Supporting Statement for
Paperwork Reduction Act Information Collection Submissions
OMB Control Number 1093-0004

General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When Item 17 of the OMB Form 83-I is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

Specific Instructions

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.

The Take Pride in America® Program was re-activated by The Secretary of the Interior on December 10, 2001 by Secretarial Order #3236. Under the Take Pride in America Act (Act), 16 U.S.C. Sec 4601-4608, the Secretary is to 1. "conduct a national awards program to honor those individuals and entities which, in the opinion of the Secretary of the Interior…have distinguished themselves in activities" under the purposes of the Act, and also to 2. "establish and maintain a public awareness campaign in cooperation with public and private organizations and individuals – A. to instill in the public the importance of the appropriate use of, and appreciation for Federal, State, and local lands and facilities, and natural and cultural resources; B. to encourage an attitude of stewardship and responsibility toward these lands, facilities and resources; and C. to promote participation by individuals, organizations and communities of a conservation ethic in caring for these lands, facilities and resources." The Act states that "[t]he Secretary is authorized…generally to do any and all lawful acts necessary or appropriate to further the purposes of the Take Pride in America Program." The program must collect information about individuals or organizations and their activities under the purposes of the Act to select finalists and winners of the Take Pride in America National Awards.

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. [Be specific. If this collection is a form or a questionnaire, every question needs to be justified.]

The information collected is used by the Program primarily to select the winners of the Take Pride in America National Awards. Individuals, organizations/ groups can nominate themselves for an award or be nominated by a third party. The nominations are first reviewed by the Take Pride in America staff and then passed on to a panel of judges. The panel of judges is comprised of Federal agency representatives, outside partners and Departmental employees not associated directly with the Take Pride in America program. The information collected is also used to assure the integrity of the Program (so that, for example, an individual or organization does not receive an award twice for the same project), for reporting on the accomplishments of the Program, for the public awareness campaign (such as in press releases and website information on winning projects) and to further the purposes of the Act (such as fostering partnerships and coordination of projects).

Question Justification:

Part I:

A. The name of nominated individual or organization/ group is used to identify and to confirm the proper name of the individual or organization/ group. This information is used in publicizing the award and is printed on all official materials related to the awards. Categories are used to group similar organizations and projects with like organizations and projects to ensure fair judging and to divide nominees into National Award categories.
B. Information collected about the nominated individuals or organizations/ groups is used for correspondence. The city and state of the winning individuals or organizations/ groups is also used to publicize the award and in the public awareness campaign. The point of contact acts as a liaison for their organization/ group in communicating the details of the award and the ceremony. For organizations/ groups, the 100 word description or mission statement is used as background information on the organization/ group and is used to publicize the awards and for use in the public awareness campaign. Nominees should be aware of the nomination prior to its submission; this question serves as an indicator of their notification.
C. Nominator contact information is used in communicating with that individual, to confirm the nomination information, to seek any information that was omitted and to collect supporting materials, such as press releases, photos or other details pertaining to the project to be used in publicizing the awards and for use in the public awareness campaign. The relationship of the nominator to the nominee is used to establish the connection between the two parties.

Part II:

A. The site location and ownership question establishes what kind of public land the activity or project took place on and is used for reporting and publicity purposes.
B. The duration of the project and the length of the project information are used as background information. The question of "Did the activity occur in [award year]?" explicitly confirms that the activity can be considered for an award in the subject year. If the answer is no, it also serves to save the respondent time from further filling in the form since the activity does not qualify for an award.
C. The type of activity question is used to categorize the nominees for judging and

for reporting and publicity purposes.

D. The question on volunteer hours and numbers of volunteers quantifies the work that was done for comparison among nominees in the judging process and for use reporting and publicity purposes.

E. The references are checked to verify the information provided and to determine the appropriateness of the nominee for the award.

Part III:

A. – C. Project summaries on the scope of project/ activity, the impact and the collaborative efforts associated with the project/ activity are used to describe the accomplishments, the benefits and the partnerships of each project/ activity. The information given here serves as the basis for the nomination and is used in the judging process. This information is also used in publicizing the award and for use in the public awareness campaign. The information may also be used for awards brochures, other publicity, and for other purposes under the Act.

When activating the submit button, the nominator is attesting that the application has been filled out to the best of their knowledge and that the individual or organization nominated has been informed and has agreed to the nomination.

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].

The collection of the information is primarily through electronic submission, estimated at 99% of all nominations. Once the online Awards Application form is completed, the submit button automatically transmits the nomination directly to the Program. Pick lists and selection buttons were utilized to the maximum extent to reduce public burden. Members of the public without Internet access can request a form from the Take Pride in America office and return it by fax or mail.

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.

