

**USDA/1994 Tribal Scholars Program Application  
0503-0016**

**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 USDA/1994 Tribal Scholars Program, within the Office of the Assistant Secretary for Civil Rights, Office of Outreach and Diversity, is an annual joint human capital initiative between USDA and the Nation's thirty-two currently operating 1994 Land-Grant Tribal Colleges and Universities (1994 TCUs). This program offers a combination of work experience and academic study leading to career positions within USDA through a Student Career Experience Program (SCEP) designed to integrate classroom study with paid work experience. This program is conducted in accordance with a planned schedule and a working agreement between USDA agencies, the student, and the Land-Grant institution.

The USDA/1994 Tribal Scholars Program will offer scholarships and internships via a SCEP to U.S. citizens:

1. Who are seeking a Bachelor's degree at one of the 1994 TCUs or:
  2. Who are currently in an Associate's degree program at one of the 1994 TCUs and who Plan to seek a Bachelor's degree at a 1994 TCU or:
  3. Who are currently in an Associate's degree program at one of the 1994 TCUs and who Plan to seek a Bachelor's degree at any Land-Grant Institution
- or:
4. Who are currently in an Associate's degree program at one of the 1994 TCUs and who Plan to seek a Bachelor's degree at a non-Land-Grant Institution and;
  5. Who after receiving a 1994 Tribal Scholars award and a Bachelor's degree, and who is Determined to be in a USDA career track that requires a Master's degree for Successful placement, is seeking a Master's degree pending sponsoring USDA Agency approval.

Tribal Scholars are required to study in the food and agricultural and related sciences, as defined by the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3103 (8)) which means: basic, applied, and developmental research, extension, and teaching activities in food, agricultural, renewable natural resources, forestry, and physical and social sciences, including activities relating to the following: a) animal health, production, and well-being; b) plant health and production; c) animal and plant germ-plasm collection and preservation; d) aquaculture; e) food safety; f) soil and water conservation and improvement; g) forestry, horticulture, and range

management; h) nutritional sciences and promotion; i) farm enhancement, including financial management, input efficiency, and profitability; j) home economics; k) rural human ecology; l) youth development and agricultural education, including 4-H clubs; m) expansion of domestic and international markets for agricultural commodities and products, including agricultural trade barrier identification and analysis; n) information management and technology transfer related to agriculture; o) biotechnology related to agriculture; and p) the processing, distributing, marketing, and utilization of food and agricultural products.

The following are the statutory authorities for the USDA/1994 Tribal Scholars Program:

5 CFR Part 213—Excepted Service, Student Educational Employment Program—Student Career Experience Program

5 CFR Part 410—Training

Equity in Education Land Grant Status of 1994

Executive Order 12015 and 13270

Food, Agriculture, Conservation and Trade Act of 1990; P.L. 101-624, Sec. 2501, Sec. 2830

Farm Security and Rural Investment Act of 2002; P.L. 107-171; H.R. 2646

Federal Agriculture Improvement and Reform Act of 1996

**2. Indicate how, by whom, how frequently, 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.**

The purpose of the collection will be to determine the eligibility of applicant for the USDA/1994 Tribal Scholars Program.

Each applicant will be required to submit a USDA/1994 Tribal Scholars Program Application, high school and/or college transcripts, an essay, an acceptance letter from the Land-Grant or other higher education institution she/he intends to attend, and two letters of recommendation) to their respective regional 1994 Tribal College and University Liaison (1994 TCL) assigned to the 1994 TCU to which they want to apply.

Review committees will be established to assure the eligibility of applicants' information. Applications that meet the criteria for funding will be forwarded for review by USDA Agencies.

USDA Agencies will review the applications and make determinations to offer funding for scholarships and the program.

The recruitment cycle for the USDA/1994 Tribal Scholars Program will start the first week of September and end by February 1st.

USDA Agencies have utilized the collection of data to award a USDA/1994 Tribal Scholarship to students attending a 1994 Land-Grant Institution for an Associate's degree and to continue at an 1862 Land-Grant Institution for a Bachelor's degree.

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.**

At the time of this submission, the USDA/1994 Tribal Scholars Program does not have an on-line application process. As a new scholarship program, the USDA/1994 Tribal Scholars Program will begin its first year using hard copy versions of the application, brochure, and instructions.

We will seek the counsel of the Office of the Assistant Secretary for Civil Rights' (OASCR) Webmaster about setting up an electronic submission utilizing an electronic signature to improve the application process for the USDA/1994 Tribal Scholars Program. The USDA/1994 Program will post the application and information about the new USDA/1994 Tribal Scholars Program on the Office of the Assistant Secretary for Civil Rights' (OASCR) website.

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

USDA is the only agency (Department) that collects this information.

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

This collection does not affect 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 the program did not exist, USDA would be unable to award scholarship to students attending all Land-Grant Institutions.

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:**

Respondents are not required to respond quarterly.

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

Respondents will not be required to respond 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;**

The USDA/1994 Program Office will not require respondents to submit more than one original copy 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;**

Respondent will not be required 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;**

This is not a survey.

- **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.**

Respondents are not required to submit this information.

The information collection is conducted in a manner consistent with the guidelines established in 5 CFR 1230.5.

8. **If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, 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.**

On Friday, April 24, 2009, Vol. 74, Number 78, page 18683-18684, CR published in the Federal Register a 60-day notice seeking public comments on its plans to request a 3-year renewal of this collection of information. No comments were received from the public.

