

**1SUPPORTING STATEMENT A  
FOR PAPERWORK REDUCTION ACT SUBMISSION**

**Application for Designation as National Recreation Trail or National Water Trail  
OMB Control Number 1024-New**

**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 purpose of this information collection is to assist the National Park Service (NPS) in submitting suitable trails or trail systems to the Secretary of the Interior for designation as National Recreation Trails (NRTs), and in recommending exemplary water trails to the Secretary of the Interior for designation as National Water Trails (NWTs) to be included in the National Water Trails System (NWTS). The NPS administers the NRT program by authority of section 4 of the National Trails System Act (16 USC 1243). Secretarial Order No. 3319 established National Water Trails as a class of National Recreation Trails and directed that such trails collectively be considered in a National Water Trails System.

National Recreation Trail designation provides national recognition to local and regional trails or trail systems, acknowledging local and state efforts to build and maintain viable trails and trail systems. This recognition function is shared by the Secretary of Agriculture (for trails on National Forest lands and waters) and the Secretary of the Interior (for all other trails).

The National Water Trails System is focused on building a national network of exceptional water trails that can be sustained by an ever growing and vibrant water trail community. The NWTS connects Americans to the nation's waterways and strengthens the conservation and restoration of those waterways. Best management practices provide high quality water-based outdoor recreational opportunities.

- 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.**

**APPLICATION FOR DESIGNATION -- NATIONAL RECREATION TRAIL**

The information collected is used by the National Park Service, U.S. Fish and Wildlife Service, Bureau of Land Management, and US Army Corps of Engineers to evaluate applications for adherence to NRT requirements and criteria. Selected items of the information collected are made available to the public.

The information items requested on the NRT application form (web-based for 10-1003) correspond to data fields in the NRT computerized database. Federal program staff members access assigned applications for evaluation. Approval of an application is based on 1) the sufficiency of information

provided on the application form and in supporting documentation, such as photographs, maps, and written landowner consents that accompany the form, and 2) successfully meeting the NRT requirements and criteria. Successful applications are forwarded to the Secretary of the Interior for approval. Upon designation of a trail by the Secretary, select fields of the database are used to generate one or more informational web pages for the trail on the National Recreation Trails web site. Trail information is also added to summary web pages. The web pages provide information to Federal employees and the public about the designated trails.

## **SECTION 1 of 6: TRAIL INFORMATION**

**Justification:** These fields are needed to identify each trail's unique characteristics, to evaluate in comparison with other trails, and to describe the trail succinctly at the time of designation. These fields (indicated in italics) include:

### **BASIC TRAIL INFORMATION**

*Trail Name*

*Trail Location*

*Mapping Information*

*Latitude*

*Longitude*

*Agency*

*Directions to Trail*

*City(ies) / Township(s) crossed by the trail*

*County(ies)*

*State(s)*

*Congressional District(s)*

*Short Description of Trail*

(A quick "snapshot" for news releases.)

*Long Description of Trail*

(A comprehensive description for public use on the NRT website.)

### **TRAIL DETAILS**

*Length of Trail Open to Public Use*

*Miles*

*Loop trail or not*

*Other Designations*

*Additional National Designations*

*Additional State Designations*

*Trail Type*

(Backcountry Trail, Equestrian Trail, Fitness Trail, Greenway, Mountain Bike Trail, Nature Trail, Rail Trail, Snow Trail, Urban Trail/bikeway, Water Trail, Other Type)

### **USES AND ACTIVITIES**

*Allowed Uses*

### **TRAIL FEATURES**

*Elevation*

*Lowest elevation in feet*

*Highest elevation in feet*

*Width of Tread*

*Average width in inches*

*Minimum width in inches*

*Grade of Trail*

*Average %*

*Maximum %*

*Average cross-slope (side slope) %*

*Accessibility Information if available*

*Trailhead signage*

*Brochure*

*Website*

*Other*

**PRIMARY AND ADDITIONAL SURFACE MATERIAL**

*Primary Trail Surface*

*Additional Surfaces*

**VISITING AND FEES**

*Open Dates*

*Open From / to /*

*Seasonal Closures*

*Times of Operation*

*Fees*

**SECTION 2 of 6: CONTACT INFORMATION**

**Justification:** If the trail is designated as an NRT, the Trail Managing Agency or Organization appears on the NRT certificate, along with the trail's name. If there are multiple agencies or organizations that manage the trail, there is an option to add additional contacts. A public information contact can also be specified.

