

**Supporting Statement for Paperwork Reduction Act Submission  
Part A**

**National Geological and Geophysical Data Preservation Program (NGGDPP)**

**OMB Control Number 1028-0087**

**Terms of Clearance: None**

**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 U.S. Geological Survey (USGS) National Geological and Geophysical Data Preservation Program (NGGDPP) is authorized in Section 351 of the Energy Policy Act of 2005 (Public Law 109-58). The objectives of the Program as outlined in the Act are to:

- (1) Archive geologic, geophysical, and engineering data, maps, well logs, and samples;
- (2) Provide a national catalog of archival material; and
- (3) Provide technical and financial assistance related to the archival material.

The USGS NGGDPP offers financial support to State geological agencies to create metadata that will describe sample sites for State geological surveys that have related site-specific data resources. The purpose of these data collections are to preserve and provide access to samples (and any related data) that have been extracted from the earth to improve the breadth of information that can be used to inform science and decision-making now and in the future. The USGS envisions a national network of cooperating geoscience materials and data repositories that are operated independently yet guided by common standards, procedures, and protocols for metadata. The holdings of all collections will be widely accessible through a common and mirrored Internet-based catalog, the National Digital Catalog. The holdings of the individual repositories will complement each other to preserve the geoscience assets of the Nation and serve as a comprehensive source of geoscience data and materials to serve national needs today and in the future.

- 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.]**

Respondents submit proposals to acquire funding for State geological surveys to participate in a national effort to maintain geological and geophysical data and samples and to address their preservation and data rescue needs. The proposals will request funds to inventory and assess the condition of current collections and data preservation needs; create metadata for individual items in data collections; create or update digital infrastructure, including data migration to assure data are not lost due to recording media degradation or changing data recording formats or programs; and rescue data at risk. This collection will ensure that sufficient and relevant information is

available to evaluate and select proposals for funding. Financial assistance will be awarded annually on a competitive basis following the evaluation and ranking of State proposals by a review panel composed of representatives from the Department of the Interior (DOI), State geological surveys, academic institutions, and the private sector.

The respondents will submit a final report and complete an online inventory (survey) of the condition of current collections that will summarize the results of the work funded by the grant. The report will reference the inventory and contain a comparison of actual accomplishments to the goals established for the period; reasons why established goals were not met, if applicable; and other pertinent information. This information will be used by the USGS NCGDPP Coordinator to evaluate current year success and to determine the need to support additional State geological inventories and metadata.

The NCGDPP will use Standard Forms 424, 424a, and 424b. Applicants will submit proposals for funding in response to Notices of Funding Availability that we publish on Grants.gov and our program web pages. Applicants submit a proposal through Grants.gov. We collect the following information under each Notice of Funding Availability (NOFA):

- (1) The proposal narrative must include: the primary investigator's contact information, applicant organization, collaborating organizations, a short description of the project, the project scope, the technical approach, the skills and capabilities of the applicant, the commitment to the effort, and the organizational and managerial capacity.
  - (2) Proposed budget breakdown must provide detailed information about how the funds will be used.
  - (3) Letters of support and/or commitment that are used to demonstrate the project's viability.
  - (4) Complete Standard Forms 424, 424a, and 424b
- 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].**

All proposals must be submitted electronically via Grants.gov (<http://www.grants.gov>). All application instructions and forms are available on the Internet for filling and printing by the public. Hard/paper submissions will not be accepted. Reports will be entered online or submitted by electronic 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.**

Due to the unique nature of this program and authorizing legislation no other Federal agency collects this information. No duplication will occur.

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

We have made efforts to keep the amount of information requested to a minimum for all of our applicants. The information has to be sufficient to fulfill the requirements of the authorizing statutes, as well as sufficient to make a competitive funding decision. We do not believe the amount of information requested will have a significant impact on small entities, as they will be providing the minimum amount of information needed to compete for financial assistance under these programs.

**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.**

Section 351 of the Energy Policy Act directs the Secretary of the Interior, through the Director of the USGS, “to carry out a National Geological and Geophysical Data Preservation Program.” Failure to collect this information would result in lost opportunities to improve access to and preservation of valuable earth science data collected at great expense over decades by State geological surveys and agencies of the Department of the Interior.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner: (i) requiring respondents to report more often than quarterly, (ii) requiring respondents prepare written responses in fewer than 30 days after receipt, (iii) requiring respondents to submit more than an original and two copies of any document, (iv) retain records for more than 3 years; (v) 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; (vi) the use of a statistical data classification that has not been reviewed and approved by OMB; (vii) that includes a pledge of confidentiality not supported by authority established in statute or regulation; requiring respondents to submit proprietary trade secrets or other confidential information.**

There are no circumstances that require us to collect the information in a manner inconsistent with OMB guidelines.

**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 March 2, 2012, we published a Federal Register notice (77 FR 12871) announcing that we would submit this information collection to OMB for approval. The notice provided a 60-day public comment period ending on May 1, 2012. We did not receive any comments in response to this notice.