**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 form, and on the data elements to be recorded, disclosed, or reported.**

A USDA/1994 Tribal Scholars Working Group, made up of both USDA and Tribal College and University members of the USDA/American Indian Higher Education Consortium, a USDA advisory group to the Secretary of Agriculture, developed the USDA/1994 Tribal Scholars Program Handbook with particular attention to developing an application form with information elements requested and instructions that were clear.

Jay Krehbiel, Washington Internships for Native Students Intern review the documents.

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

This information collection activity involves no payments or gifts to respondents.

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

No additional assurance of confidentiality is provided with this information collection. However, the confidentiality of information is protected under 5 U.S.C. 552a.

**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 information collection activity will ask no questions of a personal or sensitive nature.

**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. 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.**

Respondents: USDA/1994 Tribal Scholars Program Applicants

Estimated number of Respondents to complete all sections of application..... 1440

It is expected that 480 people will submit an application and each application will have three respondents.

Estimated Average time to complete whole application.....3.50 hours

Applicant section.....2.0 hours

Teacher section.....0.5 hours

Counselor section.....1.0 hours

Estimated Average time per respondent.....1.2 hours

Estimated number of respondents per application.....3

Estimated total Annual Response.....1440

1680 hours Estimated total Collection Burden.....

Respondent's Estimated Annual Cost for the hour

\$149,040 Burdens for collections of information.....

(Basis: Estimated total Collection Burden (1680 hours) x Burden cost for collection (\$34.50) = \$57,960.00)

Hourly Wage Burden of Collection from three 1994 TCLs ..... \$1,798

(Basis: Program Analyst/Eastern Region 1994 TCL's hourly wage (\$49.98 hourly wage x 2 hours x 5 1994 Tribal Colleges and Universities served ..... \$500

Western Region 1994 TCL's hourly wage (\$27.03 hourly wage x 2 hours x 14 1994 Tribal Colleges and Universities served..... \$757

Central Region 1994 TCL's hourly wage (\$22.34 hourly wage x 2 hours x 13 1994 TCUs served .....\$581)

Applicant section (\$6/hr @ 2.0 hours)..... \$12.00

Teacher section (\$15/hr @ 0.50 hours)..... 7.50  
 (Basis: \$15 hour in rural area secondary schools)  
 Counselor section (\$15.00/hr @ 1.0 hours..15.00

Burden cost for collection \$34.50

Applicant completes his/her section of application and forwards the other two sections to teacher and counselor for completion. Applicant wages based on minimum wages and general mailing cost associated with mailing documents. Teacher and counselor average salary. Applicant spends two hours completing their required section while counselor utilizes one hour and teacher utilizes less than an hour (30 minutes) to complete their sections.

**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 annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.**

There is not capital or start up cost.

**14. Provide estimates of annualized cost to the Federal government. Also, 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.**

Annual Federal Government Cost

Estimated Mailing Cost + Shipping/Handling for USDA/1994 Tribal Scholars Program Manager to send applications to Tribal Colleges & others.....\$10,304

(Basis: \$322 mailing/shipping x 32 1994 Tribal Colleges)

Estimated Printing Cost of 1000 Applications.....\$1800

Estimated Mailing cost/university to mail applications to candidates:

(Basis: \$100.00 x 32 Tribal Colleges/Universities).....\$3,200

Estimated Travel Time for Recruiting:

(Basis: Forty percent of the 1994 TCU Liaison's salary (Western Region), GS-11/Step 1 \$56,411.....

\$22,564

Forty percent of the 1994 TCU Liaison's salary (Central Region), GS-9/Step 1

\$46,625..... \$18,650

Ten percent of the 1994 Programs Analyst's salary (serving as 1994 TCU Liaison for the Eastern Region), GS-13/Step 7 \$104,314\$)  
\$10,431

Estimated time for 1994 TCU Liaisons to screen applications upon receipt:  
(Hourly rate Liaisons = Western Region Liaison \$27.03 hour; Central Region Liaison \$22.34 hour; hourly rate 1994 Programs Analyst = \$49.98; av= \$33.00 hr)

15 applications averaged/university (top 10 will be sent to USDA)

30 minutes each = 7.5 hours x \$33/hr x 32 Tribal Colleges.....  
\$7,920

Hours preparing applications for screening by Tribal College selection committee  
(Basis: 3 hours @ \$29/hr = \$87.00 x 32 Tribal Colleges = .....  
\$2,784

Mailing cost per university (\$50) to mail applications to 1994 Program Director at USDA Headquarters in Washington, D.C. =  
.....\$1,600

1994 Tribal Scholars Program development of profiles for distribution to USDA Agencies and Preparation (\$45/hr x 2 hours x 32 Tribal Colleges) .....  
\$2,880

Total Annual Federal Government Cost.....  
\$82,133

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-1.**

There are not changes from the last submission.

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

The Office of the Assistant Secretary for Civil Rights has no plans to publish information it collects in connection with this program.

**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 Office of the Assistant Secretary for Civil Rights requests not to display the date but will display OMB control number due to printing costs.

**18. Explain each exception to the certification statement identified in Item 19 "Certification for Paperwork Reduction Act."**

The Office of the Assistant Secretary for Civil Rights can certify compliance with all provisions in the Act.