**APPLICANT CONTACT INFORMATION**

*Trail Managing Agency or Organization*

*Agency Unit*

*Trail Manager's Name*

*First, Middle Initial, Last*

*Title*

*Position*

*Mailing Address*

*City, State, Zip*

*Street Address for deliveries (if different from Mailing Address)*

*Phone and Fax*

*Email*

*Website*

**DESIGNATION LETTER**

If the trail is designated as an NRT, a letter of designation is delivered along with the NRT Certificate to the street address of the managing agency/organization. The Trail Manager's name will be on the letter. However, if the applicant would like a different name (e.g. department head, mayor,

president of the organization, etc.) and/or address to appear on the letter, the information is entered in the following fields:

*Name: First, Middle Initial, Last*

*Title*

*Position*

*Street Address for Deliveries*

*City, State, Zip*

*Phone*

### **SECTION 3 of 6: OWNER CONSENT AND STATE SUPPORT**

**Justification:** According to SEC. 4. [16USC1243] of the National Trails System Act, consent must be given by the Federal agency, State, or political subdivision having jurisdiction over the lands involved before a National Recreation Trail may be established and designated. Trails on privately owned lands must have the written consent of the owner of the property involved before they may be designated National Recreation Trails. The appropriate documents must be uploaded as part of the application.

1. All public and private property owners of trail lands or waters must give written consent to the application.
2. Trails on State, local government, or private land (anything other than Federal) must have a letter of support from the State Trails Administrator/Coordinator.

### **SECTION 4 of 6: PRIMARY TRAIL PHOTO AND PRIMARY TRAIL MAP**

**Justification:** At least one evocative photograph and a map that clearly shows the location of the trail being proposed for designation are required to enable reviewers to evaluate the application and to provide information to the public when the trail is designated.

### **SECTION 5 of 6: ADDITIONAL SUPPORTING MATERIALS (OPTIONAL)**

**Justification:** The applicant may upload more photos and maps, brochures, letters, or resolutions of support, and additional websites to help clarify and support the application. The materials may also be used on the NRT website once the trail is designated to provide information to the public.

### **SECTION 6 of 6: PRINT, SIGN, AND UPLOAD THE SIGNATURE PAGE**

**Justification:** To complete the application process a signature page must be provided. On the signature page, the applicant certifies:

1. I am duly authorized to represent the agency, organization or individual officially responsible for permitting trail use on this trail;
2. The trail is in existence and will be available for public use, to the best of my knowledge, for at least 10 consecutive years after designation;
3. The trail has been designed, constructed, and is maintained according to best management practices in keeping with the anticipated use(s);
4. The trail is in compliance with applicable land use plans and environmental laws; and
5. All public and private property owners of trail lands or waters have been notified and have given their written consent to this application

## **APPLICATION FOR DESIGNATION -- NATIONAL WATER TRAILS SYSTEM**

The information collected is used by the Interagency Working Group for the National Water Trails System and National Water Trails System (NWTS) staff to evaluate applications for adherence to NWTS requirements and criteria. Selected items of the information collected are made available to the public.

The information items requested on the NWT application form (web-based for 10-1002) correspond to data fields in the NRT computerized database. Approval of an application is based on 1) the sufficiency of information provided on the application form and in supporting documentation, such as photographs, maps, and written landowner consents that accompany the form, and 2) successfully meeting the NWTS requirements and best management practices criteria. Successful applications are forwarded to the Secretary of the Interior for approval. Upon designation of a trail by the Secretary, select fields of the database are used to generate one or more informational web pages for the trail on the National Water Trails System web site. Trail information is also added to summary web pages. The web pages provide information to Federal employees and the public about the designated trails.

