement new statutory or regulatory requirements or additional information collection requirements imposed under existing standard forms.

A detailed checklist enumerating the process for making these types of changes is attached as Exhibit 1.

- d. How will the information be collected (e.g., forms, non-forms, electronically, face-to-face, over the phone, over the Internet)? Does the respondent have multiple options for providing the information? If so, what are they?**

Typically, the information is collected via delivery of the form via hard copy mail, FAX or in electronic format via e-mail. Since most of these forms require a signature for the attestation or acceptance, a document with an original signature is required.

- e. How frequently will the information be collected?**

On average, the information is collected once annually. Authorization forms have a duration ranging from a short-term of a day or year to a long-term up to 40 years. Large resorts may provide fee information on a monthly basis.

- f. Will the information be shared with any other organizations inside or outside USDA or the government?**

The information is not shared in any routine or established manner.

Information is released in certain situations. Audits by USDA OIG and the GAO, yearly requests for certain information relevant to local taxing authorities for their Possessory Interest Taxes and an approved FOIA requests for information.

- g. If this is an ongoing collection, how have the collection requirements changed over time?**

The only changes to the ongoing collection are for new or revised forms required by new legislation, revised regulation, refined operating practices due to process improvement or legal challenges, and change required by external organization such as the Office of

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Management and Budget or the GAO.

- 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.**

Authorizations are automated and produced in the agencies Special Uses Database System (SUDS). Routine and reoccurring information can be delivered to the agency by the applicant or permit holder using the information technology employed in the normally course of business. The agency uses e-mail and FAX to improve delivery of services, and plans to use improved technology when it is available. The Forest Service is implementing a form automation, Formatta[®], that will automate forms. The Forest Service will submit no material nonsubstantive changes for the forms upon conversion to Formatta design.

- 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 information collected is unique to the Forest Service. The Forest Service has determined that the information the agency needs to process special use applications and monitor special use authorizations for use of NFS lands is not available from other governmental and private entities.

To avoid duplication of effort, the Forest Service is consolidating authorizations, when appropriate, into one authorization, thereby eliminating multiple billings and the individual data required by each authorization.

The use of standard forms tends to reduce requests for extraneous information and allows the applicant to provide data in a more efficient manner than if several different forms were required.

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

This information collection does impact small business or other small entities. While many small entities; individuals, businesses, organizations and governmental units qualify for fee exemptions or waivers, there is no waiver from compliance with required environmental laws and receiving the appropriate legal instrument for their occupancy of NFS lands.

The methods used to minimize burden include collecting only the minimal information necessary to calculate the land use fee and to verify a basic level of maintenance at the site is required. Financial information, when required, involves records typically maintained in the normal course of business. No unusual information is required to determine the land use fee.

The Forest Service, in conjunction with the Bureau of Land Management, waives the required

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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;**

Based on regulation or law, certain information is collected more frequently than quarterly. For example; Resorts with large fees report and pay fees monthly, Due to unusual events or environmental concerns, information collection can occur more frequently than quarterly.

When an entity has a change of condition, such as a sale, a report is required.

- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

Certain environmental emergencies can require a response sooner than 30 days.

- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**

Revenue based authorizations require the retention of support documentation for revenue and related information for the period between fee audits, which can be 5 years, or to the standard required by the IRS, which is 6 years. This record keeping is a normal business practice.

- **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 secret, 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.**

There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.

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.

The Forest Service solicited comments on information collection 0596-0082 in a Federal Register notice published on October 24, 2008 (73 FR 63426). The 60-day comment period for the notice closed on December 24, 2008. The agency received no 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 record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

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Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

