

The Supporting Statement for OMB 0596-0003
GRAZING PERMIT ADMINISTRATION FORMS
August 2012

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.**

Livestock grazing occurs on approximately 92 million acres of National Forest System (NFS) lands. Information must be collected on an individual basis from applicants and/or permit holders to allow proper administration of the livestock grazing program. Similar information is not available from any other source. The information collected is subject to authorization and administrative oversight by the U.S. Forest Service, and is required for the issuance and administration of livestock grazing permits, including fee collections, as authorized by the Federal Land Policy and Management Act (FLPMA) of 1976, as amended, 43 U.S.C. 1700 et seq. and USDA regulations at 36 CFR 222, subparts A and C.

- 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.)**
 - 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.**

Table 1 below displays the type of information collection forms needed in connection with the rangeland management program. The information collected is used to solicit information collection data needed to issue livestock grazing permits to qualified and/or preferred applicants. There is no change to that process for collecting data. Each form displays specific information that is required for the specific type of grazing permit. All seven forms included with this request are national-level rangeland management forms that allow for consistency among the established U.S. Forest Service Regions that authorize livestock grazing on NFS lands (Regions 1 through 9).

Each of these forms is designed to address a unique management circumstance associated with the livestock grazing program on NFS lands. The forms are completed by the new applicants requesting grazing use, by the existing permit holders (permittees) requesting a specific program administration action, or by the prior permit holders requesting a new permit, in cooperation with range personnel at each respective local NFS unit that administer the range

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management program.

Table 1 - Information Collection

Form	Description	Information Provided to:	Prepared by
FS-2200-001	<u>Refund, Credit, or Transfer Application *</u> : Prepared to request a refund, credit, or transfer of any unused portion of previously paid grazing fees. The agency uses the information to determine the appropriate response to the permittee's request as well as determine the amount of refund, credit, or transfer of the grazing fee. Authority for the request of this information is 5 U.S.C. 301, 36 CFR 222.50(i).	Forest Officer	Permit Holder
FS-2200-002 FS-2200-016 FS-2200-017	<u>Application for Temporary Grazing or Livestock Use Permit: (For Temporary Grazing or Livestock Use)</u> . Use of a specific form of livestock grazing that is based on the type of permit being requested. The Forest Service uses the information to determine qualifications and eligibility of an applicant for a permit, to issue the appropriate permit, and to bill the permittee for grazing fees. This information is requested and specifically designed to provide information for a specific type of grazing permit as authorized in 5 U.S.C. 301, 36 CFR 222.3(c). <u>FS-2200-16: Application for Term Grazing Permit (for Term Grazing)</u> and <u>FS-2200-17: Application for Term Private Land Grazing Permit (for Term Private Land Grazing)</u> .	Forest Officer	Applicant and/or Permit Holder
FS-2200-012	<u>Waiver of Term Grazing Permit *</u> : Prepared when a permittee waives his/her grazing privileges back to the United States and also identifies the purchaser of the permitted livestock and/or base property associated with the permit. The Forest Service uses this information to cancel an existing grazing permit, to identify the preferred permit applicant based on the purchase of permitted livestock and/or base property, and to issue subsequent grazing permit. This information is requested under the authority of 5 U.S.C. 301, 36 CFR 222.3(c)(1)(vi)(F).	Forest Officer	Permit Holder
FS-2200-013	<u>Escrow Waiver of Term Grazing Permit Privileges *</u> : Prepared when permittee requests the use of permitted livestock or base property associated with a grazing permit as collateral security for a loan. The agency uses this information to identify a lien holder so that in the event of default on the loan, the grazing permit can be assigned to the lien holder. Escrow waiver provisions and procedures are acknowledged in the February 10, 1938 Memorandum of Understanding between the Department of Agriculture and the Farm Credit Administration and subsequent December 21, 1990 Memorandum of Understanding between the Forest Service and the Farm Credit Banks. Authority for requesting this information is 5 U.S.C. 301, 36 CFR 222.3(c)(1)(vi)(F).	Forest Officer	Applicant and/or Permit Holder

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FS-2200-025	Ownership Statement by Corporation or Partnership *: Identifies the corporate or partnership makeup of the applicant or permit holder. Allows the Forest Officer to issue grazing permits in consideration of the permittee's corporate and partnership. Authority for this information request is 5 U.S.C. 301, 36 CFR 222.3(c).	Forest Officer	Applicant and/or Permit Holder
* Form may be required in conjunction with FS-2200-002, FS-2200-016, and/or FS-2200-017			

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

The seven national-level standard range management forms are used only to acquire data from applicants interested and applying for new grazing permits or making changes to their current grazing permit(s). For new applicants, the information collected will be associated with acquiring a new livestock grazing permit. For existing permit holders, the information collected will be associated with actions pertaining to their current livestock grazing permit and/or renewal of their livestock grazing permit. For prior permit holders, the information collected will be the same as for new applicants (to acquire a new livestock grazing permit).