### **SECTION 1 of 7: TRAIL INFORMATION**

**Justification:** This section collects basic information about the water trail and its characteristics. Within this section, three categories of information are requested. The first category is 'Basic Water Trail Information.' This section is used by the National Water Trails System (NWTS) staff to understand the general location of the water trail. The second category is 'Detailed Water Trail Information.' This section asks applicants to provide information on the features (such as water type - e.g. white water, rapids, etc.), and the opportunities available to water trail users. The third category of information is 'Visitor Information.' This section asks water trail managers to provide general information about how they currently manage visitors. Section 1 is needed in order for National Water Trails System staff to understand how the water trail being nominated operates and what types of facilities are currently available. Without this information, a decision on whether the trail should be designated as a National Water Trail (NWT) would not be possible. As is specified in the application, some of the information provided by applicants in this section may be used in press releases and other published content upon designation of the water trail. Below is a list of all fields (indicated in italics) of collected information in Section 1.

#### **BASIC TRAIL INFORMATION**

*Trail Name*

*Trail Location*

*Mapping Information*

*Latitude*

*Longitude*

*Directions to Trail*

*City(ies)/Townships(s) crossed by the trail*

*County(ies)*

*State(s)*

*Congressional District(s)*

*Short Description of Trail*

(A quick overview of the water trail for news releases and website content.)

*Long Description of Trail*

(An in-depth description of the water trail including how the trail is nationally significant, what sets the trail apart from others, and the trail's main features and benefits.)

#### TRAIL DETAILS

*Length of Trail Open to Public Use*

*Miles*

*Loop trail or not*

*Other Designations*

*Additional National Designations*

*Additional State Designations*

*Allowed Uses*

(Boating, motorized; Boating, nonmotorized: Canoeing; Boating, nonmotorized: Kayaking; Boating, nonmotorized: Rafting; Boating, nonmotorized: Sailing; Boating, nonmotorized: Tubing; Camping; Fishing; Heritage and History; Hunting; Ice Skating; Swimming; Swimming: Diving/Snorkeling; Swimming: Wading; Wildlife Observations; Other Uses; Notes)

*Water Trail and Surrounding Surfaces*

(Water, rapids; Water, moderate moving; Water, slow moving; Water, still; Grass or vegetation; Rock, boulders: Rock, smooth; Snow or Ice)

#### VISITING AND FEES

*Open dates*

*Open from \_\_ to \_\_\_*

*Times of Operation*

*Seasonal Closures*

*Fees*

*Accessibility Information if available*

*Trailhead signage*

*Brochure*

*Website*

*Other*

*Visiting and Fee Notes*

#### **SECTION 2 of 7: BEST MANAGEMENT PRACTICES**

**Justification:** This section is an opportunity for water trail managers to describe, in detail, how the water trail is exemplary. The seven best management practices (BMP) categories have been identified by the NWTS as important benchmarks of a National Water Trail. For each category, the applicant is asked to describe how their trail addresses each BMP and to upload relevant documents. This information is critical for determining whether a water trail should be moved forward for designation. This information gives the NWTS staff a detailed idea of how the water trail is managed and how it functions as a positive entity in the local community as well as the national water trail community. In addition, this information helps the NWTS staff assess the sustainability of the potential NWTs. This information is needed in order to ensure that the quality of the water trail is befitting of NWT designation. Below is a list of all fields (indicated in italics) of collection information in Section 2.

*Mission Statement:* A mission statement for the water trail that focuses on the seven BMP categories in this section. The mission statement will be used in press releases and on the NWTS website as a way to showcase the outstanding qualities of the water trail, if

designated.

*Recreation Opportunities:* The water trail route has established public access points that accommodate a diversity of trip lengths and provide access to a variety of opportunities for recreation and education. Describe in detail how the trail and managing agency(ies) strive for and implement this best management practice.

*Education:* The water trail users are provided with opportunities to learn about the value of water resources, cultural heritage and boating skills and outdoor ethics. Describe in detail how the trail and managing agency(ies) strive for and implement this best management practice.

*Restoration:* The water trail provides opportunities for communities to develop and implement strategies that enhance and restore the health of the local waterways and surrounding lands. Describe in detail how the trail and managing agency(ies) strive for and implement this best management practice.)

*Community Support:* Local communities provide support and advocacy for the maintenance and stewardship of the water trail. Describe in detail how the trail and managing agency(ies) strive for and implement this best management practice.