<p>Chuck Shepard Hoodoo Family Recreation, Inc. P.O. Box 8516 Coburg, OR 97408</p> <p>(541) 484-6595 umbrella@aol.com</p>	<p>Information collected by personal interview. Hoodoo Family Recreation, Inc. operates the Hoodoo Ski area. They have a Ski Area permit – The primary information reporting for this permit is use and revenue data used to calculate fees. Hoodoo has no concerns about the type of data FS requires and associated record keeping requirements, but prefers to use a format from business software rather than FS standard forms. Historically, revenue has been reported quarterly, but is changing to monthly. Hoodoo also prepares an annual operating plan that is not on a standard format. Hoodoo believes that skier visits should be treated as proprietary information.</p>
<p>Chuck Shepard Hoodoo Recreation Services P.O. Box 8516 Coburg, OR 97408</p> <p>(541) 484-6595 umbrella@aol.com</p>	<p>Information collected by personal interview. Hoodoo Family Recreation, Inc. operates a concession campgrounds authorized with Concession Campground Permits – Hoodoo has no specific concerns about the type of information that FS requires and associated record keeping requirements. Again, Hoodoo does not utilize FS standard forms for revenue and financial reporting but uses a format generated from business software. Hoodoo likes the standard prospectus that is being utilized for new offerings. Two specific concerns were raised: (1) the instructions for tracking costs for GT fee offset are not specific enough; and (2) how a GT fee is bid should be treated as proprietary information.</p>
<p>Steve Werner American Land & Leisure 747 East 1000 South Orem, UT 84097</p> <p>801 226-3564 Steve@americanLL.com</p>	<p>Information collected by personal interview. American Land and Leisure is a campground contractor operating local, state and federal campgrounds. The company operates campgrounds across the United States on National Forests System lands under many Concession Campground (CC) Permits. AL&L had no specific concerns about the availability of data, record keeping requirements, or reporting format. AL&L likes the standard prospectus that is being utilized for new offerings, however, they would like the FS to share application information among Forests so that it would not need to be replicated for each application. Additionally, AL&L is concerned about release of operating plans that should be treated as proprietary information.</p>
<p>Bob Coe Pahaska Teepee Resort 183 N. Fork Highway Cody, WY 82414</p> <p>307 272-2595</p>	<p>Information collected by personal interview. Pahaska Teepee Resort operates a resort on a National Forest System lands and has a Resort Permit – This permit utilizes the Graduated Rate Fee System and associated reporting using standard forms. It also has an annual operating plan that is not a standard format. Additionally, this permit has a threatened and endangered species</p>

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<p>bobcoe@pahaska.com</p>	<p>reporting requirement involving the reporting of incidents with grizzly bears. PTR has no specific concern with the type, format, or frequency of data collection or concerns about the security of data. PTR would like to have an easy way to report problems it observes such as littering and RV sewage dumping.</p>
<p>Brett Dumas Supervisor – Terrestrial Environmental Affairs</p> <p>Idaho Power P.O. Box 70 (83707) 1221 West Idaho Street Boise, Idaho 83702</p> <p>(208)388-2330 BDumas@idahopower.com</p>	<p>Information collected by personal interview. Idaho Power has multiple authorizations for NFS lands related to its business of generating and delivering power in Idaho and Oregon.</p> <p>The application form is OK and is consistent with the BLM. The Forest Service O&M process is good and is better than the BLM's. The Notice to Proceed is good, with the administration side of permitting OK. The billing process the Forest Service uses is OK. Idaho Power is aware that the company could use an easement instead of a permit, but our lawyers prefer the permit. When the Forest Service stood up its new accounting center (2006) in Albuquerque, NM the agency created problems for the Cost Recovery accounting, with some FS units agreeing to proceed with projects, while others were reluctant to proceed without formal notification through the agencies obligation process. The required yearly weed survey and suppression reports process is OK.</p>
<p>Mark Murray Permitting and Land Rights Manager</p> <p>Tri-State Generation and Transmission Association 1100 W. 116th Ave. Westminster, CO. 80234</p> <p>(303)254-3211 mmurray@tristategt.org</p>	<p>Information collected by personal interview. Tri-State Generation and Transmission Association is a wholesale electric power supplier owned by the 44 electric cooperatives that it serves. Tri-State generates and transports electricity to its member systems throughout a 250,000 square-mile service territory across Colorado, Nebraska, New Mexico and Wyoming</p> <p>The Forest Service issues do not match the companies need for vegetation management which presents challenges for the O&M plans. Other issues affecting operations are access roads and the publics request to use roads that the company would prefer to have closed. It is possible for an agency office to ask for additional detail, or “run the company through the wringer,” when other – similar - offices are not making the same demands. One reason for this may be that the individual agency offices goals and objectives do not match the synergies of the activity. Tri State has exempt status under the REAct (waiver of Federal Agency land use fees), this sometimes cause issues .</p>
<p>Brian King Sr. Environmental Analyst T&D Environmental Services</p> <p>Rocky Mountain Power</p>	<p>Information collected by personal interview. Rocky Mountain Power, a subsidiary of PacificCorp, delivers electricity to customers in Utah, Wyoming and Idaho. Rocky Mountain has a variety of land occupancy authorizations.</p>

