

# Supporting Statement A

## The National Map: Topographic Data Grants Program

OMB Control Number 1028-0092

Terms of Clearance: None

### Justification

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

The National Geospatial Program (NGP) of the U.S. Geological Survey (USGS) contributes funding for the collection of geospatial data which increases the development of *The National Map* and other national geospatial databases. In Fiscal Year 2010, projects for orthoimagery and elevation data were funded via *The American Recovery and Reinvestment Act of 2009*. With additional available funding sources, opportunities for collection and revision of data including elevation, hydrography and other layers in the national databases may be available. NGP will accept applications from State, local or tribal governments to offset present data collection programs in order to meet the growing and present need for current and accurate geospatial data.

Executive Order 12906 called for the establishment of the National Spatial Data Infrastructure defined as the technologies, policies, and people necessary to promote sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community. The NGP promotes geospatial data sharing throughout all levels of government, the private and non-profit sectors, and academia. We are working to deliver new ways of accessing, sharing and using geographic data that enable comprehensive analysis of data to help decision-makers choose the best course(s) of action (see: <http://www.archives.gov/federal-register/executive-orders/pdf/12906.pdf>)

As an agency we also cite the following statutes as cause for our collection of data:

The E-Government Act of 2002 (Public Law 107-347, 44 USC 101) requires federal agencies to develop and promote electronic government processes.

As the lead Federal government agency for elevation data, we are designated to collect terrestrial elevation data under the Office of Management and Budget (OMB) Circular A-16.

This Circular outlines our responsibilities regarding coordination of Federal surveying, mapping, and related spatial data activities that are financed in whole or in part by Federal funds. The USGS is using this opportunity to supplement ongoing data collection activities to respond to an increasing demand for more accurate and current geospatial data, including elevation and other layers such as orthoimagery and hydrography.

The NGP archives and disseminates base layer geospatial data as part of *The National Map* and its products. Elevation (lidar) data and hydrography are two of the three these base geospatial layers that support our current data needs. Many organizations including State, local and tribal governments, private and non-profit firms, as well as many Federal government agencies will use these data to support requirements for planning, infrastructure improvements, and resource assessments.

**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.**

The NGP will use this information to evaluate applications for funding through the NGP cooperative agreement process. This collection will continue to ensure that sufficient and relevant information is available to evaluate and select proposals for funding. Financial assistance will be awarded on a competitive basis following the evaluation and ranking of both academic and State, local and tribal applications by a review panel composed of representatives from the USGS.

We will use Standard Forms 424 (Application for Federal Assistance); 424A (Budget Information Non-Construction Programs); and 424B (Assurances Non-Construction Programs). Applicants submit proposals for funding in response to Notices of Funding Availability (NOFA) that we publish on Grants.gov.

The project summaries and narratives are the basis for this information collection request. Our BAA program actually requests monthly updates. The purpose of a monthly report is for us to be aware of issues or concerns or delays with the project at the earliest opportunity. Early notification provides more opportunities for resolution. No more than two pages shall be submitted to the NGP Grants Program Manager within the first week of each month. The monthly reports will include:

1. *Brief narrative of accomplishments*
2. *Status of any contracts with dates*
3. *Percentage of data collection complete*
4. *Percentage data processing complete*

5. *Work anticipated in following quarter*
6. *Deliveries/Issues/Difficulties*

A final technical report will document and summarize the results of the entire project. This report will contain a comparison of actual accomplishments to the goals established for the funded period; reasons why established goals were not met, if applicable; and other pertinent information. The final report must be submitted to the NGP within 90 calendar days of the end of the project period.

3. **Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden and specifically how this collection meets GPEA requirements.**

All application instructions and forms are available on the Internet through Grants.gov (<http://www.grants.gov>). All reports will be accepted electronically via e-mail.

4. **Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

Due to the unique nature of this program no other Federal agency collects this information for the purposes of advancing the development of *The National Map*.

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

We have made efforts to keep the amount of information requested to a minimum for all of the applicants. The information has to be sufficient to make a competitive funding decision. Based upon our past experience, no small businesses apply for this grant and there is no impact upon small businesses.

**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.**

Failure to collect this information would result in a critical reduction in our ability to provide the most up-to-date, high quality, integrated geospatial data and improved products and services including new generation digital topographic maps. Collecting proposals in order to competitively award grants and cooperative agreements is necessary to comply with the Federal Grants and Cooperative Agreement Act, the Federal Financial Assistance Management Improvement Act. Successful applicants must submit reports in compliance with Federal regulations. Not requiring reports would violate the reporting requirements of the Uniform Administrative Requirements as incorporated in 43 CFR Part 12. Information collection through regular reporting is essential to ensure that Government funds are properly expended.

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

- \* **requiring respondents to report information to the agency more often than quarterly;**
- \* **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- \* **requiring respondents to submit more than an original and two copies of any document;**
- \* **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;**
- \* **in connection with a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- \* **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- \* **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- \* **requiring respondents to submit proprietary trade 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.**

We require the awarded parties to provide brief one or two page progress reports every month. The purpose of the reports is to identify problems with the research topic and make corrections as early as possible while honoring the commitment. A final report is required at the end of the year and portions may be included in professional publications.

