

**Supporting Statement A**  
**Recreation Visitor Use Surveys**  
**OMB Control Number 1006-0028**  
**Bureau of Reclamation**

**Terms of Clearance:** None.

**General Instructions**

A completed Supporting Statement A must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified below. If an item is not applicable, provide a brief explanation. When the question “Does this ICR contain surveys, censuses, or employ statistical methods?” is checked "Yes," then a Supporting Statement B must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

**Specific Instructions**

**Justification**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

The Bureau of Reclamation (Reclamation) is responsible for recreation development at all of its reservoirs. Presently, there are 289 designated recreation areas on Reclamation lands within the 17 Western States. Recreation on Reclamation lands is primarily controlled by specific project authorizations and two pieces of legislation: The Federal Water Projects Recreation Act of 1965, Public Law 89-72, and the Reclamation Recreation Act of 1992, Public Law 102-575, as amended.

Public Law 102-575, section 2802(1), recognizes that there is a Federal responsibility to provide opportunities for public recreation at Federal water projects. Further, section 2802(2) of the same legislation states that some provisions of Public Law 89-72 are outdated because of an increased demand for outdoor recreation and changes in the economic climate for recreation managing entities. In addition, section 2802(5) states that there should be Federal authority to expand existing recreation facilities to meet public demand.

To comply with this legislation, Reclamation must be able to respond to emerging trends and changes from the public demographic profile of users, values, needs, wants, desires, and conflicts between user groups. Statistically valid and up-to-date data derived from the user constituencies is essential to providing recreation programs beneficial to today’s visitor.

Public Law 102-575, section 2805(c)(1)(A) authorizes the Secretary of the Interior (Secretary), acting through the Commissioner of Reclamation, to develop, maintain, and revise resource management plans to provide for the development, use, conservation, protection, enhancement, and management of resources on Reclamation lands. Consequently, public input from users of Reclamation lands and waters is now more essential than ever as many traditional water uses are being converted to other beneficial uses. Traditional beneficiaries of Reclamation water such as agriculture and hydropower users are now obligated to share western water with:

- Municipal and industrial users adjacent to major urban population centers (e.g., Los Angeles, Las Vegas, Phoenix, Albuquerque, and along the front range of Colorado and Utah).
- Western Indian Tribes to fulfill Tribal Trust Assets and to meet Federal Indian Trust responsibilities.
- Designated endangered species pursuant to the Endangered Species Act.

It is also important to note that Federal land management agencies cannot expect to receive substantial increases in their respective recreation budgets in the immediate future. Therefore, it is prudent to accurately identify the immediate needs and desires of the public so that scarce funding can be allocated to provide facilities and recreational opportunities most beneficial to the public. Reclamation will rely on the results of these surveys to assist in determining where those limited funds will be allocated.

Data gathered, through use of the requested information collections, will also aid Reclamation recreation planners, economists, environmentalist, and social analysts. Each year, Reclamation prepares numerous environmental impact statements and environmental assessments required to analyze proposed projects impacting the water, land and associated facilities at its water projects. Accurate, up-to-date data are critical in responding to the concerns addressed by numerous constituencies and stakeholders. Accurate visitor use data, recreation expenditure, and economic benefit valuation are also essential for developing sound economic projections used to evaluate project impacts, reasonable alternatives, and potential affects upon the local, regional, and national economy. The recreation economic questions within the surveys provide data for measuring regional and national economic benefits and costs consistent with the Regional Economic Development and National Economic Development accounts described in the “Economic Environmental Principles and Guidelines for Water and Related Land Resources Implementation Studies” (P&Gs). These P&Gs, which were approved by the Water Resources Council and the President in March 1983, apply to economic evaluation studies of the major Federal water resource agencies. Additionally, information obtained by use of the surveys will address Environmental Justice concerns as part of the National Environmental Policy Act (NEPA) compliance process.

The following considerations also make this collection of information necessary.

The National Recreation Lakes Study Commission identified five key recommendations for agencies managing Federal lakes. One key recommendation related to the need to identify and close the gap between recreation needs and services. According to the study, this can be accomplished by “conducting assessments at Federal lakes to determine customer needs, infrastructure and facility needs, and natural resource capabilities.” In order to accomplish this task, Reclamation must collect data from respective user groups to better understand the needs and desires of the public. Therefore, the use of this data will enable Reclamation to respond to those needs and desires of the public by providing appropriate facilities, services, and opportunities within recreation areas.

