

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);
10. Act of September 3, 1954 (68 Stat. 1146; 43 U.S.C. 931c, 931d);
11. Archeological Resource Protection Act of October 31st, 1979 (16 U.S.C. 1996)
12. The Rural Electrification Act of 1936, as amended
13. Title VI of the Civil Rights Act of 1964

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

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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 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.

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;

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- (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 8,000 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 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

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information to facilitate multiple billings during the year.

Category 4: Preparing and Updating Operating Plans 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

A permit or easement issued under the Federal Land Policy and Management Act or The National Forest Roads and Trails Act 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 a National Forest System (NFS) road.

Category 6: Compliance Reports and Information Updates

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 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.

Please refer to 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 follows: 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) This breakdown has been verified in 2012 and is still consistent with the previous submission. Special Use Authorization holders and applicants represent all individuals and organization types in the United States. Individuals,

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partnerships, trust, corporations, organizations, governmental entities and tribes all have uses on NFS lands.

These uses of NFS lands range from an individual's 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.

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

The information collected is used to issue permits, enforce compliance with agreements, and reports are generated to ensure fees are paid (Such as Recreation Residence Cabins) & to monitor growth of the Special Use Program, this helps with budget forecasting & program development.

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 are legally binding Agreements, they require a signature for the attestation or acceptance, with an original signature.

e. How frequently will the information be collected?

It varies. Based on the length of the authorization, forms have a duration ranging from a short-term of a day or year, to a long-term up to 40 years. Thus depending on the use type, information can be collected with varying frequencies. Large resorts may provide fee information on a monthly basis whereas a Special Use Permit for signage may not be needed for 20 years.

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 such as audits by USDA Office of the Inspector General and the Government Accountability Office, and yearly requests for certain information relevant to local taxing authorities for their Possessory Interest Taxes.

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, and refined operating practices due to process improvement or legal challenges. An example is our form FS-2700 - 5a for Recreation Residence. Currently a new form, specific to Region 9, is required Recreation Residences on Grand Island will have their own form, which is proposed in this information collection. We are discontinuing the following forms: FS-2700-4a; FS-2700-35a; FS-2700-35b and FS-2700-35c.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other

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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 Agency's 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 normal 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.

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 cost reimbursement when the impact to the agency is less than 8 hours. The agency is also streamlining several fees and permitting activities. As required by Section 367 of the Energy Policy Act of

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2005, linear rights-of-way fees can be determined up to ten years in advance allowing holders to improve their budgeting for land use fees. Outfitter and Guides have a revised permit and fee program that reduces the information collection burden to them.

- Private Sector (business, not-for-profit organization):
 - # of respondents = 64,459
 - % small entity = 40%
- State, county, local government and Tribes:
 - # of respondents = 18,546
 - % small entity = 12%

Our Regional Special Uses Program managers provided these percentages.

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 collection is not conducted or conducted less frequently there will be a loss to the Federal Treasury of the required receipts from use of NFS lands and reimbursement of agency costs, costs incurred only due to the special benefit provided to that entity. All of these receipts are required to be paid either annually or as a condition of receiving their unique benefit.

Additionally, based on prior experience - when authorizations are not administered correctly - adverse impacts to the environmental resource within the National Forests occur. Facilities improperly located and constructed most likely result in aesthetic damage, soil loss, and water pollution. Soil loss, water pollution, and adverse impacts to plants and animals and their habitat will also occur without the appropriate administration of the use of NFS lands.

The Forest Service collects the information that is used to determine whether the use meets applicable regulations. The use could not be evaluated without the information collected.

The Forest Service must calculate land use fees accurately. The frequency for collecting information needed to calculate land use fees vary based on how the land use fee is determined (e.g., based on sales vs. land appraisal). If the information is not collected as frequently, the accuracy of land use fees will suffer. In addition, the Forest Service must ensure that the public and the United States are protected. Required information is submitted at the minimum frequency. For example, insurance policies are normally written for a year.