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<p>1407 West North Temple, NTO 250 Salt Lake City, Utah 84116</p> <p>(801) 220-4521 Brian.king@pacificcorp.com</p>	<p>The previous permit renewal process involved several years, with work starting and stopping which makes it difficult to manage the process. Currently working with the local Ranger District office on a master permit has been positive, meetings are timely with good communication of various other constraints and priorities. The company and agency have experienced timely review and comment responses as they have moved thru the process. Rocky Mountain Power is currently working to consolidate multiple lines into a master permit. This process is good for the company. The master permit process with its built in O&M planning for routine and emergency procedures, including herbicide treatment and the requirements for appropriate NEPA, is a good process.</p>
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9. Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.

The Forest Service does not provide any gift or payment to the respondents regarding information collection requirements of 36 CFR Part 251, Subpart B, for Special Uses.

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

All request for information from third parties are processed in accordance with the Freedom of Information Act (5 U.S.C. 552). The Privacy Act of 1974 (5 U.S.C. 552a) protects proprietary and confidential information.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

This kind of information is not requested, is not needed nor provided to the Agency by applicants or holders of a Special Use authorization.

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.

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form.**

- a) Description of the collection activity
- b) Corresponding form number (if applicable)
- c) Number of respondents
- d) Number of responses annually per respondent,
- e) Total annual responses (columns c x d)
- f) Estimated hours per response
- g) Total annual burden hours (columns e x f)

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Table 2 – List of Forms and Burden Hours

(a) Description of the Collection Activity	(b) Form Number	(c) Number of Respondents	(d) Number of responses annually per Respondent	(e) Total annual responses (c x d)	(f) Estimate of Burden Hours per response	(g) Total Annual Burden Hours (e x f)
CATEGORY 1: APPLICATION PROCESS						
Application for Transportation & Utility Systems & Facilities on Federal Lands	SF-299	4,200	1	4,200	8	33,600
Holder Initiated Revocation of Existing Authorization, Request for a Special Use Permit	FS-2700-3a	1,225	1	1,225	0.5	613
Special Use Application & Permit for Noncommercial Group Use	FS-2700-3b	425	1	425	0.25	106
Special Use Application & Permit for Recreation Events	FS-2700-3c	1,400	1	1,400	1	1,440
Special Use Application & Permit for Government Owned Buildings	FS-2700-3e	100	1	100	0.25	25
Special Use Application & Temporary Permit for Outfitting and Guiding	FS-2700-3f	1,300	1	1,300	4	5,200
Technical Data – Communications Type Land Use	FS-2700-10	350	1	350	0.25	88
Agreement Concerning Small Business Administration Loan for Holder of Special Use Permit	FS-2700-11	75	1	75	0.25	19
Agreement Concerning Loan for Holder of Special Use Permit	FS-2700-12	75	1	75	0.25	19
Application for Permit for Archaeological Investigations	FS-2700-30	100	1	100	4	400
Additional Insured Endorsement for a Special Use Authorization	FS-2700-33	2,700	1	2,700	0.25	675
Prospectus for Campground and Related Granger-Thye Concessions	FS-2700-34	150	1	150	10	1,500
Financial Statement	FS-6500-24	125	1	125	8	1,000
Request for Verification	FS-6500-25	125	1	125	0.5	63
Information to evaluate prospectus applications	No Standard Form	60	1	60	20	1,200
CATEGORY 2: SPECIAL USE AUTHORIZATIONS						
Special Use Permit	FS-2700-4	1,800	1	1,800	1	1,800
Special Use Permit Granger-Thye Supplement	FS-2700-4a	50	1	50	1	50
Forest Road Special Use Permit	FS-2700-4b	175	1	175	1	175