On December 8, 2004, the Federal Lands Recreation Enhancement Act (REA), Public Law 108-447, was passed. REA gave Reclamation and several other Federal land management agencies authority to charge and retain certain recreation fees for use of Federal recreation lands and waters. It should be noted that one of DOI’s primary recreation goals is to improve the quality of recreation experiences and visitor enjoyment on DOI lands. A DOI performance measure for assessing the outcome of this goal is to determine the percent of visitors satisfied with the quality of their experience. In order to assess public satisfaction that addresses the performance measures and goals, appropriate recreation-related surveys must be conducted by Reclamation.

Currently, Reclamation conducts surveys on an individual basis throughout the 17 Western States. OMB approval of this information collection will ensure that pertinent data can be collected and analyzed in a timely manner. As a result, visitor satisfaction can be improved throughout all Reclamation recreation areas.

- 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.**

Data obtained from the Recreation Visitor Use Surveys are applicable to the overall recreation effort expended throughout Reclamation. Recreation planners and managers use this data to help formulate decisions regarding where to plan and develop facilities, services and opportunities while concentrating financial and personnel resources to produce the highest level of public service. Additionally, the data is used to evaluate the actual use, management effectiveness, and user satisfaction of Reclamation’s recreation programs. Data from the surveys also assists in the task of providing accurate reporting of visitor usage within Reclamation facilities and lands. Visitor use reporting is important since actual figures are used to allocate national resources while ensuring that budgetary resources are equitably distributed as necessary.

In 2009 and 2010, the Recreation Fee Surveys (RFS) were conducted in Tuttleton and Glory Hole Recreation areas at New Melones Lake in order to determine the percentage of customers satisfied with the value of fees paid. Surveyors, under the direction of project leaders, performed a total of 1,162 questionnaires. The times, locations, and manner in which the surveys were conducted are detailed in the sampling plan. The project leader is

responsible for preparing a sampling plan along with a detailed schedule of survey locations and times; training surveyors before they conduct surveys, and safeguarding completed surveys. The surveyor remains at the survey location throughout a 4 hour time block and continues to conduct surveys until the end of this time period.

Pursuant to specific instructions, the surveyor is responsible for contacting visitors and asking them if they would like to participate in the questionnaire. The surveyor has a duty to inform visitors who wish to participate, that the survey is completely voluntary and their anonymity will be protected. If the respondent agrees to participate, the surveyor will hand he or she a survey, clipboard, and a pencil for the participant to fill out the questionnaire. If necessary, the surveyor can read the questions and fill out the survey sheet according to the answers provided by the respondent. In addition, the surveyors should assist respondents and answer any questions they might have regarding the survey. At the end of the 4 hour period, surveyors will return the completed questionnaires and the survey log sheet to the project leader before completion of their daily shift.

As a result of action surveys conducted at the New Melones recreation area, the public expressed satisfaction with Reclamation's effort to seek feedback regarding recreation fees.

The surveys contained in this information collection request will primarily be administered in conjunction with the preparation of special studies and reports. Information obtained from the questions are helpful in completing particular sections of Resource Management Plans, Recreation Needs Assessments, Recreation Demand and User Preference Reports, and National Environmental Policy Act compliance documents (environmental impact statements and environmental assessments). Occasionally, the surveys will be administered solely to determine a single recreation management strategy that can be implemented to enhance the recreation experience and user satisfaction.

**Note:** Question justifications are attached as a separate document.

- 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.**

Improved information technology will be used whenever possible to reduce the burden on the public.

#### Government Paperwork Elimination Act (GPEA) Compliance

Intercept interviews will be the most often used method of data collection. It is not practicable to have the survey instruments in electronic format for the following reasons:

- On-site interviews are usually conducted at recreation sites in remote outdoor areas. The respondents will generally not have access to automated, electronic, mechanical, or other technological equipment.
- Most information collections will be conducted at recreation areas by Reclamation field units at various sites throughout the 17 Western States. Generally, each field unit will only administer the collection once, making automation less practical. Surveys will be conducted for a limited period of time at each site.