*Public Information:* The public is provided with accessible and understandable water trail information, including details for identifying access and trail routes; cultural, historic, and natural features; hazards; and water quality and quantity. The water trail is promoted to the community and broad national audience. Describe in detail how the trail and managing agency(ies) strive for and implement this best management practice.

*Trail Maintenance:* The water trail managers demonstrate ability to support routine and long-term maintenance investments on the water trail. Facilities are designed, constructed, and maintained by incorporating sustainability principles. Describe in detail how the trail and managing agency(ies) strive for and implement this best management practice.

*Planning:* The water trail managers maintain a water trail plan that describes a vision, desired future conditions, and strategies to strengthen best management practices. Describe in detail how the trail and managing agency(ies) strive for and implement this best management practice.

### **SECTION 3 of 7: CONTACT INFORMATION**

#### **Justification:**

If the trail is designated as an NWT, the Trail Managing Agency or Organization appears on the NWT certificate, along with the trail's name. If there are multiple agencies or organizations that manage the trail, there is an option to add additional contacts. A public information contact can also be specified.

#### **APPLICANT CONTACT INFORMATION**

*Trail Managing Agency or Organization*

*Agency Unit*

*Trail Manager's Name*

*First, Middle Initial, Last*

*Title*

*Position*

*Mailing Address*

*City, State, Zip*

*Street Address for deliveries (if different from Mailing Address)*

*Phone and Fax*

Email  
Website

#### DESIGNATION LETTER

If the trail is designated as an NWT, a letter of designation is delivered along with the NWT Certificate to the street address of the managing agency/organization. The Trail Manager's name will be on the letter. However, if the applicant would like a different name (e.g. department head, mayor, president of the organization, etc.) and/or address to appear on the letter, the information is entered in the following fields:

*Name: First, Middle Initial, Last*

*Title*

*Position*

*Street Address for Deliveries*

*City, State, Zip*

*Phone*

#### **SECTION 4 of 7: OWNERS CONSENT AND STATE SUPPORT**

**Justification:** In order to ensure that a water trail has legitimate use of access points along it, owner consent and state support letters are required of applicants. These letters are used internally by the NWTS staff and to fulfill NRT requirements. Before a designation can be given, these letters are needed to make sure that all access points identified along the water trail are open to the public and have owner consent to be part of the water trail. Applicants are asked to upload these letters along with their application.

1. All public and private property owners of trail lands or waters must give written consent to the application.
2. Trails on State, local government, or private land (anything other than Federal) must have a letter of support from the State Trails Administrator/Coordinator.

#### **SECTION 5 of 7: PHOTO, MAP, AND LOGO**

**Justification:** The information collected in this section helps to support NWTS efforts after a water trail is designated as a NWT. The photo, map and logo are used in press releases and other forms of communication with the public such as the NWTS website. These items are needed to support long-term efforts of the NWTS and to promote the water trails.

#### **SECTION 6 of 7: ADDITIONAL SUPPORTING MATERIALS (OPTIONAL)**

**Justification:** The applicant may upload more photos and maps, brochures, letters, or resolutions of support, and additional websites to help clarify and support the application. The materials may also be used on the NWTS website once the trail is designated to provide information to the public.

#### **SECTION 7 of 7: PRINT, SIGN, AND UPLOAD THE SIGNATURE PAGE**

**Justification:** To complete the application process a signature page must be provided. On the signature page, the applicant certifies:

1. I am duly authorized to represent the agency, organization or individual officially responsible for permitting trail use on this trail;
2. The trail is in existence and will be available for public use, to the best of my knowledge, for at least 10 consecutive years after designation;



3. The trail has been designed, constructed, and is maintained according to best management practices in keeping with the anticipated use(s);
4. The trail is in compliance with applicable land use plans and environmental laws; and
5. All public and private property owners of trail lands or waters have been notified and have given their written consent to this application

#### **AMENDMENTS/UPDATES -- NATIONAL RECREATION TRAILS AND NATIONAL WATER TRAIL SYSTEM**

Trail managers of designated National Recreation Trails and National Water Trails are encouraged to keep information for their trails current. Updates may be made on an as needed basis through their online login account. If a trail manager does not yet have an online login account they can request access to their trail record(s) by contacting American Trails at [nrt@americantrails.org](mailto:nrt@americantrails.org). They will be emailed a password to use with their email address and trail name. They will then be able to log in and make updates to their trail record(s) in the online database. Updates may only be made to information to Section 1 items (basic trail information, trail details, uses and activities, open dates and times of operation), their contact information, the primary photo, map, and other materials that they have uploaded.

