

**1Supporting Statement A for
Paperwork Reduction Act Submission**

**LAND AND WATER CONSERVATION FUND STATE ASSISTANCE PROGRAM
54 USC §200305**

OMB Control Number 1024-0031

Terms of Clearance. None.

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

The Land and Water Conservation Fund Act of 1965 (LWCF Act) (54 USC §200305) was enacted to help preserve, develop, and ensure access for the public to outdoor recreation opportunities. The LWCF Act provides funds for and authorizes Federal assistance to the States for planning, acquisition, and development of needed land and water areas and facilities. In accordance with the LWCF Act, the National Park Service (we, NPS) administers the LWCF State Assistance Program, which provides matching grants to States and through the States to local units of government. As used in this information collection request, the term "States" includes the 50 States; the Commonwealths of Puerto Rico and the Northern Mariana Islands; the District of Columbia; and the Territories of Guam, the U.S. Virgin Islands, and American Samoa.

LWCF grants are provided to States on a matching basis for up to 50 percent of the total project-related allowable costs. Grants to eligible insular areas may be for 100 percent assistance. The LWCF State Assistance Program gives maximum flexibility and responsibility to the States. States establish their own priorities and criteria and allocate their grant money through a competitive selection process based on a Statewide Comprehensive Outdoor Recreation Plan. Payments for all projects are made to the State organization that is authorized to accept and administer funds paid for approved projects. Local units of government participate in the program as sub-grantees of the State with the State retaining primary grant compliance responsibility.

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 following information is collected to administer the LWCF State Assistance Program:

Application. States may seek financial assistance for acquisition, development, or planning projects to be conducted under the LWCF Act. To receive a grant, States must submit an application to NPS for review and approval. We use the information provided in applications to determine eligibility under the authorizing legislation and to select those projects that will provide the highest return on the Federal investment. Project proposals for LWCF grants comprise the following:

- **NPS Form 10-902, "Project Agreement".** This form documents the agreement between the NPS and the State for accomplishing the project. It binds the Federal

Government and the State to certain obligations through its acceptance of Federal assistance, including the rules and regulations applicable to the conduct of a project under the Act and any special terms and conditions to the project established by the NPS and agreed to by the State. It obligates the United States to provide grants up to a designated amount for eligible costs; sets forth methods of costing, accounting, incurrence of costs, and similar matters. The form also establishes the project performance period and briefly describes the scope of the project.

- **NPS Form 10-903, “Description and Notification Form” (DNF).** The State must submit a DNF for each park or other recreation area that will be assisted with grant funds. This form provides data about the assisted project site(s), such as location, acreages and details about improvements, as understood at the beginning of each grant project.
- **NPS Form 10-904, “Proposal Description and Environmental Screening Form” (PD/ESF).** The PD assists the applicant in developing a narrative that provides administrative and descriptive information to help the Federal decision-maker understand the nature of the proposed project. The ESF indicates the resources that could be impacted by the project, enabling States and/or local project sponsors to more accurately follow an appropriate pathway for compliance with the National Environmental Policy Act (NEPA). The analysis serves as part of the Federal administrative record required by NEPA and its implementing regulations.
- **Pre-award Onsite Inspection Report.** The State must physically inspect proposed project sites prior to the award of grant funds and report on the findings. The inspection must be conducted in accord with the onsite inspection agreement between the State and NPS. See additional information under Reports, below.
- **Maps and other supporting documentation.** Applicants must develop and submit two maps: one depicting the general location of the park as well as the entrance area; the other delineating the specific boundary of the outdoor recreation area that will be protected for outdoor recreation purposes and subject to the conversion provisions at 54 USC 200305(f). Applicants should submit other documents that have a significant bearing on the project.

Grant Amendment. After initial award but during the award performance period, a State or project sponsor may seek to modify the agreed-upon terms, such as the award end date, the scope of work, or the budget. NPS must review and approve such changes. States must submit an amendment request on behalf of themselves or the local sponsor, which depending on the nature of the change, could comprise the following elements: NPS Form 10-902A, “Amendment to Project Agreement”, revised Standard Forms, a letter from the State Liaison Officer (SLO) describing the proposed changes and the impact to the project, the PD/ESF, a revised boundary map, and a revised DNF.

- **NPS Form 10-902A, “Amendment to Project Agreement”.** An amendment form is required to alter the signed Project Agreement. When the amendment is signed by the NPS, it becomes part of the agreement and supersedes it in the specified matters.
- **NPS Form 10-903, “Description and Notification Form”.** A revised DNF may be required for changes in scope that significantly alter the planned facility development or the acreage of the site or area to be protected under 6(f).