It should be noted that collections administered through the use of focus groups, telephone interviews, or mail questionnaires require data to be entered directly into computers. Subsequently, this data will then be used to facilitate the data analysis using a statistical software package. Posting information collections on the internet for respondent use will also be explored on a case-by-case basis as the need for a specific survey becomes known.

**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.**

Use of the requested surveys will not duplicate other surveys by Reclamation or other state or Federal agencies on lands under the jurisdiction of Reclamation. Surveys are conducted within other Department of the Interior entities and divisions within Reclamation. However, these other surveys conducted do not specifically pertain to Reclamation recreation, lands, facilities, and services.

Reclamation Outdoor Recreation Planners, Social Analysts, and Economists consistently communicate with local, state, and other Federal agency personnel to ensure that data collections, utilizable for Reclamation purposes, may be acquired and incorporated into Reclamation programs. Reclamation recognizes that it is much more cost effective to obtain relevant data from other available sources than to burden the public and Reclamation resources with duplicative efforts. Whenever possible, Reclamation will endeavor to obtain secondary data rather than implement a survey.

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

The proposed collection of information will not have a significant impact on small businesses or other entities.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

In the absence of this information collection, Reclamation will be limited in its ability to determine the type of recreation services and experiences that visitors desire. Moreover, visitor satisfaction and ways to improve Reclamation' recreation facilities cannot be

monitored in a fiscally responsible manner without the use of these surveys. The Reclamation offices participating in the Federal Lands Recreation Enhancement Act program will not be able to properly administer the Fee Survey pursuant to the statute. As a result, Recreation planners and managers will be hindered from effectively responding to changing use patterns, advances in recreational equipment technology, and visitor demographics. Therefore, resource protection strategies and valuable information regarding visitor satisfaction with the overall recreation experience on Reclamation lands will be substantially diminished.

In addition, Reclamation Outdoor Recreation Planners, Economists, and Social Analysts will lack sufficient data to support recreational studies and analyses conducted as part of environmental impact statements or environmental assessments. Many of these environmental studies are controversial due to competing demands for natural resources. Flawed or inaccurate data can lead to the unnecessary expenditure of additional budgetary and personnel resources, which is susceptible to attack and questioning by adversarial or opposing constituencies. Justifying and defending questionable, inaccurate, and out-of-date data is a waste of time, resources, and Federal funds. In the absence of up-to-date credible data, project alternatives and the impacts to the local, regional, and national economy would be difficult to evaluate. Consequently, inaccurate policy formulation or alternative selection could lead to negative consequences such as wasteful spending.

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

**a. Requiring respondents to report information to the agency more often than quarterly.**

N/A. These surveys are one-time surveys.

**b. Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.**

Information collections will be obtained through random intercept interviews conducted on-the-spot by trained surveyors. Therefore, written responses will be collected in fewer than 30 days.

**c. Requiring respondents to submit more than an original and two copies of any document.**

Respondents will only be asked to return the original copy of the survey instrument.

**d. Requiring respondents to retain records, other than health, medical government contract, grant-in-aid, or tax records, for more than 3 years.**

Respondents will not be required to keep records associated with this information collection.

- e. **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.**

N/A.

- f. **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB.**

The proposed information collection will not use a statistical data classification that has not been reviewed and approved by OMB.

- g. **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.**

All collected data will be available for use by other agencies or organizations. Additionally, the proposed data collections, while assuring respondents anonymity, do not pledge confidentiality.

- h. **Requiring respondents to submit proprietary trade secrets, 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.**

The proposed information collections do not request information from respondents that can be considered proprietary or trade secrets.

- 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.**

A Federal Register notice was published on August 14, 2014 (79 FR 47673) soliciting comments on Reclamation's planned visitor information collection. No comments were received. The 11 surveys are designed to enhance visitor satisfaction of Reclamation recreation areas. Responses to the surveys are completely voluntary.