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.**

The NRT and NWT application forms are filled in on-line by the applicants and supporting documentation is uploaded on-line by the applicants. The application form information is directly captured in the NRT database and the supporting documentation files are stored directly on the server. This ensures that all of the information is in electronic formats and eliminates having to manually transfer information from the application form to electronic systems.

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. The information requested is specific to each trail nomination and is not otherwise available to the DOI bureaus.

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.**

If the information were not collected, DOI agencies would be unable to evaluate the nominations and the Secretary of the Interior would be unable to designate National Recreation Trails or National Water Trails.

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 August 8 2016, we published in the Federal Register (81 FR 52459) a notice of our intent to request that OMB approve this information collection. In that notice, we solicited comments for 60 days, ending on October 7, 2016. We did not receive any comments in response to that Notice.

In addition to the Federal Register Notice, we contacted nine (9) individuals 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:**

Respondents confirmed that the information required for the application and the questions asked of the applicants are necessary. One respondent commented that the information requested regarding the condition of the trail (width, tread, elevation gain) seems somewhat unnecessary, as this information is often readily available on the web for almost all popular trails. Providing a link to a reliable trails website would be more efficient. This could also apply to maps and photos.

**NPS Response/Action Taken:**

All applicants have the opportunity to provide the URL for their trail’s web site. However, not all trails have a web site. Furthermore, of the trails that do have a web site, not all of them provide the requested trail condition information that is needed for evaluation of the trail. Therefore, the application form gives all applicants the opportunity to supply trail condition information, maps, and photos. No changes were made to the collection of information based on this comment.

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

**Comments:** Respondents indicated the time burden ranged from 30-45 minutes up to 200 hours. Specifically, the comments included:

1. It took about an hour to do the whole form.
2. I don't believe that I put more than 30 to 45 minutes into the application process.
3. I did not keep track of the exact hours for each form required.
4. It took me less than 45 minutes to fill out the application which included submission of photos.
5. I already had all of the information collected – but it took me a few hours (3-5?) to arrange it in the order you requested.
6. I estimate each form required 4- 6 hours of time. Collecting letters from all of the water trail partners took the most time.
7. I would estimate that we had around 200 hrs into the complete application if not more.
8. I found there is a good bit of difference in terms of time and paperwork required between the NRT and NWTS application. The NWTS is a much longer process by addressing all the criteria for BMP’s.

**NPS Response/Action Taken:**

We made no changes to the estimates; we consider our estimates of 8 hours for NRT applications and 11 hours for NWTS applications reasonable based on our experience administering this collection. The respondents did not consider the time gather and maintain the information needed to complete the application which constitutes the majority of time required for the applications. The time required to complete the applications varies with the length and complexity of the trail (some trails are under a mile in length and have one managing entity while others are hundreds of miles in length and engage many partners). Based on these variables, the NPS feels that an average of 8 hours for the NRT application and an average of 11 hours for the NWTS application is reasonable to gather the materials needed for the application

in addition to filling out the form.

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

**Comments:**

Most applicants felt that the quality, utility, and clarity of the information collection was in keeping with the needed process for designation. There were some specific comments and suggestions about the electronic form:

1. Look at how additional info is uploaded to allow separate attachments.
2. Do some additional work on the electronic form so that info is not lost if a user goes back to work on it, info would be lost on occasion.
3. Add one more question to the application: “What unique features does your Trail possess?”
4. A more constructive BMP for the NWT application may be: “Describe a unique or innovative management action associated with your trail that is worth sharing with other waterway managers”.

**NPS Response/Action Taken:**

NPS responded to the applicant about the specific comments and suggestions for the electronic form and NPS has already taken steps to address technical issues.