There are several award programs within or sponsored by the Federal government. Most are tailored to a narrow program or purpose. The Take Pride in America Program encompasses the broadest range of any Federal agencies for activities and individuals or organizations that can qualify for an award under the purposes of the Act. Activities can be in the areas of habitat restoration, education, interpretation and outreach; research, monitoring and studies; historic and cultural restoration or improvement, clean-up and maintenance; administration; host and steward; community resources improvements, species management and soil and water conservation; and other specified actions under the Act. Projects and activities can also take place on Federal, State and local public lands. The ten categories of winners range from individuals and corporations to youth groups, schools and non profits. Areas might encompass cultural and historical resources, soil and water conservation, beautification and litter control, schools and playgrounds, geology and mapping and natural resources on public lands. While there may be some overlap, the information requested by Take Pride in America is the same as requested for other awards programs, but with a broader base and encompassing not only Federal lands, but state and local public lands as well. There is no single repository of the information Take Pride in America needs to gather.

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 have a significant impact on 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.**

   The collection is only once a year, prior to the Take Pride in America National Awards Ceremony. If the Take Pride in America Program cannot collect nominations for individuals or organizations/ groups to receive awards, the Awardees will be limited to only those activities that are nominated by Federal agencies based on projects within their sphere of influence, effectively blocking many individuals or organizations from being considered for the awards. This would severely restrict the application and purposes of the Act. This Program was re-activated in December of 2001 with the purpose of honoring the best in the Nation, without restriction; thus it would reflect poorly on the Department and the President if only volunteers to Federal agencies were honored.

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.**

None of these special circumstances would apply.

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 in response to the PRA statement associated with the collection over the past three years] 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. [Please list the names, titles, addresses, and phone numbers of persons contacted.]

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.

On October 16, 2009, we published in the *Federal Register* (74 FR 53288) a notice of our intent to request that OMB renew authority for this information collection. In that notice, we solicited public comments for 60 days, ending on December 15, 2009. We received one comment during this period. The comment was directed at the Department of the Interior, and destruction of America’s natural resources.

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

No payment or gifts are given to respondents. The Take Pride in America National Awards for winners consists of certificates and an invitation to the annual Awards Ceremony. Invitees are responsible for their own transportation and lodging. There is no monetary award. Winners may receive minor tokens of appreciation, such as lapel pins and Take Pride in America t-shirts.

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

Information provided by respondents is used for a National Awards Ceremony, for a public awareness campaign and for other activities under the purposes of the Act. There is no assurance of confidentiality.

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. 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.**

    There are no questions of a sensitive nature that could be considered private.

12. **Provide estimates of the hour burden of the collection of information. The statement should:**
    * **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**
    * **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.**
    * **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.**

    Take Pride in America estimates that the time burden on the public is about 1 hour per respondent. Over the past four years we have averaged 130 nominations from the public, with on average 5 coming from Federal agencies. The total burden hours are thus 130. The frequency of response is once a year, prior to the judging for the annual National Awards Ceremony and is entirely voluntary. To get the hour burden, we asked a random sampling of respondents to estimate how long it took them to complete the nomination form.

    The change in average respondents from 2007 (174) can be attributed to a decline in overall program participation.

    The estimated annualized cost to respondents for the hourly burdens for this collection of information is $3686, based on a value of $20.25 per hour with an adjustment of 40% for benefits, or $28.35. This value is used by volunteer programs within the Department as the cost of a volunteer hour.

13. Provide an estimate of the total annual [non-hour] 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 estimate 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. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information [including filing fees paid]. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**
- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

There are no additional non-hour dollar burden associated with this information collection.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

The Take Pride in America database for the Awards Applications nominations will be a small system, with very low data storage needs. This system will be subsumed within the Office of the Secretary’s data server. Following minimal system set up; there are no separate operational or maintenance costs for this system.
The cost to the Federal government is based upon the salary rate of a GS 12, step 1, government employee, at a rate of $32.97, adjusted for benefits at a rate of 50%, or $49.46.The system will compile information collected into a database that will be managed by one Take Pride in America staffer. It is estimated that this staffer will spend a total of one hour a day managing the database and the information collected via this nomination form. The form will be posted and active on the Take Pride in America website for approximately

40 days. The total cost for to the Federal government is $1978 based on one employee working an hour for 40 days.

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

The Take Pride in America program reduced the burden hours of the information collection from 174 responses to 130 responses. The burden hours were reduced to reflect the decline in participation from the public.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

Although winning projects are publicized for the Awards Ceremony and for the public awareness campaign, other data tabulations will only be used to show coverage of the awards and results and accomplishments of the Program. No complex analytical techniques are used. A typical time schedule for the entire project is as follows:

- March: Nomination form is posted on the Take Pride website, at www.TakePride.gov, and nominations are accepted for National Awards.
- May: Nominations are closed. Nominations are reviewed and a panel of judges reviews nominations and selects winners for each category.
- June: Winners are notified and invited to Awards Ceremony.
- July: Take Pride in America National Awards Ceremony.

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.

We will show the expiration date for OMB approval.

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

There are no exceptions requested for the certification statement identified in Item 19, “Certification for Paperwork Reduction Act Submissions, “of OMB Form 83-1.

B. Collections of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the OMB Form 83-I is checked "Yes", the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

2. Describe the procedures for the collection of information including:
   * Statistical methodology for stratification and sample selection,
   * Estimation procedure,
   * Degree of accuracy needed for the purpose described in the justification,
   * Unusual problems requiring specialized sampling procedures, and
   * Any use of periodic (less frequent than annual) data collection cycles to reduce burden.
3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.