- a. **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.**

The questionnaires will be administered at Reclamation recreation sites throughout the 17 Western States. The exact locations and the information needed pertaining to a particular area are not known at this time. Therefore, prior to implementing a particular survey at the field level, offices will investigate the availability of existing data that could fulfill Reclamation's needs. If information is not available, Reclamation will proceed with administering the survey. Reclamation secured the services of Dr. Glenn Haas, Dr. Marcella Wells, and Dr. Robert Aukerman of Aukerman, Haas and Associates, LLC, to review all surveys and provide feedback on the clarity of the questions, relevance, and format of the survey questionnaires. Dr. Haas and Aukerman are Professors Emeritus at Colorado State University, Fort Collins, Colorado in the field of Recreation and Tourism. Dr. Wells is a former professor at Colorado State University in the field of Recreation and Tourism with a specialty in interpretive planning. The contact information of the above mentioned consultants are listed below.

Dr. Robert Aukerman  
729 Duke Square  
Fort Collins, CO 80525  
970-484-2028

Dr. Glenn Haas  
P.O. Box 105  
Como, CO 80432  
970-691-2641

Dr. Marcella Wells  
3403 Green Wing Court  
Fort Collins, CO 80524  
970-498-9350

The three consultants listed above believe that the burden hour estimates are a good assessment of the time required to complete each survey and had no further comments.

- b. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every three 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.**

Since this is a one-time, voluntary survey of visitors who might recreate at a Reclamation recreation area only once on any given day, it is not practical to have any type of prior consultation. The survey collections will be conducted by qualified and trained surveyors. Reclamation will not be collecting any individual identifiers of respondents (i.e., names, addresses, telephone numbers, etc.) that would allow Reclamation to contact respondents in the future as a follow-up to this information collection.



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

There are no plans to provide any payment or gift to respondents. Based on the opinions of experts knowledgeable in the field of planning and administering surveys at public recreation sites, it has been learned that remuneration is not necessary to generate customer participation and suggestions.

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

All respondents will be assured anonymity and that response to any or all questions is voluntary. A statement to this effect will be printed on the questionnaires or verbally expressed in the introductory remarks of surveyors. Additionally, respondents are not required to indicate their name, address, telephone number(s) email address, or any other form of contact information where they can be located. Therefore, none of the information collections contain individual identifiers that can be traced back to the respondent.

**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.**

No sensitive information will be gathered.

**12. Provide estimates of the hour burden of the collection of information. The statement should:**

- a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

Reclamation will use its own employees, camp hosts, rangers, volunteers, and entrance gate attendants to administer the survey to recreationists. In certain instances, paid consultants will be used to administer the survey instruments. The goal is to have the surveyors hand out the appropriate number of surveys with the expectation that the frequency of response will be no less than 80 percent. The time needed for a respondent to complete a survey ranges from 10 to 25 minutes. The time estimates in minutes were

based on in-house testing, actual data from respondents who completed the Recreation Fee Survey at the New Melones Lake area, and experience in administering similar types of recreation surveys containing a similar number of survey questions.

The goal is to hand out the surveys at each location and encourage the respondents to complete the surveys. Once this is accomplished, respondents should hand it back to the surveyor immediately upon completion. If this method is impossible, the surveyor will collect the completed survey later the same day for those individuals or groups who are camping or participating in other recreation activities in the area. The response rate will more than likely be higher than 80 percent since the surveyor will be on-site to hand out and collect completed surveys.

If all of the surveys are conducted in any given year, the annual burden hours for respondents will be 2,044 (refer to table below for respondents). **Note:** the number of respondents takes into consideration the fact that a survey could be administered twice a year. For example, Reclamation will collect 278 Marina Surveys for each survey collection and it is anticipated that the survey will be administered two times during the reporting year; therefore, the total number of respondents annually is calculated at 556 (i.e.,  $278 \times 2 = 556$ ). In addition, for the purpose of this OMB information collection request, it is assumed that 278 completed surveys will have to be collected to achieve a 90 percent confidence level with a  $\pm 5$  percentage point range of accuracy. The actual number of respondents and burden hours for a given survey must be calculated depending on which reservoir, river, or land area is being surveyed and the actual visitation. To accurately determine the actual burden hours to the public, the burden hours for non-respondents has also been calculated at 13 hours annually  $2057-2044 = 13$ . Refer to the table below for non-respondents. **Note:** As stated above and further explained in Supporting Statement Part B, the frequency of response will be no less than 80 percent. This means that 20 percent of those individuals contacted will refuse to fill out the survey. As an example, in order to get 278 responses to a certain survey, at least 348 surveys will have to be distributed to the public ( $.80 \times 348 = \text{approx. } 278$ ) and ( $.20 \times 348 = \text{approx. } 70$ ). This further illustrates that 70 individuals will refuse to fill out the survey. Non-respondent burden hours for all surveys have been calculated the same way as for respondents.