Conversion of Use. In accordance with 54 USC 200305(f) and implementing regulations found at 36 CFR 59, no lands acquired or developed with LWCF funds can be converted to other than public outdoor recreation uses without the approval of the Secretary of the Interior. States must submit a formal request to the appropriate NPS Regional Office with documentation to substantiate that: (a) all alternatives to the conversion have been evaluated and then rejected on a sound basis; (b) required replacement land being offered as a substitute is of reasonably equivalent location and recreational usefulness as the assisted site proposed for conversion; (c) the property proposed for substitution meets the eligibility requirements for LWCF assistance; and (d) replacement property is of at least equal fair market value as established by an appraisal developed in accordance with Federal appraisal standards. Required documentation is similar to that submitted for grant amendment requests (Forms 10-902A, Amendment to Project Agreement; 10-903, DNF; and/or 10-904, PD/ESF). Additional documents include maps showing the existing protected recreation area and delineating the area to be converted and of the proposed replacement property.

Statewide Comprehensive Outdoor Recreation Plan (SCORP). The LWCF Act requires that to be eligible for LWCF financial assistance, each State must prepare and submit a SCORP to NPS for approval. The NPS requires a new or updated SCORP at least once every 5 years. The SCORP must include:

- The name of the State agency that will have the authority to represent and act for the State.
- An evaluation of the demand for and supply of outdoor recreation resources and facilities in the State.
- A program for the implementation of the plan.
- Certification by the Governor that ample opportunity for public participation has taken place in plan development.

Open Project Selection Process (OPSP). Each State must develop an OPSP that provides objective criteria and standards for grant selection that are explicitly based on each State's priority needs for the acquisition and development of outdoor recreation resources as identified in the SCORP. The OPSP is the connection between the SCORP and the use of LWCF grants to assist State efforts in meeting high priority outdoor recreation resource needs. To ensure continuing close ties between the SCORP and the OPSP, States must review project selection criteria each time that a new or amended SCORP is approved by the NPS. States must submit to the NPS a revised set of OPSP criteria that conform to any changes in SCORP priorities or submit an appropriate certification that no such revisions are necessary.

Proposal for a Public Facility. Except for certain kinds of supporting facilities (e.g., restrooms, visitor information centers), project sponsors must seek NPS approval when constructing an indoor structure on a property that has received LWCF assistance. In most cases, development of an indoor structure would constitute a conversion, but, in certain cases NPS may approve them where it can be shown that they will enhance the outdoor recreation uses of a park and there will be a net gain in benefits to the outdoor recreating public using that park. The request comprises the PD/ESF, which is used to describe the nature of the facility, how it will support and enhance the outdoor recreation use of the site, and ownership and management; as well as a copy of a revised boundary map indicating the location of the proposed facility.

Request for Temporary Non-Conforming Use. Project sponsors must seek NPS approval for the temporary (up to 6 months) use of an LWCF-assisted site for purposes that do not conform

to the public outdoor recreation requirements. The State's proposal to NPS must include: (a) Form 10-904, PD/ESF (used to describe the proposed temporary use); (b) SLO recommendations; and (c) an acknowledgement by the SLO that a full conversion will result if the temporary use has not ceased after 6 months.

Request for Significant Change of Use. Project sponsors must seek NPS approval to change the use of an assisted site from one eligible use to another when the proposed use significantly contravenes the plans or intent for the area as they were outlined in the original LWCF application for Federal assistance; e.g., changing a site's use from passive to active recreation. NPS Form 10-904, PD/ESF is used for this request.

Extension of the 3-year Limit for Delayed Outdoor Recreation Development. Project sponsors must seek NPS approval to continue a non-recreation use beyond the 3-year limit for acquisition projects that were previously approved with delayed outdoor recreation development. The State must submit a written request and justification for such an extension to NPS before the end of the initial 3-year period. This request must include: (a) a full description of the property's current public outdoor recreation resources and the public's current ability to use the property; and (b) an update of the project sponsor's plans and schedule for developing outdoor recreation facilities on the property.

Reports. We use this information provided in reports to ensure that the grantee is accomplishing the work on schedule and to identify any problems that the grantee may be experiencing in accomplishing that work.