1. Applicants can submit multiple separate attachments to an application.
2. Our application manager believes lost data may be caused by a user taking more than the allotted hour on the main application page and the server kicking them off. For next year, we will see about increasing the time or adding some sort of warning that pops up when time is running low. We have not yet made these changes, because we were in the middle of a collection of responses when comments were received, but we will work to implement changes before the 2017-2018 NRT/NWTS application deadline. Response provided to applicant: “We are working on lengthening the time limit for the application login, which should help with "lost info" issues. We won't make any changes before this cycle is complete, but hope to have our partners, American Trails, work on this come November.”
3. This information is requested under “Long Description of Trail” in Section 1 of the application.
4. We will add language to the Section 2 Best Management Practices instructions that encourages applicants to share unique or innovative management actions that would be useful to other trail managers.

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

**Comments:** Most applicants had no suggestions for this question and did not consider the application to be a burden. Two comments received from respondents included:

1. Make the electronic submission as easy as possible.
2. The most difficult requirement for both designation programs is collecting letters of support and approval of access from public and partners. It might be helpful to develop a checklist on how to do this and maybe provide templates of resolutions and letters of support.

**NPS Response/Action Taken:**

We did not make any changes to the application because, based on responses, we believe the electronic submission of the application is not a burden for respondents. However, in response to the recommendation to develop a checklist, we will add additional guidance and provide samples on the NRT/NWT website.

***In addition to the solicitation of feedback through the Federal Register Notice and public outreach processes, the NPS obtained additional feedback on the NRT/NWTS Programs as follows:***

**NATIONAL RECREATION TRAILS**

The National Park Service has a cooperative agreement with American Trails, a nonprofit, to provide database and web site services for National Recreation Trails. The NPS/DOI National Recreation Trails Coordinator consults with the database manager and the web manager of American Trails on database design and NRT web site content. Presentations on the NRT program and contacts with past and potential applicants are made at American Trails' biennial International Trails Symposium.

During development of the online NRT application form, informal conversations with a handful of applicants and State Trail Administrators were held to receive feedback on the design and functionality of the form and to get estimates of the time required to fill out the form.

The NRT Roundtable convenes when needed to discuss NRT business. Members include the NPS/DOI NRT Coordinator, the NPS regional NRT managers, the NPS Conservation and Outdoor Recreation managers, the NRT coordinators from other agencies (one each from the Bureau of Land Management, the US Fish and Wildlife Service, the US Army Corps of Engineers, and the USDA Forest Service), and representatives from American Trails in their role as cooperators providing database and web page services for NRTs.

**NATIONAL WATER TRAILS SYSTEM**

The National Water Trails System application was built off of the National Recreation Trails application; therefore the bulk of the data collection for the NWTS mirrors the NRT. The additional best management practices application questions were informed by a series of stakeholder meetings and individual conversations. Presentations on the NWTS and contacts with past and potential applicants are made at American Trails' biennial International Trails Symposium, River Network's River Rally, River Management Society's Symposium, Society of Outdoor Recreation Professionals, and other conferences as possible.

During development of the online NWTS application form, informal conversations with a handful of applicants were held to receive feedback on the design and functionality of the application and to get estimates of the time required to fill out the form. A variety of NPS field, WASO, and Denver Service Center staff were consulted during the application development and revision process.

Contact information is provided on the NWTS website ([www.nps.gov/watertrails](http://www.nps.gov/watertrails)) so that the NWTS staff are able to receive continuous feedback on the application via email and phone.

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

**contractors or grantees.**

As an acknowledgement of achieving designation, each trail manager receives a congratulatory letter from the Secretary of the Interior, an 11 inch by 14 inch certificate of designation framed on a plaque, and 4-6 trail markers. Estimated value: \$59 per NRT; \$75 per NWT.

**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. Information is collected and protected in accordance with the Freedom of Information Act (5 U.S.C. 552) (FOIA). The NPS Privacy Act Officer has determined a Systems of Records Notice is not required for this collection of information.

**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.**

Questions of a sensitive nature are not asked.

**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 we will receive 25 annual responses totaling 180.5 annual burden hours. The total dollar value of the annual burden hours for this collection to be \$7,128 (rounded). We used the below listed rates in accordance with Bureau of Labor Statistics news release [USD-16-1808](#), September 8, 2016, Employer Costs for Employee Compensation—June 2016, to calculate the total annual burden.