The total annual burden hours for both respondents and non-respondents is 2,057.

**b. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.**

The following (table 1) summarizes the anticipated **respondent** annual hour burden by survey instrument for each year over the 3-year OMB approval period.

<b>ESTIMATE OF ANNUAL HOUR BURDEN FOR “RESPONDENTS” FOR EACH SURVEY FORM COVERING THE 3-YEAR OMB APPROVAL PERIOD</b>					
<b>Survey Instrument</b>	<b>Burden Estimate Per Survey</b>	<b>Number of Surveys (times/yr.)</b>	<b>Number of Respondents per Survey</b>	<b>Total Estimated Number of</b>	<b>Total Annual Hour</b>

<b>ESTIMATE OF ANNUAL HOUR BURDEN FOR “RESPONDENTS” FOR EACH SURVEY FORM COVERING THE 3-YEAR OMB APPROVAL PERIOD</b>					
	<b>(in minutes)</b>			<b>Respondents</b>	<b>Burden</b>
Marina Survey	20	2	278	556	185
Campground Survey	25	2	278	556	232
River Instream Flow Survey	25	2	278	556	232
Reservoir Preferred Water Level Survey	25	2	278	556	232
Lake/River Visit Expenditure Survey	15	2	278	556	139
Recreation Activities Survey	25	2	278	556	232
Recreation Management Survey	20	2	278	556	185
Recreation Fee Survey	10	1	581	581	97
Recreation Development Survey	10	2	278	556	93
Water Level Impacts on Recreation Boating Use	20	2	278	556	185
River Recreation Quality Survey	25	2	278	556	232
<b>Totals</b>				<b>6,141</b>	<b>2,044</b>

The following (table 2) summarizes the anticipated **non-respondent** annual hour burden by survey instrument for each year over a 3-year OMB approval period.

ESTIMATE OF ANNUAL HOUR BURDEN FOR “NON-RESPONDENTS” FOR EACH SURVEY FORM COVERING THE 3-YEAR OMB APPROVAL PERIOD					
Survey Instrument	Burden Estimate Per Survey (in seconds)	Number of Surveys (times/yr.)	Number of Non-Respondents per Survey	Total Estimated Number of Non-Respondents	Total Annual Hour Burden
Marina Survey	30	2	70	140	1.17
Campground Survey	30	2	70	140	1.17
River Instream Flow Survey	30	2	70	140	1.17
Reservoir Preferred Water Level Survey	30	2	70	140	1.17
Lake/River Visit Expenditure Survey	30	2	70	140	1.17
Recreation Activities Survey	30	2	70	140	1.17
Recreation Management Survey	30	2	70	140	1.17
Recreation Fee Survey	30	1	175	175	1.45
Recreation Development Survey	30	2	70	140	1.17
Water Level Impacts on Recreation Boating Use	30	2	70	140	1.17
River Recreation Quality Survey	30	2	70	140	1.17
<b>Totals</b>				<b>1,575</b>	<b>13 (rounded)</b>

- c. **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included under “Annual Cost to Federal Government.”**

The 2013 Department of Labor (Bureau of Labor Statistics) reports a mean hourly wage of \$31.07 for all workers in the United States regardless of occupation or geographic location (**Note:** 2013 data is the most current available). The mean hourly wage of \$31.07 includes the hourly wage of \$22.33 plus \$8.74 for benefits using a factor of 1.5 (source for hourly wage is [http://www.bls.gov/oes/current/oes\\_nat.htm#b00-0000](http://www.bls.gov/oes/current/oes_nat.htm#b00-0000)). The total annualized cost to **respondents** is \$63,507.08 (2,044 hours × \$31.07). The total annualized cost for **non-respondents** is \$403.91 (13 hours × \$31.07). Therefore, the total annualized cost to the public is \$63,910.99.