- **Onsite Inspection Reports.** States must administer a regular and continuing program of onsite inspections of projects. Onsite inspection reports are prepared for all inspections conducted and are included in the official project files maintained by the State. Progress onsite inspection reports occur during the grant project period and are generally combined with the annual performance report or when grant payments are made. Final onsite inspection reports must be submitted to the NPS within 90 days after the date of completing a project and prior to final reimbursement and administrative closeout. Post-completion onsite inspection reports must be completed within 5 years after the final project reimbursement and every 5 years thereafter. If there are problems, the report should include a description of the discrepancy and the corrective action to be taken. Only reports indicating problems are forwarded to the NPS for review and necessary action; all other reports are maintained in State files.
- **Financial and Program Performance Reports.** In accordance with 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), grantees must monitor grant and subgrant supported activities to ensure compliance with applicable Federal requirements and that performance goals are being achieved. States must submit reports to NPS at least annually that include performance and financial information.

Recordkeeping. To comply with the grant requirements of 2 CFR 200, States must maintain financial records, supporting documents, statistical records, and all other records pertinent to a grant program for a period of 3 years after final payment on a project. The records must be retained beyond the 3-year period if audit findings have not been resolved. However, to comply with the LWCF Act perpetuity requirements, States must maintain sufficient records to allow them to keep track of parks and other recreation areas that have been assisted.

Request for Reimbursement/Record of Electronic Payment. States use the Automated Standard Application for Payments (ASAP) system for drawing funds on approved grants. For planning grants, States must submit to NPS a progress report and request for reimbursement before they may request payments. Acquisition and development projects do not require prior approval, but upon completion of an electronic payment on a given date the State must concurrently (within 24 hours) submit a completed NPS Form 10-905, "Record of Electronic Payment" to the LWCF Program offices in Washington, DC and applicable NPS Region.

Proposal to Shelter Facilities. Project sponsors must seek NPS approval to construct new or partially or fully enclose an existing outdoor recreation facility, such as a pool or ice rink, to shelter them from cold climatic conditions and thereby increase the recreational opportunities. This approval is required whether seeking to use LWCF grant funds for this purpose or not. NPS Form 10-904, PD/ESF is used for this request.

- 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 forms are available on our website in a fillable format. Grant applications are submitted via the Grants.gov website portal; reports and responses to other requirements may be submitted electronically by email or in hard copy. Based on previous experience administering this collection, we estimate that 100 percent of respondents will submit grant responses electronically; for other kinds of responses on average about 60% will submit electronically.

- 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.**

There is no duplication. All information collected is project specific for the LWCF State Assistance Program. There may be some duplication of data within this collection when the form is completed for amendments and Conversion of Use Provisions requests. However, this is necessary to ensure that we have accurate, up-to-date information on the project.

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

This collection does not affect small businesses or other small 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.**

We collect this data to record each project and monitor project status and how funds are being used, in accordance with OMB requirements. Without this data NPS would not have the sufficient overall LWCF program information to quickly report on inquiries or analyze trends in assistance. We only collect the data at the onset of a project, at yearly intervals, or when changes are made to the project; therefore, we could not collect the data less frequently.

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.

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

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

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

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.

On March 11, 2016, we published in the Federal Register (81 FR 12949) a Notice of our intent to request that OMB approve this information collection. In that Notice, we solicited comments for 60 days, ending on May 10, 2016. One comment was received in response to the Notice; it objected to the use of federal dollars for support of state projects and did not address the information collection.

In addition to the Federal Register Notice, we contacted nine (9) state grantee

representatives familiar with this collection and asked for comments on:

“Whether or not the collection of information is necessary, including whether or not the information will have practical utility; whether there are any questions they felt were unnecessary.”

Comments: No respondents indicated they felt the collection of information was unnecessary, that the information would not have practical utility, or that there were unnecessary questions.

NPS Response/Action Taken: No action required.

“The accuracy of our estimate of the burden for this collection of information:

Comments: Respondents varied widely in their assessment of the accuracy of our estimates, particularly by type of collection. Some did not have experience with certain kinds of collections and thus could not comment for all of them. In most cases, depending on the type of collection, collectively, the respondents tended to feel our time burden estimates were accurate, a little high, or too low. Although several respondents found the estimates too high or too low, there was no agreement on a more accurate estimate.

NPS Response/Action Taken: Responses are submitted to the LWCF Program by 50 States; the Commonwealths of Puerto Rico and the Northern Mariana Islands; the District of Columbia; and the territories of Guam, the U.S. Virgin Islands, and American Samoa. The variability of responses likely reflects the unique circumstances of each state agency that administers the LWCF program, the amount of funding the State receives for this program and the number and types of projects funded historically. Therefore, it is difficult to derive a full suite of one size-fits-all estimates.