Additional uses for data collected via the rangeland management information collection forms includes creating summaries and reports with electronic data to create year-end reports and the annual Grazing Statistical Report, providing information to the National Agricultural Statistics Service every five years for their Census information.

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?

These forms can be requested and obtained from the local NFS units electronically via fax, face-to-face, over the phone, over the internet or via written request through US mail. The forms would then be completed by the applicant and/or his representatives, or in situations of face to face settings with agency personnel. These forms are designed so they may be hand filled or electronically filled. The completed forms may be printed hardcopy or sent via email electronically.

Respondents would be allowed to choose the option best suited for their needs: 1) complete form(s) on their own then submit for review electronically or hard copy, 2) complete the grazing permit forms electronically with assistance from forest officer, or 3) complete the grazing permit forms electronically or hard copy at face-to-face meetings with assistance from forest officer. All completed forms must be reviewed and approved by the forest officer.

e. How frequently will the information be collected?

Frequency of use for each form would vary depending on the type of data

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collection form requested by respondents. In general, Form FS-2200-001 is completed as needed to request a refund, credit or transfer of paid grazing fees; FS-2200-002 is completed annually to request temporary grazing or livestock use; FS-2200-012 is completed on a one-time-basis when the grazing permit is waived; FS-2200-013 is completed on a one-time-basis when a lien for the permitted livestock and/or base property exists and at the time of release from the lien; FS-2200-016 is completed on a one-time-basis to apply for a term grazing permit; FS-2200-017 is completed on a one-time-basis to apply for a private land permit; and FS-2200-025 is completed on a one-time-basis when the applicant is recognized as a corporation, partnership or other legal entity and anytime during the life of the term grazing permit to revise the existing ownership statement.

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

The information collected is shared with other organizations via the annual Grazing Statistical Summary report which displays grazing permit data for national, regional, and State totals for number and type of livestock data provided in data collection forms FS-2200-002, FS-2200-016 and FS-2200-017. The annual Grazing Statistical Summary report is also posted in the US Forest Service website, for internet viewing by the public.

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

The information collection requirements for these seven range management forms associated with the livestock grazing program have remained constant over time. However, the forms were recently upgraded to allow for electronic completion with fill-in data fields. This was completed in an effort to provide an option for respondents to complete the data collection forms on printed copies or electronically.

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.

Information technology applications are available for this information collection. The forms are available electronically to agency personnel and may be forwarded to respondents electronically for completion or completed on-site at the respective NFS units. Completion of the national level rangeland management forms electronically reduces the amount of total time needed to complete, review and process each form.

All seven forms have been upgraded to allow for electronic fill-in using common MS Word software. Information can be collected electronically from

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respondents. Upon final review and acceptance of the completed forms, original signatures must be acquired on hard copies from the applicant and/or permit holder requesting the action, from the Forest Officer that is recommending the action, and finally from the Forest Officer that is approving the action.

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 Bureau of Land Management (BLM) and USFS collect similar information associated with administration of their livestock grazing programs. A review was performed of each of these Agency's programs and forms. Due to the geographically unique nature of these permits, and of the location of permit holders, no duplication was identified.

Each of the seven range management forms collect specific information. This unique information required to issue and administer livestock grazing permits for geographically unique parcels of National Forest System lands is not available from any other source.

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

The collection of information may impact small business or other small entities such as an individual, family partnership, or corporation associated with small farms, ranches, including commercial recreation operators who wish to graze livestock on NFS lands. The information is requested infrequently, such as when there is a new applicant, following the expiration of existing grazing permits, or when a particular administrative action is requested by the permittee. These forms have been specifically designed to collect the least amount of information possible and still achieve program compliance from all respondents in an effort to reduce burden to the public.

