

**Great Lakes Restoration Initiative
Information Collection Request (ICR) Consultation Questionnaire**

Why is EPA seeking consultation participants?

EPA is developing an on-line data collection system to support the progress reporting requirements of the Great Lakes Restoration Initiative (GLRI). EPA will use this system, the Great Lakes Accountability System (GLAS), to facilitate the collection of GLRI project information from local governments, non-government organizations, and other program partners about restoration activities in the Great Lakes Basin. This information collection is required to fulfill the directives included in the Department of the Interior, Environment, and Related Agencies Appropriations Act, 2010 (Public Law 111-88), which calls for increased accountability for the GLRI and directs EPA to implement a process to track, measure, and report on progress. Before collecting information from more than nine non-federal entities, however, EPA must submit an Information Collection Request (ICR) to the Office of Management and Budget (OMB) to comply with the Paperwork Reduction Act. The Agency's ICR must provide estimates of the annual labor hour and cost burdens incurred by users of the GLAS, including one-time costs for capital equipment, startup, and training, as well as annual reporting activities. To develop these estimates, EPA is requesting consultations with no more than nine non-federal organizations.

With whom is EPA seeking consultation?

EPA will select nine non-federal organizations to participate in the ICR consultation. These organizations will represent the broad spectrum of state and local agencies, tribal representatives, and private-sector organizations that might need to provide project information to the GLAS.

What information will EPA request during the consultation?

EPA will request burden estimates (i.e., labor time and out-of-pocket expenses) for the following: capital expenditures (e.g., equipment or software purchases) to comply with the on-line data collection, labor time for training to use the GLAS, and labor time to fulfill annual reporting needs. Annual labor time may include time to collect and organize information, as well as time to enter the information in the GLAS. Because the GLAS is under development, the consultation participants will provide their burden estimates based on descriptions of the data elements and "mock-ups" of the planned GLAS. Labor burden estimates will need to include several occupation categories (e.g., legal, managerial, technical, and administrative). Consultation participants will also indicate which, if any, data elements may be duplicative of reporting requirements for other federal or non-federal programs and the associated reporting burden.

GENERAL INSTRUCTIONS

This questionnaire groups activities related to reporting requirements for the GLRI. In some cases, examples are provided to clarify the types of activities that should be considered. Each section includes space to identify additional activities that your organization may need to conduct to fulfill the GLRI reporting requirements.

Please use your best judgment to provide the information requested. Responses for staff hours and annual costs should be reasonable estimates. Please consider in your estimates likely or anticipated changes to your organization (for example, changes in personnel that could result in additional training needs).

Categorizing Labor Hours: To satisfy OMB's requirements and to accurately estimate costs, labor hours must be grouped into four broad labor categories: legal, managerial, technical, and clerical. For each activity, please enter the number of hours that staff in each labor category may spend completing the activity each year. If hours are reported for "other" staff, please specify the type(s) of other staff who do not fit within the standard categories.

Example: In this example, a total of 50 hours is estimated for training to use the GLAS. The hours are distributed among three labor categories.

Activity	Annual Staff Hours					Type(s) of Other Staff
	Legal	Managerial	Technical	Clerical	Other	
Training to use the GLAS		10	10	30		

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NAME OF ORGANIZATION

Please enter the name of your organization.

Michigan Department of Environmental Quality

ORGANIZATION POINT OF CONTACT

Please identify a point of contact for your organization for a follow-up conference call.

Name	Phone	E-mail Address
Rick Hobrla	517-284-5043	hobrlar@michigan.gov

Capital/Startup Costs

Enter the annual capital/startup costs incurred for the specific purpose of satisfying EPA's reporting or recordkeeping requirements for the GLRI data call. Capital goods include computers, machinery, or equipment. Start-up capital costs are usually incurred at the beginning of a reporting period and are usually incurred one time.

Capital/Startup Cost Category	Annual Cost (\$)
Reporting activities	0
Recordkeeping activities	0

Hours Spent for Reporting Activities

For each activity listed in the table below, please enter the number of hours that might be spent for each labor category. Enter values in the nearest quarter hour.

Activity	Annual Staff Hours					Type(s) of Other Staff
	Legal	Managerial	Technical	Clerical	Other	
Preparing to Use the GLAS						
Training to use the GLAS		0.5	0.5			
Meeting with key personnel regarding the interpretation of data and allocation of funds						
Reviewing instructions for using the GLAS		0.5	0.5			
Searching data sources for useful information to be entered						
Gathering and organizing data to be entered			1			
Organizing and categorizing data by the goals and topic areas defined in the GLAS						
<i>Based on the GLAS demonstration, do you anticipate other activities associated with preparing to use the GLAS? If yes, please specify the activity and provide labor hour estimates.</i>						
Obtaining Access and Entering Initial Agency and Project Information						
Adjusting or installing technology (for example, hardware or software)						
Obtaining a user ID and password			1			

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Activity	Annual Staff Hours					Type(s) of Other Staff
	Legal	Managerial	Technical	Clerical	Other	
<i>Based on the GLAS demonstration, do you anticipate other activities associated with obtaining access to the GLAS? If yes, please specify the activity and provide labor hour estimates.</i>						
Entering Records						
Reviewing pre-populated GLAS elements			1			
Updating internal procedures to match new instructions or reporting requirements						
Entering new activity records into the GLAS (assume four updates per year)			2			
<i>Based on the GLAS demonstration, do you anticipate other activities associated with entering new records into the GLAS? If yes, please specify the activity and provide labor hour estimates.</i>						
Reviewing and Verifying Records						
Reviewing data that was added into the GLAS			0.5			
Verifying the accuracy of data that was added into the GLAS			0.5			
<i>Based on the GLAS demonstration, do you anticipate other activities associated with reviewing and verifying new records added to the GLAS? If yes, please specify the activity and provide labor hour estimates.</i>						
Feedback and Evaluation						
Providing feedback on the GLAS			0.5			

Reporting Activities

The hours provided above reflect your organization’s labor burden for GLRI reporting. To ensure that EPA adequately accounts for the annual cost and burden for future years, please use the table below to identify anticipated activities that have not been captured above. Hours and costs should be based on an estimate of average annual effort for each activity.

Activity	Annual Staff Hours					Type(s) of Other Staff
	Legal	Managerial	Technical	Clerical	Other	
Future Activities Not Identified in the Questionnaire						

Operations and Maintenance (O&M) Costs

Enter the annual O&M costs you might incur for the specific purpose of satisfying the GLAS reporting or recordkeeping requirements. O&M costs are those costs associated with a paperwork requirement incurred continuously. For example, the costs to maintain records for the specific purpose of meeting GLRI reporting requirements should be estimated as O&M costs for file storage and photocopying. O&M costs also include the general upkeep of startup capital equipment, as well as any purchase of services such as contractor or auditing services associated with the reporting requirements of the GLRI.

O&M Cost Category	Annual Cost (\$)
Reporting activities	
Recordkeeping activities	

Additional Information

Non-Duplication Concerns

The GLAS includes detailed information about activities undertaken by partner organizations to restore and protect the Great Lakes. The information is necessary to effectively document activities and to provide an accurate depiction of activities as a whole. Are you aware of other databases to which you report the same information as the GLAS? If so, please list the names of the databases or sources.

Databases or Sources that Contain the Same Information as the GLAS
None

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If your organization is required to report to another government agency the same information collected through the GLAS, or if your organization records the same or similar information into other data reporting systems, please briefly describe below those requirements or systems.

Description of Duplicate Reporting Requirements or Systems
None

Completing This Questionnaire

Approximately how many hours did your organization spend completing this questionnaire?

0.5