Nonetheless, if there was agreement among a majority of the respondents that the estimate was too low, the estimate was revised by averaging the respondent's estimates. If respondents found the estimate accurate, we did not change it; likewise we did not change estimates where there was no agreement as to whether it was too low, too high, or accurate. Weighing all of these complex factors, we developed the below listed average response times (for those ICs identified below which have widely varying completion times) which we feel are reasonable estimates of average burdens on the public to fulfill minimum Federal program requirements. All remaining ICs were unchanged from our previous submission none of the respondents commented that the averages were out-of-line with their experiences. The average response times for the specific ICs below are based on the type and complexity of the response, the level of experience of the preparer, and the level of research needed:

- Conversions of Use – Response times vary from 35 hours to 150 hours, with an average of 92.5 hours
- SCORP – Response times vary from 500 hours to 700 hours, with an average of 600 hours per response

- Open Project Selection Process – Response times vary from 20 hours to 35 hours, with an average of 30 hours per response
- Onsite Inspection Reports – Response times vary from 1.5 hours to 10 hours, with an average of 5.75 hours
- Request for Reimbursement/Record of Electronic Payment – Response times vary from 30 minutes per response to 1.5 hours, with an average of 1 hour per response.

“Ways to enhance the quality, utility, and clarity of the information to be collected”

Comments: No respondents offered suggestions.

NPS Response/Action Taken: None

“Ways to minimize the burden of the collection of information on respondents”

Comments: One respondent commented that the burden of conversions is hard to quantify because each one is different from the last and sometimes they can take years to develop. Two respondents commented that they did not think focusing solely on the information collection aspects could accurately represent the overall burden of administering the program. However, no suggestions were offered for ways to minimize the burden.

NPS Response/Action Taken: None

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 to respondents.

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

We do not provide any assurance of confidentiality.

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.

There are a maximum of 56 respondents (States; the Commonwealths of Puerto Rico and the Northern Mariana Islands; the District of Columbia; and the territories of Guam, U.S. Virgin Islands, and American Samoa). We estimate that we will receive 5,994 annual responses totaling 44,744 annual burden hours. The total dollar value of the burden hours is approximately \$2,569,200 (rounded) (\$57.42 x 44,744 hours).

We used the Bureau of Labor Statistics news release dated September 8, 2016, “Employer Costs for Employee Compensation—June 2016” ([USDL-16-1808](#)), to calculate the total annual burden. Table 5 of the bulletin lists the hourly wage for management, profession, and related positions as \$57.42, including benefits.

Activity	Number of Annual Respondents	Number of Responses per Respondent	Total Annual Responses	Completion Time per Response (hours)	Total Annual Burden Hours
Application	60	5	300	12	3,600
Grant Amendment (not including Conversion of Use)	50	3.6	180	5	900
Conversion of Use	50	1	50	92.5	4,625
Statewide Comprehensive Outdoor Recreation Plan	11	1	11	600	6,600
Open Project Selection Process	11	1	11	30	330
Proposal for Public Facility	8	1	8	16	128
Request for Temporary Non-Conforming Use	5	1	5	16	80
Request for Significant Change of Use	2	1	2	16	32
Extension of 3-Year Limit for Delayed Outdoor Recreation Development	5	1	5	16	80
Onsite Inspection Reports	56	78	4,368	5.75	25,116
Financial and Program Performance Reports (per grant)	56	11.8	661	1	661
Recordkeeping	56	1	56	40	2,240
Requests for Reimbursement/ Record of Electronic Payment	56	6	336	1	336
Proposal to Shelter Facilities	1	1	1	16	16
TOTALS			5,994		44,744

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 burden costs.

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.

We estimate that the annual cost to the Federal Government to administer this information collection is \$530,996 (rounded). To determine average hourly rates, we used Office of Personnel Management Salary Table [2016-RUS](#) as an average nationwide rate. Bureau of Labor Statistics news release dated September 8, 2016, "Employer Costs for Employee Compensation—June 2016" ([USDL-16-1808](#)), was used to calculate benefits.