The information required from an annual inspection is necessary to ensure a basic level of maintenance and public service and to address concerns of public health and safety.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

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- **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. Examples are an oil spill & fire; this would require a notice to update an Operating Plan (Category 4, no designated form.).

- **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 May, 25th 2012, Vol. 77, No. 102, pages 31298-31302. The 60-day comment period for the notice closed on

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July, 24th 2012. The agency received no comments. The public was allowed to comment via fax, email, standard mail & were allowed to inspect comments received at Office of the Director. No comments were received through any of the options.

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 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.

Table 1.

<p>Bud Kahn Thousand Trails Management Services, Inc. P.O. Box 6123 Federal Way, WA 98063</p> <p>(253) 946-5264 (866) 571-7252 Bud_Kahn@equitylifestyle.com</p>	<p>Information collected by personal interview. Thousand Trails Management Services, Inc. (Thousand Trails) operates concession campgrounds and utilizes the standard prospectus, the Concession Campground Permit, and the GT Fee-Offset Agreement. Thousand Trails has no specific concerns about the type of information the FS requires and associated record keeping requirements. Thousand Trails does not utilize FS standard forms for revenue and financial reporting but uses a format generated from business software. Thousand Trails raised one concern associated with development of a proposal in response to a new offering advertised by a standard prospectus; they find the use of a financial verification form to be redundant. However, the financial verification form is required to verify through a third party the holder's financial information, as part of the application review process (see FSH 2709.11, 12.32b and FSM 2712.1).</p>
<p>Jack Rich Double Arrow Outfitters 939 Cottonwood Lakes Road Seeley Lake, MT 59868</p> <p>(406) 677-2317 richranch@montana.com</p>	<p>Information collected by personal interview. Double Arrow Outfitters operates an Outfitting and Guiding business on National Forest System lands using an Outfitting and Guiding permit. Double Arrow outfitters had no specific concerns about the availability of data, record keeping FS requirements or reporting format.</p>

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<p>Henri and Lynda Breault Salt River Tubing and Recreation P.O. Box 6568 Mesa, AZ 85216</p> <p>(480) 380-9792 lynda@saltriver tubing.com</p>	<p>Information collected by personal interview. Salt River Tubing and Recreation (Salt River) operates their concession on a National Forest System lands and have a Term Permit. This permit utilizes the Graduated Rate Fee System and associated reporting using standard forms. Salt River also provides an annual operating plan, as required by their permit. Salt River has no specific concern with the type, format, or frequency of data collection.</p>
<p>Brett Todd KLazy3 Outfitter 5 Microwave Hill Road, Suite 1 Montana, City MT 59634</p> <p>(406) 932-6793 bret@klazy3.com</p>	<p>Information collected by personal interview. KLazy3 Outfitters operates an Outfitting and Guiding business on National Forest System lands using an Outfitting and Guiding permit. KLazy3 Outfitters had no specific concerns about the availability of data, record keeping requirements or reporting format.</p>

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.

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**

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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 - List of Forms and Burden Hours-DOI

(a)	(b)	(c)	(d)	(e)	(f)	(g)
Description of the Collection Activity	Form Number	Number of Respondents	Number of responses annually per Respondent	Number of annual responses	Estimate of Burden Hours per response	Total Annual Burden Hours
Bureau of Land Management	SF-299	4,017	1	4,017	25	100,425
Fish & Wildlife Service	SF-299	60	1	60	25	1,500
National Park Service	SF-299	13	1	13	2	26
National Park Service	SF-299	2	1	2	25	50
Bureau of Reclamation	SF-299	963	1	963	25	24,075

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U.S. Army Corp of Engineers	SF-299	32	1	32	25	800
DOI Totals		5,087		5,087		126,876

Table 3 - List of Forms and Burden Hours-Forest Service

(a)	(b)	(c)			(d)	(e)	(f)	(g)
Description of the Collection Activity	Form Number	Number of Respondents Previous 3 years			Number of responses annually per Respondent	Average annual responses	Estimate of Burden Hours per response	Estimate Total Annual Burden Hours
						(c x d)/3		(e x f)
CATEGORY 1: APPLICATION PROCESS								
		2009	2010	2011				
Application for Transportation & Utility Systems & Facilities on Federal Lands	SF-299	9,981	7,583	5,490	1	7,685	8	61,477
Request for Taxpayer Identification Number and Certification	W-9 (IRS)	0	0	0	1	50,000	0.25	12,500
Holder Initiated Revocation of	FS-2700-3a	6,921	1,137	687	1	2,915	0.5	1,458