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(a) Description of the Collection Activity	(b) Form Number	(c) Number of Respondents	(d) Number of responses annually per Respondent	(e) Total annual responses (c x d)	(f) Estimate of Burden Hours per response	(g) Total Annual Burden Hours (e x f)
Private Road Special Use Permit	FS-2700-4c	350	1	350	1	350
Temporary Cost Share Agreement Road Special Use Permit	FS-2700-4d	5	1	5	1	5
Special Use Permit for Campground and Related Granger-Thye Concessions	FS-2700-4h	30	1	30	1	30
Appendix B – Annual Granger-Thye Fee Offset Agreement	FS-2700-4h, Appendix B	75	1	75	2	150
Appendix F - Special Use Permit for Campground and Related Granger-Thye Concessions	FS-2700-4h, Appendix F	30	1	30	0.5	15
Appendix G – Granger-Thye Fee Offset Claim Certification	FS-2700-4h, Appendix G	75	1	75	1	75
Special Use Permit for Outfitting & Guiding	FS-2700-4i	600	1	600	1	600
Special Use Permit for a Federal Agencies Electric Transmission Facilities	FS-2700-4j	10	1	10	1	10
Special Use Permit for Equestrian Outfitting on the Shawnee National Forest	FS-2700-4-Shawnee	12	1	12	1	12
Term Special Use Permit	FS-2700-5	30	1	30	1	30
Term Special Use Permit for Recreation Residences	FS-2700-5a	1,250	1	1,250	1	1,250
Ski Area Term Special Use Permit	FS-2700-5b	15	1	15	1	15
Resort/Marina Term Special Use Permit	FS-2700-5c	30	1	30	1	30
Resort Supplement for Outfitting& Guiding	FS-2700-5d	5	1	5	1	5
Agricultural Irrigation and Livestock Watering System Easement	FS-2700-9a	175	1	175	1	175
Cost Share Easement	FS-2700-9b	5	1	5	1	5
Non-Cost Share Easement	FS-2700-9c	5	1	5	1	5
Public Road Easement	FS-2700-9d	65	1	65	1	65
Forest Road Easement Issued Under the National Forest Roads and Trails Act	FS-2700-9e	25	1	25	1	25
Private Road Easement Issued Under the National Forest Roads and Trails Act	FS-2700-9f	5	1	5	1	5
Forest Road Easement Issued Under the Federal Land Policy and Management Act	FS-2700-9g	55	1	55	1	55

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(a) Description of the Collection Activity	(b) Form Number	(c) Number of Respondents	(d) Number of responses annually per Respondent	(e) Total annual responses (c x d)	(f) Estimate of Burden Hours per response	(g) Total Annual Burden Hours (e x f)
Private Road Easement Issued Under the Federal Land Policy and Management Act	FS-2700-9h	100	1	100	1	100
Communications Site Lease	FS-2700-10b	75	1	75	1	75
Amendment for Special Use Authorization	FS-2700-23	1,025	1	1,025	1	1,025
Temporary Special Use Permit	FS-2700-25	800	1	800	1	800
Major Category Cost Recovery Agreement	FS-2700-26	800	1	800	8	6,400
Category 5 Major Cost Recovery Agreement	FS-2700-26b	250	1	250	8	2000
Notice to Alaska Native Corporations Regarding Upcoming Prospectus for Visitor Services	FS-2700-27	10	1	10	20	200
Electric Transmission Line Easement	FS-2700-31	25	1	25	1	25
Permit for Archeological Investigations	FS-2700-32	100	1	100	4	400
CATEGORY 3: ANNUAL FINANCIAL INFORMATION						
Reconciliation of Sales for Fee Calculation	FS-2700-7	540	1	540	1	540
Reconciliation of Gross Fixed Assets (GFA) to Booked Amounts	FS-2700-8	540	1	540	1	540
Telecommunications Facility Inventory	FS-2700-10a	1,775	1	1,775	1	1,775
Fee Calculation for Concession Permits	FS-2700-19	455	1	455	1	455
Fee Calculation for Ski Area Permits	FS-2700-19a	125	1	125	1	125
Providing financial or use information	No Standard Form	1,675	1	1,675	1	1,675
CATEGORY 4: PREPARING AND UPDATING OPERATING PLANS						
Annual or multi-year operating plans	No Standard Form	29,925	1	29,925	1	29,925
CATEGORY 5: PREPARING AND UPDATING MAINTENANCE PLANS						
Annual or multi-year maintenance plans	No Standard Form	835	1	835	2	1,670
CATEGORY 6: COMPLIANCE REPORTING AND INFORMATION UPDATES						
Recreation Residence Self-Inspection Report	FS-2700-6b	14,500	1	14,500	2.5	36,250
Outfitter/Guide Trip Ticket Requests	FS-2700-35 (a), (b) & (c)	2,000	1	2,000	0.25	500
Providing and compiling information for compliance	No Standard Form	13,000	1	13,000	2	26,000
Totals	---	85,842	---	85,842	---	161,365

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- Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.