Activity	Grade/Step	Hourly Rate	Hourly Rate w/ Benefits (x 1.57)	Total Responses	Time per Response (hours)	Total Annual Hours	Annual Cost
Statewide Comprehensive Outdoor Recreation Plan	GS-12/05	\$ 38.56	\$ 60.54	11	40	440	\$26,637.60
Open Project Selection Process	GS-12/05	\$ 38.56	\$ 60.54	11	8	88	5,327.52
Applications	GS-12/05	\$ 38.56	\$ 60.54	300	12	3,600	217,944.00
Grant Amendments	GS-12/05	\$ 38.56	\$ 60.54	180	3	540	32,691.60
Conversions of Use	GS-12/05	\$ 38.56	\$ 60.54	50	16	800	48,432.00
Public Facility Requests	GS-12/05	\$ 38.56	\$ 60.54	8	16	128	7,749.12
Requests for Temporary Non-Conforming Uses	GS-12/05	\$ 38.56	\$ 60.54	5	16	80	4,843.20
Request for a Significant	GS-12/05	\$ 38.56	\$ 60.54	2	4	8	484.32

Change of Use							
Request to Shelter Facilities	GS-12/05	\$ 38.56	\$ 60.54	1	4	4	242.16
Extension of 3-Year Limit for Delayed Outdoor Recreation Development	GS-12/05	\$ 38.56	\$ 60.54	5	2	10	605.40
Onsite Inspection Reports	GS-12/05	\$ 38.56	\$ 60.54	450	1	450	27,243.00
Financial and Program Performance Reports (per grant)	GS-12/05	\$ 38.56	\$ 60.54	660	1	660	39,956.40
Recordkeeping (per grant)	GS-12/05	\$ 38.56	\$ 60.54	900	2	1,800	108,972.00
Requests for Reimbursement/Record of Electronic Payment	GS-12/05	\$ 38.56	\$ 60.54	325	.5	163	9,868.02
Total							\$530,996.34

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

We are reporting an increase of 50 annual responses and a decrease of 710 total annual burden hours from our 2013 submission. The increased annual responses are due to an increased annual appropriation for this program since our last submission in 2013. The decreased annual burden hours are due to adjusted completion times as a result of our public outreach and experience administering this collection.

It should be noted an error was discovered during this renewal process with the response time submitted in 2013 for the “Extension of 3-Year Limit for Delayed Outdoor Recreation Development” IC. The burden response time was mistakenly reported as 161 hours per response during our 2013 submission rather than the correct 16 hours per response. This has been corrected in ROCIS, resulting in a decrease of 725 burden hours for this IC (accounted for in the total decrease of burden hours as shown in the table below).

Changes in Annual Responses (since 2013 submission)

Activity	2013 Total Annual Responses Reported	2016 Total Annual Responses	Increase / Decrease in Annual Responses
Application	250	300	50
Grant Amendment (not including Conversion of Use)	180	180	No change
Conversion of Use	50	50	No change
Statewide Comprehensive Outdoor Recreation Plan (SCORP)	11	11	No change
Open Project Selection Process	11	11	No change
Proposal for Public Facility	8	8	No change
Request for Temporary Non-Conforming Use	5	5	No change
Request for Significant Change of Use	2	2	No change
Extension of 3-Year Limit for Delayed Outdoor Recreation Development	5	5	No change
Onsite Inspection Reports	4,368	4,368	No change
Financial and Program Performance Reports (per grant)	661	661	No change
Recordkeeping	56	56	No change
Requests for Reimbursement/ Record of Electronic Payment	336	336	No change
Proposal to Shelter Facilities	1	1	No change
TOTALS	5,944	5,994	+ 50

Changes in Annual Burden Hours (since 2013 submission)

Activity	2013 Total Annual Burden Hours Reported	2016 Total Annual Burden Hours	Increase / Decrease in Annual Burden Hours
Application	3,000	3,600	360
Grant Amendment (not including Conversion of Use)	1,080	900	-180
Conversion of Use	7,500	4,625	-2,750
Statewide Comprehensive Outdoor Recreation Plan (SCORP)	5,500	6,600	1,100
Open Project Selection Process	220	330	110
Proposal for Public Facility	128	128	0
Request for Temporary Non-Conforming Use	80	80	0
Request for Significant Change of Use	32	32	0
Extension of 3-Year Limit for Delayed Outdoor Recreation Development	805	80	-725
Onsite Inspection Reports	24,024	25,116	1,736
Financial and Program Performance Reports (per grant)	661	661	0
Recordkeeping	2,240	2,240	0
Requests for Reimbursement/ Record of Electronic Payment	168	336	168
Proposal to Shelter Facilities	16	16	0
TOTALS	45,454	44,744	-710

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.

We do not publish this information.

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 on forms and other appropriate materials.

18. Explain each exception to the certification statement.

There are no exceptions to the certification statement.