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 frequency of information collection has been minimized to the maximum extent possible and could not be reduced without elimination of the information collection. Elimination would make it impossible for the Forest Service to administer the livestock grazing program in accordance with statutes and regulations. It is essential that the agency acquire the requested information to determine the applicant's qualifications for the livestock grazing permit, to ensure a permittee's compliance with applicable laws and regulations, and for other administrative actions that may arise in the range management program.

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**

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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 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.

No special circumstances occur with renewal of these rangeland management forms. The information collection occurs in a manner consistent with 5 CFR 1320.6 guidelines and is required in order to create and approve livestock grazing permits.

- 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.**

A notice of request for comments for this information system was published in the Federal Register on December 23, 2011, Vol. 76, No. 247, page 80329. No public comments were received.

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.

Consultation with representatives of those from whom information is to

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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.

A copy of each of the seven range management forms were provided to the following livestock industry organizations for their review and comments. Each group appreciated the opportunity to review the seven documents prior to renewal and had no comments.

National Cattlemen's Beef Association/Public Lands Council
1301 Pennsylvania Ave. NW
Suite 300
Washington DC 20004
202.347.0228

American Sheep Industry Association
9785 Maroon Circle
Suite 360
Centennial, CO 80112
303.771.3500

American Farm Bureau
600 Maryland Ave. SW # 1000W
Washington, DC 20024-2555
202.406.3613

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

Payments or gifts will not be made to respondents of this information collection.

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

The information collected is not confidential. Information provided by applicants is publically available and no assurance of confidentiality is given.

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.

Information of a sensitive nature is not requested.

12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of

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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)**

Table 2 below displays the total number of permits issued the last three years (2009 to 2011). Approximately 1,310 grazing permit related forms were completed in 2009, approximately 1,239 in 2010 and approximately 1,411 in 2011. The number of national level grazing permit forms completed varies by type and by year. Changes from year to year are a result of the random numbers of expiring permits, new applicants seeking to apply for grazing permits, and of special requests from existing permit holders each year.

Table 2: Total Number of Permits Issued, by Type, During Fiscal Years 2009-2011¹.

(a) Description of the Collection Activity	(b) Form Number	(c) Number of Respondents ¹		
		FY2009	FY2010	FY2011
Refund, Credit, or Transfer Application	FS-2200-001	97	92	105
Application for Temporary Grazing or Livestock Use Permit	FS-2200-002	14	12	13
Waiver of Term Grazing Permit	FS-2200-012	129	123	140
Escrow Waiver of Term Grazing Permit	FS-2200-013	65	61	70
Application for Term Grazing Permit	FS-2200-016	645	613	699
Application for Term Private Land Grazing Permit	FS-2200-017	37	31	34
Ownership Statement by Corporation or Partnership	FS-2200-025	323	307	350
Total¹	---	1,310	1,239	1,411

¹ Based on information reported in I-Web Rangeland Management electronic database for each type of grazing permits issued during 2009 to 2011.

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Table 3 below displays the Annual burden estimate. Since no significant trends or patterns are evident, we will use the higher value of the three year cycle of 1,411 as the estimated number of respondents.

The annual burden hour is estimated by multiplying the estimated number of respondents by the amount of time needed to complete each form. The time needed per form is then converted to hours and rounded in order to calculate the number of annual burden hours.

Table 3: Annual Burden Estimate

(a) Description of the Collection Activity	(b) NUMBER OF RESPONDEN TS	(c) Respon se time (Minute s)	(d) ANNUAL BURDEN HOURS
FS-2200-001, Refund, Credit, or Transfer Application	105	20	35
FS-2200-002, Application for Temporary Grazing or Livestock Use Permit	13	20	4
FS-2200-012, Waiver of Term Grazing Permit	140	30	70
FS-2200-013, Escrow Waiver of Term Grazing Permit	70	20	23
FS-2200-016, Application for Term Gazing Permit	699	30	350
FS-2200-017, Application for Term Private Land Grazing Permit	34	20	11
FS-2200-025, Ownership Statement by Corporation or Partnership	350	10	60
Total	1411	---	553

Record keeping burden should be addressed separately and should include columns for:

- a) Description of record keeping activity:**
- b) Number of record keepers: (record keeper may vary for each unit)**
- c) Annual hours per record keeper:**
- d) Total annual record keeping hours (columns b x c):**

There is no record keeping requirement placed upon the respondent in connection with this Information Collection.