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Existing Authorization, Request for a Special Use Permit								
Special Use Application & Permit for Noncommercial Group Use	FS-2700- 3b	453	499	513	1	488	0.5	244
Special Use Application & Permit for Recreation Events	FS-2700- 3c	943	1,049	1,143	1	1,045	1	1,045
Special Use Application & Permit for Government Owned Buildings	FS-2700- 3e	0	0	0	1	100 ¹	0.25	25
Special Use Application & Temporary Permit for Outfitting and Guiding	FS-2700- 3f	251	321	429	1	525 ²	4	2,100
Technical Data – Communications Type Land Use	FS-2700- 10	3,841	3,331	3,399	1	3,524	0.25	881
Agreement Concerning Small Business Administration Loan for Holder of Special Use Permit	FS-2700- 11	25	25	25	1	25	0.25	6.25
Agreement Concerning Loan for Holder of Special Use Permit	FS-2700- 12	61	61	61	1	61	1	61
Application for Permit for Archaeological Investigations	FS-2700- 30	143	137	173	1	151	4	604
Application for Permit for Paleontological Resources Preservation	FS-2800- 22A (new)	0	0	0	1	50 ³	5.5	275

1 FS-2300-43 replaces FS-2700-3e and is expected to be 100 respondents per year.

2 Use of FS-2700-3f is expected to increase to 525 respondents per year.

3 Use of FS-2700-22A (new) is expected to be 50 respondents per year.

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Insurance Endorsement Special Use Authorization	FS-2700-33	2,700	2,700	2,700	1	2,700	0.25	675
Prospectus for Campground and Related Granger-Thye Concessions	FS-2700-34	33	44	39	1	39	10	390
Financial Statement	FS-6500-24	125	125	125	1	125	8	1,000
Request for Verification	FS-6500-25	125	125	125	1	125	0.5	63
Information to evaluate prospectus applications	No Form	60	60	60	1	60	20	1,200
CATEGORY 2: SPECIAL USE AUTHORIZATIONS								
Special Use Permit	FS-2700-4	2,346	1,765	1,860	1	1,990	1	1,990
Forest Road Special Use Permit	FS-2700-4b	169	132	152	1	151	1	151
Private Road Special Use Permit	FS-2700-4c	216	249	165	1	210	1	210
Temporary Cost Share Agreement Road Special Use Permit	FS-2700-4d	5	5	5	1	5	1	5
Special Use Permit for Campground and Related Granger-Thye Concessions	FS-2700-4h	39	33	44	1	39	1	39
Appendix B - Annual Granger-Thye Fee Offset Agreement	FS-2700-4h, Appendix B	733	602	573	1	636	2	1,272
Appendix F - Special Use Permit for Campground and Related Granger-Thye Concessions	FS-2700-4h, Appendix F	23	16	27	1	22	0.5	11
Appendix G - Granger-Thye Fee Offset Claim Certification	FS-2700-4h, Appendix G	733	602	573	1	636	1	636