Table 3 Estimated Annualized Cost to Respondents

(a) Description of the Collection Activity	(b) Estimated Total Annual Burden on Respondents (Hours)	(c)* Estimated Average Income per Hour	(d) Estimated Cost to Respondents
1. The Application Process	45,612	\$20	\$912,240
2. Special Use Authorizations	15,950	\$20	\$319,000
3. Annual Financial Information	10,731	\$20	\$214,620
4. Preparing and Updating Operating Plans	29,925	\$20	\$598,500
5. Preparing and Updating Maintenance Plans	1,670	\$20	\$33,400
6. Compliance Reports and Information Updates	53,100	\$20	\$1,062,000
Totals	156,988	---	\$3,139,760

The Mean average hourly rate of \$19.56 for all occupations from the most recent (2007) Bureau of Labor Statistics was used, rounded to \$20 (www.bls.gov/oes/2007/may/oes_nat.htm#b00-0000). The salaries of employees supporting these authorizations range from high values in the Utility industry to lower values of the retail and recreation industries. These authorizations reflect uses in diverse geographic areas from Alaska to Florida, New England to California. The national mean average is the best value to use with Table 3 4.

- 13. Provide estimates of the total annual cost burden to respondents or record keepers resulting from the collection of information, (do not include the cost of any hour burden shown in items 12 and 14). The cost estimates should be split into two components: (a) a total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.**

There are no capital operation and maintenance costs.

- 14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.**

The response to this question covers the actual costs the agency will incur as a result of implementing the information collection. The estimate should cover the entire life cycle of the collection and include costs, if applicable, for:

Employee labor and materials for developing, printing, storing forms

Employee labor and materials for developing computer systems, screens, or reports to support the collection

Employee travel costs

Cost of contractor services or other reimbursements to individuals or organizations assisting in the collection of information

Employee labor and materials for collecting the information

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Employee labor and materials for analyzing, evaluating, summarizing, and/or reporting on the collected information

Table 5 – Estimated Annual Cost to the Government

ACTION ITEM	PERSONNEL	GS LEVEL	HOURLY RATE*	HOURS	SALARY
1. The Application Process	Resource Specialists	9/5	\$33.00	3,953	\$130,449
2. Special Use Authorizations	Resource Specialists	9/5	\$33.00	9,765	\$322,245
3. Annual Financial Information	Resource Specialists	9/5	\$33.00	2,170	\$71,610
4. Preparing and Updating Operating Plans	Resource Specialists	9/5	\$33.00	22,225	\$733,425
5. Preparing and Updating Maintenance Plans	Resource Specialists	9/5	\$33.00	1,600	\$52,800
6. Compliance Reports and Information Updates	Resource Specialists	9/5	\$33.00	30,000	\$990,000
TOTALS					\$2,300,529

* Taken from: <http://www.opm.gov/oca/09tables/index.asp>, Cost to Government calculated at hourly wage multiplied by 1.3 to reflect the Cost-to-Government. The rate for a GS 9 / Step 5 is \$25.32, multiplied by 1.3 = \$32.92. The Budget cost. Rounded up to \$33 for this analysis.

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

Since the last submission there has been an increase in the Outfitter & Guide activity and usage of NFS lands. This has resulted in an adjustment increase of 6,573 burden hours.

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

There are no plans to publish the results of this information collection.

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 Forest Service requested and was exempted from displaying the OMB expiration date on the previous Paperwork Reduction Act submission. One of the primary reasons for the request in the previous submission was the additional expense associated with redistributing new forms. More important, holders of Forest Service use authorizations often confuse OMB's expiration date with the Forest Service's date for expiration of the authorized use or the date a form was last revised (usually to reflect corrections due to typographical errors, misspells, and so forth). Therefore, we are requesting approval to not display the OMB expiration date on forms covered by OMB information collection #0596-0082.

18. Explain each exception to the certification statement identified in item 19, "Certification

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Requirement for Paperwork Reduction Act."

There are no exceptions to the certification statement. The agency is able to certify compliance with all provisions under Item 19 of OMB form 83-I, *Certification Requirements for Paperwork Reduction Act*.