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

Table 4: Estimated Annual Cost to Respondents

(a) Description of the Collection Activity	(b) Annual Burden Hours	(c) X Hourly Rate ¹	(d) = Annual Cost to Respondents
FS-2200-1, Refund, Credit, or Transfer Application	35	\$22.31	\$780.85

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(a) Description of the Collection Activity	(b) Annual Burden Hours	(c) X Hourly Rate ¹	(d) = Annual Cost to Respondents
FS-2200-2, Application for Temp Grazing or Livestock Use Permit	4	\$22.31	\$89.24
FS-2200-12, Waiver of Term Grazing Permit	70	\$22.31	\$1,561.70
FS-2200-13, Escrow Waiver of Term Grazing Permit	23	\$22.31	\$513.13
FS-2200-16, Application for Term Gazing Permit	350	\$22.31	\$7,808.50
FS-2200-17, Application for Term Private Land Grazing Permit	11	\$22.31	\$245.41
FS-2200-25, Ownership Statement by Corp or Partnership	60	\$22.31	\$1,338.60
Total	553	X \$22.31	= \$12, 337.43

¹ Mean wage of \$22.31 Taken from Bureau of Labor Statistics- Occupational Employment Statistics May 2011 National Industry-Specific Occupational Employment and Wage Estimates- NAICS 115200 - Support Activities for Animal Production- Farmers, Ranchers, and Other Agricultural Managers http://www.bls.gov/oes/current/naics4_115200.htm#13-0000

The cost to respondents is estimated by multiplying the annual burden hours by the average hourly rate for all farmers, ranchers, and other agricultural managers of \$22.31 per hour. The estimated total cost to respondents, rounded to the next whole dollar, is \$12,337.43

- 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 or maintenance costs to the respondents for any of the seven range forms.

- 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

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

Table 5: Estimated Annual Cost to the Federal Government

(a) Description of Activity	(b) Estimated Hours	(c) Estimated Hourly Cost to Government	(d) Estimated Total Annual Cost to Government
FS-2200-1, Refund, Credit, or Transfer Application	32	\$27.70	\$886.4
FS-2200-2, Application for Temp Grazing or Livestock Use Permit	4	\$27.70	\$110.80
FS-2200-12, Waiver of Term Grazing Permit	66	\$27.70	\$1,828.20
FS-2200-13, Escrow Waiver of Term Grazing Permit	21	\$27.70	\$581.70
FS-2200-16, Application for Term Gazing Permit	326	\$27.70	\$9,030.20
FS-2200-17, Application for Term Private Land Grazing Permit	11	\$27.70	\$304.70
FS-2200-25, Ownership Statement by Corp or Partnership	56	\$27.70	\$1,551.20
Materials for Developing, Printing, Storing of Forms			1,320.00
Total	---	---	\$15,613.20

Table 5 above displays the estimated cost to the government is based on an average annual salary of \$44,333.00 for a GS-9, Step 3 federal employee. The hourly cost was calculated by dividing the annual salary of \$44,333.00 by 2080 work hours per year for a total of \$21.31 and then multiplying by 1.3 to account for estimated fringe benefits for a total hourly rate of \$27.70.

This estimate is derived from the U.S. Office of Personnel Management Salaries and Wages 2011 Salary Table for General Schedule federal employees, GS-9, Step 3 <http://www.opm.gov/oca/11tables/html/gs.asp>

The estimated total annual cost to the government is \$15,613.20. Costs considered include making individual form available to respondents at one-on-one meetings, electronically or by mail, completion of the forms, review, recommendation and approval of each form, printing, processing, filing, overhead, and storage.

15. Explain the reasons for any program changes or adjustments

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reported in items 13 or 14 of OMB form 83-I.

Upon this submission, the estimated number of responses is now based on the actual number of permits issued by Forest Service during the previous three years.

Using these more accurate figures, the estimated number of annual responses has decreased by 3,989 responses, from 5,400 to 1,411. The total of estimated annual burden hours has subsequently decreased 1492 hours, from 2,045 to 553. The estimated annual cost to respondents therefore also has also decreased \$28,463, from \$40,800 to \$12,337.

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

Information collected in these range management forms are used in the publication in the annual Grazing Statistical Summary report. That report is published and posted on the Forest Service website for access by the public. Livestock numbers and type of livestock information from the data collection forms is displayed in the annual report and summarized for national forest system lands, national forests, and national grasslands by national, regional, and State totals.

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 OMB control number and Expiration Date will be displayed on all associated forms.

18. Explain each exception to the certification statement identified in item 19, "Certification Requirement for Paperwork Reduction Act."

There are no exceptions.