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Special Use Permit for Outfitting & Guiding	FS-2700-4i	1,774	1,731	1,238	1	1,124	1	1,124
Special Use Permit for a Federal Agencies Electric Transmission Line Permit	FS-2700-4j	1	1	1	1	1	1	1
Special Use Permit for Equestrian Outfitting on the Shawnee National Forest	FS-2700-4-Shawnee	0	0	2	1	2	1	2
Term Special Use Permit	FS-2700-5	26	38	29	1	31	1	31
Term Special Use Permit for Recreation Residences	FS-2700-5a	6,921	1,137	687	1	690 ⁴	1	690
Term Special Use Permit for Recreation Residences on Grand Island	FS-2700-40-Grand Island (New)	0	0	0	1	20 ⁵	1	20
Ski Area Term Special Use Permit	FS-2700-5b	11	8	11	1	10	1	10
Resort/Marina Term Special Use Permit	FS-2700-5c	18	20	23	1	20	1	20
Resort Supplement for Outfitting& Guiding	FS-2700-5d	2	2	2	1	2	1	2
Agricultural Irrigation and Livestock Watering System Easement	FS-2700-9a	2	6	3	1	4	1	4
Financial Statement	FS-6500-24	5	5	5	1	5	1	5
Request for Verification	FS-6500-25	3	2	1	1	2	1	2
Cost Share Easement	FS-2700-9d	3	1	5	1	3	1	3
Non-Cost Share Easement	FS-2700-9e	3	1	5	1	3	1	3

⁴Use of FS-2700-5a is expected to decrease to 690 respondents per year.

⁵ Use of FS-2700-5a-Grand Island is expected to be 20 respondents per year.

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Public Road Easement	FS-2700-9f	12	19	13	1	15	1	15
Forest Road Easement Issued Under the National Forest Roads & Trails act	FS-2700-9g	4	19	7	1	10	1	10
Private Road Easement Issued Under the National Forest Roads and Trails Act	FS-2700-9h	100	100	100	1	100	1	100
Forest Road Easement issued under the Federal Land Policy and Management Act	FS- 2700-9i	21	36	24	1	27	1	27
Private Road Easement Issued Under The Federal Land Policy and Management Act	FS-2700-9j	51	43	29	1	41	1	41
Communications Site Lease	FS-2700-10b	44	74	113	1	77	1	77
Communications use Permit for Federal Agencies	FS-2700-0039 (new)	0	0	0	1	50 ⁶	1	50
Amendment for Special Use Authorization	FS-2700-23	1,025	1,025	1,025	1	1,025	1	1,025
Temporary Special Use Permit	FS-2700-25	1,341	1,248	1,230	1	1,273	1	1,273
Major Category Cost Recovery Agreement	FS-2700-26	800	800	800	1	800	8	6,400
Category 5 Major Cost Recovery Agreement	FS-2700-26b	250	250	250	1	250	8	2,000
Electric Transmission Line Easement	FS-2700-31	5	2	2	1	3	1	3
Permit for Archeological Investigations	FS-2700-32	143	137	173	1	151	4	604
Notice to Alaska Native Corporations Regarding Upcoming	FS-2700-27	10	10	10	1	10	20	200

⁶ Use of FS-2700-new is expected to be 50 respondents per year.

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Prospectus for Visitor Services								
Authorization to Conduct Paleontological Resources Research or Collection	FS-2800-22B (new)	0	0	0	1	50	1minute	1 ⁷
CATEGORY 3: ANNUAL FINANCIAL INFORMATION								
Reconciliation of Sales for Fee Calculation	FS-2700-7	597	606	601	1	601	1	601
Reconciliation of Gross Fixed Assets (GFA) to Booked Amounts	FS-2700-8	597	606	601	1	601	1	601
Communications Site Tenant/Customer Inventory	FS-2700-10a	3,841	3,331	3,399	1	3,524	1	3,524
Fee Calculation for Concession Permits	FS-2700-19	733	602	573	1	636	1	636
Fee Calculation for Ski Area Permits	FS-2700-19a	118	131	133	1	127	1	127
Financing or Eligible for Financing of Telephone Facilities (Rural Utility Service required form)	FS-2700-38 (New)				1	45	1	45
Providing financial or use information	No Form	7,840	7,806	6,386	1	7,344	1	7,344
CATEGORY 4: PREPARING AND UPDATING OPERATING PLANS								
Annual or multi-year operating plans	No Form	29,925	29,925	29,925	1	29,925	1	29,925
CATEGORY 5: PREPARING AND UPDATING MAINTENANCE PLANS								
Annual or multi-year maintenance plans	No Form	835	835	835	1	835	2	1,670
CATEGORY 6: COMPLIANCE REPORTING AND INFORMATION UPDATES								
Recreation Residence Self-Inspection Report	FS-2700-6b	14,500	14,500	14,500	1	14,500	2.5	36,250

⁷ Annual burden is 50 minutes. This is rounded to 1 hour.