8. **If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and in response to the PRA statement associated with the collection over the past three years, and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

**Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

**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.**

The 60-day Federal Register Notice was published 4/29/2016 at 81 FR 25690. We received no comments from the public.

Consultation regarding our application was received via a number of different avenues. We received feedback from (1) participants of the 2015 3DEP BAA State and Regional Public Meetings, (2) National State Geographic Information Council (NSGIC), (3) National Geospatial Advisory Committee (NGAC) and (4) 3D Elevation (3DEO) Working Group.

***Time to complete applications:*** Respondent estimates for the hour burden for narrative and application preparation were estimated to be 61 hours. We believe the time it takes to gather information, prepare and write the narrative, and to solicit and receive supporting feedback (i.e., peer-reviews and letters of support). Based on these results and information previously collected, we continue to estimate the burden to complete the application process to be 61 hours.

***Time to complete reports:*** Feedback on the monthly reporting requirement indicates that they were completed in less than one hour by all respondents. We believe the estimated burden time to be 1 hour. The final report includes data sets and we generously estimate this report may take 20 hours to complete.

***Clarity of instructions:*** Based on feedback received from participants of the previously mentioned 2015 3DEP BAA State and Regional Public Meetings, National State Geographic Information Council (NSGIC), National Geospatial Advisory Committee (NGAC) and 3D Elevation (3DEO) Working Group the clarity of the announcement was appropriate for the type of work accomplished under cooperative agreement and was not overly burdensome.

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

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

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

We provide confidentiality for propriety methods used in this research; however, awardees are announced and the raw collected data is made available on Data.gov.

**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.**

We do not ask questions of a sensitive nature.

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

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

We estimate that State, Local, and Tribal governments will submit 25 applications for 15 awards; and Private Industry will submit 15 applications for 5 awards.

In order to prepare the below Table 1: Burden Hours and Value, we used data from the Bureau of Labor Statistics which issued USDL – 16 -1150 on June 9, 2016. We used \$32.06, including benefits, for Private Industry, and \$45.23 for State, Local and Tribal Government.

Table 1: Burden Hours and Value

	Responses	Hour per Response	Total Burden Hours	Total Dollar Value
<b>State, Local and Tribal Govt – 15 awards</b>				
Narrative Preparation	25	61 hrs.	1525	\$ 68976
Monthly Reports	165	1 hr.	165	\$ 7463
Final Report	15	20 hrs.	300	\$ 13569
	205		1990	\$ 90008
<b>Private Industry – 5 awards</b>				
Narrative Preparation	15	61 hrs.	915	\$ 29335
Monthly Reports	55	1 hr.	55	\$ 1764
Final Report	5	20 hrs.	100	\$ 3206
	75		1070	\$ 34305
<b>Totals</b>	<b>280</b>		<b>3060</b>	<b>\$124,313</b>

**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.**

There are no non-hour costs expected of the applicants under this collection.

**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.**

In order to prepare the below Table 2: Labor Hours and Value, we used the OPM GS –schedule base hourly pay table. (See: [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2016/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2016/GS_h.pdf) )



**Table 2: Labor Hours and Value**

Action	Position	Grade/Step	Hourly Rate	Hourly Rate incl. benefits (1.6 x hourly pay rate)	Estimated time spent by Federal Employees (hours)	Annual Cost
Processes 40 Applications	Grants Specialist	GS-13/5	\$40.10	\$64.16	40 hours	\$2,566
Reviews 40 Applications	National Map Coordinator	GS-13/5	\$40.10	\$64.16	60 hours	\$3,850
Evaluates Applications	Subject Matter Specialist #1-4	GS-13/5	\$40.10	\$64.16	160 hours	\$10,266
	Subject Matter Specialist #5-6	GS-15/5	\$55.74	\$89.18	80 hours	\$7,134
<b>Subtotal</b>						<b>23,816</b>
Reviews all quarterly and final reports	National Map Coordinator	GS-13/5	\$40.10	\$64.16	40 hours	\$2,566
	Subject Matter Specialist #1	GS-13/5	\$40.10	\$64.16	40 hours	\$2,566
Reviews final reports (only)	Subject Matter Specialist #2	GS-13/5	\$40.10	\$64.16	25 hours	\$1,604
	Subject Matter Specialist #3	GS-12/5	\$33.72	\$53.95	25 hours	\$1,349
<b>Subtotal</b>						<b>\$8,085</b>
<b>TOTAL</b>						<b>\$31,901</b>

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

Based upon participation during the past three years, we expect the number of requests to almost double. The quarterly reports have been changed to monthly reports to provide insight into project progress or delays.

**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 information collected as part of the application process will not be tabulated or published for statistical use. The information will be evaluated by a panel of program managers and scientists. The panelists will read the proposals for funding prior to their meeting. The panel will discuss each proposal and evaluate the technical merit. The peer review panel will vote on each proposal based on the criteria established. The panel rankings are the principal determination of proposal success, pending available funds.

Geospatial data generated as a part of work funded under this program will be made publically available without delay or restriction through *The National Map* databases (<http://nationalmap.gov/>); there is no provision for PIs (Principal Investigators) to have exclusive access to data for a proprietary period of time. The USGS reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the data for Government purposes.

**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.**

We will display the OMB control number and expiration date.

**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 certification statement.