In addition to our Federal Register notice, individuals consulted on this information collection are listed below. They concurred with our burden estimates, confirmed the instructions were clear and the frequency of collection was not too burdensome. They did not suggest any adjustments or changes.

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

We do not provide payments or gifts other than the remuneration of grantees.

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

No assurance of confidentiality is given to respondents. We will protect information from respondents considered proprietary under the Freedom of Information Act (5 U.S.C. 552) and implementing regulations (43 CFR part 2), and under regulations at 30 CFR 250.197, "Data and information to be made available to the public or for limited inspection." We intend to release the project abstracts and primary investigators for awarded/funded projects only.

**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.**

The collection does not include sensitive or private questions.

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

We estimate the total burden hours for this collection will be 1,266. Our estimates are based on our own knowledge and past 6 years of experience with this grants program and the outreach described in question 8. We expect to receive approximately 34 applications. It takes each applicant approximately 36 hours to complete the narrative and to present supporting documents. This includes the time for project conception and development, proposal writing and reviewing, and submitting the proposal application through Grants.gov (totaling 1,224 burden hours). We anticipate awarding 28 grants per year. The award recipients must submit a final report and complete an inventory. We estimate that it will take approximately 1.5 hours to complete the requirement for the report (totaling 42 hours).

We estimate the dollar value of the annual burden hours to be \$45,564 (see Table 2). The hour cost is based on BLS news release USDL 12-0548, May, 2011, ([http://www.bls.gov/oes/current/naics4\\_999200.htm](http://www.bls.gov/oes/current/naics4_999200.htm)) for average full compensation per hour including benefits for Geoscientists (State Government). The particular values utilized are:

- States/tribal/local governments. Average hourly wage is \$29.33 multiplied by 1.5 to account for benefits (\$44.00).

**Table 2. Estimated Dollar Value of Annual Burden Hours**

<i>Activity</i>	<i>Annual Number of Responses</i>	<i>Estimated Completion Time per Response</i>	<i>Total Annual Burden Hours</i>	<i>Dollar Value of Burden Hour Including Benefits</i>	<i>Total Dollar Value of Annual Burden Hours*</i>
Application	34	36 hours	1,224	\$44.00	\$53,856
Reporting Requirement	28	1.5 hours	42	\$44.00	\$ 1,848
<b>TOTAL</b>	<b>62</b>		<b>0</b>		<b>0\$55,704</b>

\* **Note:** Total dollar values of burden hours are rounded.

**13. Provide an estimate of the total annual [non-hour] cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).**

There is no non-hour cost burden to applicants under this collection. There is no fee for application, nor any fees associated with application requirements.

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

The total estimated cost to the Federal Government for processing proposals and reviewing reports as a result of this collection of information is \$61,832. This includes Federal employee salaries and benefits. Table 3 below shows Federal staff and grade levels performing various tasks associated with this information collection. NGGDPP proposals will be reviewed by a peer panel of approximately 9 members. We used the Office of Personnel Management Salary Table 2012-DCB ([http://www.opm.gov/oca/12tables/pdf/dcb\\_h.pdf](http://www.opm.gov/oca/12tables/pdf/dcb_h.pdf)) to determine the hourly rate. We multiplied the hourly rate by 1.5 to account for benefits (as implied by the previously referenced BLS news release).

**Table 3. Annual Cost to the Federal Government**

Position	Grade/ Step	Hourly Rate	Hourly Rate incl. benefits (1.5 x hourly pay rate)	Estimated time spent by Federal Employees (hours)	Cost per federal staff (Hourly Pay Rate incl. Benefits x Number of Hours)
NGGDP Program Coordinator	GS-15/5	\$67.21	\$100.81	120	\$12,097
NGGDP Grants Coordinator	GS-15/5	\$67.21	\$100.81	120	\$12,097
Management Officer	GS-14/5	\$57.13	\$85.69	40	\$3,428
NGGDPP Administrative support	GS-8/5	\$25.38	\$38.07	160	\$6,091
Grants and Acquisitions Specialist	GS-12/5	\$40.66	\$60.99	120	\$7,319
Peer Review Panelist #1	GS-13/5	\$48.35	\$72.52	40	\$2,901
Peer Review Panelist #2	GS-13/5	\$48.35	\$72.52	40	\$2,901
Peer Review Panelist #3	GS-15/5	\$67.21	\$100.81	120	\$12,097
Peer Review Panelist #4	GS-13/5	\$48.35	\$72.52	40	\$2,901
<b>TOTAL</b>					<b>0</b>

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

We are reporting a program adjustment to complete the application process from 35 hours as previously request to 36 hours. This adjustment is based on our experience in administering this collection over the past three years and the feedback we received in item 8. This adjustment results in an additional 34 respondent burden hours than previously approved.

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

The information collected will not be tabulated or published for statistical use. All awarded proposal abstracts will be published on the USGS NNGDPP website.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

Not applicable. We will display the OMB control number and expiration date on the grant announcement.

**18. Explain each exception to the certification statement, "Certification for Paperwork Reduction Act Submissions".**

There are no exceptions to the certification statement.