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Inspection form for Special Uses	FS-2700-1	2,600	2,600	2,600	1	2,600	.25	650
Paleontological Investigation Report Form	FS-2800-22C (new)	0	0	0	1	50	6.5	325
Paleontological Specimen Data Form	FS-2800-22D(new)	0	0	0	1	50	6.5	325
Providing and compiling information for compliance	No Form	10,400	10,400	10,400	1	10,400	2	20,800
Forest Service Totals						Estimated Annual Responses		Estimated Annual Burden Hours
						150,344		204,885.25

- 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 Annualized Cost to Respondents-Forest Service and DOI combined

(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	210,868	\$22	\$4,639,096
2. Special Use Authorizations	18,058	\$22	\$397,276
3. Annual Financial Information	12,878	\$22	\$283,316
4. Preparing and Updating Operating Plans	29,925	\$22	\$658,350
5. Preparing and Updating Maintenance Plans	1,670	\$22	\$36,740
6. Compliance Reports and Information Updates	58,350	\$22	\$1,283,700
Totals	331,749	---	\$7,298,478

The Mean average hourly rate of \$21.74 for all occupations from the most recent (2011) Bureau of Labor Statistics was used rounded to \$22 (http://www.bls.gov/oes/2011/may/oes_nat.htm#00-0000). 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 4.

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- 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 capita/start-up or operation and maintenance costs associated with this collection.

- 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**
- **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	PERSONNE L	GS LEVE L	HOURL Y RATE*	HOURS	SALARY
1. The Application Process	Resource Specialists	9/5	\$23.00	18,768	\$431,664
2. Special Use Authorizations	Resource Specialists	9/5	\$23.00	11,078	\$254,794
3. Annual Financial Information	Resource Specialists	9/5	\$23.00	2,619	\$60,237
4. Preparing and Updating Operating Plans	Resource Specialists	9/5	\$23.00	22,332	\$513,636
5. Preparing and Updating Maintenance Plans	Resource Specialists	9/5	\$23.00	1,605	\$36,915
6. Compliance Reports and Information	Resource	9/5	\$23.00	32,966	**

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ACTION ITEM	PERSONNEL	GS LEVEL	HOURLY RATE*	HOURS	SALARY
Updates	Specialists				
Special Use Database System (Annual Program cost)					\$211,800
TOTALS				92,031	\$2,267,264

* Taken from: <http://www.opm.gov/oca/12tables/html/gs.asp>, 2012 General Schedule (Base), Cost to Government calculated at hourly wage The rate for a GS 9 / Step 5 is \$22.65, has been rounded up to \$23.

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

We are reporting DOI burden hours with the Army Corp of Engineers burden hours for the form SF-299. Their current Agency estimate resulted in an agency estimate adjustment reduction of 4,975 burden hours from 131,851 to 126,876 hours and 5,286 to 5,087 responses, resulting in a decrease of 199 responses.

FS Program changes in this submission resulted in forms FS-2700-4a; FS-2700-35a; FS-2700-35b and FS-2700-35c being discontinued for a reduction of 550 burden hours and 2,050 responses.

New forms 2800-22 A, B, C, & D; 2700-5a-Grand Island; 2700- 38; 2700-39, and the use of the IRS form W-9 created a program change increase of 13,491 burden hours, and 50,315 responses. These program changes together resulted in a net increase of 48,265 responses, and a net increase of 12,941 burden hours.

The request for permits increased resulting in an adjustment increase of 25,604 burden hours and 16,038 responses. The combined program changes and adjustment changes for FS and DOI in agency estimates resulted in an overall increase of 38,545 burden hours and an increase of 64,303 responses.

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. Many of the Authorizations are valid for periods of up to 40 years from the date of execution. Holders of Forest Service Special Use authorizations often confuse

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OMB's expiration date with the Forest Service's date for expiration of the authorized use, or with 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 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*.