**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 already reflected in item 12.)**

- \* **The cost estimate 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. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information (including filing fees paid for form processing). Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**
- \* **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- \* **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

(a) The total capital and start-up cost is \$0.00. Reclamation will not require any purchase of equipment or allocation of records storage space in conducting these surveys.

(b) The total operation and maintenance and purchase of services component costs associated with the customer surveys are \$0.00. Reclamation does not charge a filing fee for survey responses.

**14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.**

The following (table 3) is a detailed summary of the actual estimated annualized costs and how those figures were reached. The actual estimated annualized cost per survey is \$11,507.26 (\$241,652 ÷ 21 surveys per year). Labor costs were calculated using the 2014 GS-7 Step 1 pay scale of \$24.66 per hour, and the 2014 GS-13 Step 1 pay scale of \$52.04 per hour. Hourly rates for both have been adjusted for benefits by using a factor of 1.5. Per diem costs were calculated at the 2015 CONUS destination rate of \$83 for lodging and \$46

for meals and incidental expenses per day. No rental car or airline fare is included in annualized cost because the site will typically be within driving distance of the field office and a government vehicle will be used. Please note: Field testing was previously incorporated into initially approved surveys in 2008 and is no longer necessary in the current process.

Item	Costs (rounded)
Data collection	264 hours per survey (33 days) @ the 2014 GS-7 pay scale (including 1.5 benefits factor) is \$24.66/hour (16.44 x 1.5). 264 x \$24.66 = \$6,510 per survey; 21 surveys per year x \$6,510 = <b>\$136,710</b> total labor.
Travel and per diem (assumed that sites are located far enough from field office to collect per diem)	33 days total per survey (22 days @ $\frac{3}{4}$ per diem and 11 days regular per diem or 22 x \$34.50 = \$759 and 11 x \$129 (129 = Per diem rate/83 +46) = \$1,419; \$759 + \$1,419 = \$2,178 per survey x 21 surveys = <b>\$45,738</b> . Note: Salary for 33 days (264 hours) is covered above.
Data entry, processing, analysis and report of findings	21 surveys per year x 5 days @ GS-7 pay scale; 21 x 40 hrs. x \$24.66 = <b>\$20,714</b>
Management review	21 surveys per year x 2 days @ GS-13 Step 1 pay scale with no locality adjustment and adjusted for benefits; 16 hrs x 21 surveys x \$52.04 (\$34.69 x1.5) GS-13, Step 1 (adjustment for benefits) = <b>\$17,485</b>
Miscellaneous expenses (printing, postage, etc.)	21 surveys per year x \$1,000/survey = <b>\$21,000</b>
<b>TOTAL</b>	<b>\$241,647</b>

**15. Explain the reasons for any program changes or adjustments in hour or cost burden.**

There were no changes.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

The proposed surveys will be scheduled to coincide with program data needs. As the need for surveys is responsive to the data needs of program managers and special studies, it is not possible to provide a definitive schedule at this time. In general, the surveys will be administered throughout the 3-year period for which authorization is being requested. However, it is anticipated that most surveys will be administered during the summer

recreation season (i.e., Memorial Day weekend through Labor Day Weekend). Publication of the results of the user surveys will occur in conjunction with publication of environmental impact statements, resource management plans, special recreation studies, or other documents of program planning and analysis efforts.

In most instances, any data that summarizes the responses to the survey questionnaires will become an integral part of a resource management plan or environmental document, or a special study as an appendix. Once the reports are finalized, they will be distributed to interested citizens; public and private organizations; state, local, and Federal agencies; and libraries in the immediate area being surveyed. During the preparation of the above-mentioned documents, mailing lists are prepared and maintained throughout the process. These documents are sent to those individuals, groups, or entities that request them. Often times the reports or studies are placed on area office individual websites for public viewing. If the surveys are to be administered for internal purposes only (i.e., strictly for decision-making purposes by managers), the survey results may or may not be made available to the public through the process described above. For internal purposes, a small report will be produced that summarizes the results of the survey collection for managers to review and make decisions.

**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 expiration date and OMB approval number will be displayed on all surveys.

**18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."**

There are no exceptions to the list of topics in item 19 of the Paperwork Reduction Act submission.