- Individuals. Table 1 lists the hourly rate for all workers \$34.05, including benefits.
- Private Sector. Table 5 lists the hourly rate for all workers as \$32.29, including benefits.
- Government. Table 3 lists the hourly rate for all workers as \$45.14, including benefits.

	Annual Respondents	Total Annual Responses	Avg. Time per Response (hours)	Total Annual Burden Hours*	Hourly Labor Costs (including benefits)	\$ Value of Burden Hours
<b>Application for Designation -- National Recreation Trails</b>						
Individual	1	1	8	8	34.05	\$ 272.40
Private Sector	5	5	8	40	32.29	1,291.60
State, Local, or Tribal Governments	6	8	8	64	45.14	2,888.96
<b>Application for Designation -- National Water Trails System</b>						
Individual	1	1	11	11	34.05	\$ 374.55
Private Sector	2	2	11	22	32.29	710.38
State, Local, or Tribal Governments	3	3	11	33	45.14	1,489.62
<b>Amendments/Updates -- National Recreation Trails</b>						
Individual	1	1	0.5	1	34.05	\$ 34.05
Private Sector	1	1	0.5	1	32.29	32.29
State, Local, or Tribal Governments	3	3	0.5	2	45.14	90.28
<b>Amendments/Updates -- National Water Trails System</b>						
Individual	1	1	0.5	1	34.05	\$ 34.05
Private Sector	1	1	0.5	1	32.29	32.29
State, Local, or Tribal Governments	1	1	0.5	1	45.14	45.14
<b>TOTAL</b>	<b>23</b>	<b>28</b>		<b>185</b>		<b>\$ 7,295.61</b>

\* Rounded to match ROCIS

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.

We have not identified any non-hour 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 \$62,300. To determine average hourly rates, we used Office of Personnel Management Salary Table [2016-RUS](#) as an average nationwide rate. The benefits rate was calculated from Bureau of Labor Statistics news release [USDL-16-1808](#), September 8, 2016, Employer Costs for Employee Compensation—June 2016. We multiplied hourly rates by 1.57 to account for benefits.

Action	Position and Grade	Hourly Rate	Hourly Rate including Benefits (* 1.57)	Total Annual Hours	Annual Cost (rounded)
<b>NATIONAL RECREATION TRAILS</b>					
Enter NRT package into Data Tracking System , shepherd package through signature ladder, ship designation materials to trail managers, order supplies	Administrative Technician GS-07/05	21.74	34.13	80	\$ 2,730.40
Manage program , process applications, assemble signature package, process updates, answer correspondence, maintain records, oversee NRT database, coordinate NRT Roundtable	Program Specialist GS-12/05	38.56	60.54	280	16,951.20
Help vet applications, provide technical assistance	Program Leader GS-13/05	45.86	72.00	40	2,880.00
Review and approve applications at regional level, serve on NRT Roundtable, promote the NRT program	Outdoor Recreation Planner GS-12/05 (a combination of up to 9 personnel)	38.56	60.54	360	21,794.40
Materials, printing, and shipping (for an average of 15 designation packages annually at about \$75 per package)	--	--	--	--	1,125.00
Annual cost to maintain the website and database (average)	--	--	--	--	5,000.00



Subtotal (NRT)				<b>760</b>	<b>\$50,481.00</b>
<b>NATIONAL WATER TRAIL SYSTEM</b>					
Enter NWTS package into Data Tracking System , shepherd package through signature ladder, ship designation materials to trail managers, order supplies	Administrative Technician GS-07/05	21.74	34.13	20	682.60
Promote the program, answer applicant questions, assemble, vet, and track applications, provide recommendations to Interagency Working Group, and distribute designation certificates	Outdoor Recreation Planner GS-12/05	38.56	60.54	40	2,421.60
Promote the program, answer applicant questions, assemble, vet, and track applications, provide recommendations to Interagency Working Group, and distribute designation certificates	Outdoor Recreation Planner GS-12/05	38.56	60.54	40	2,421.60
Review and approve applications	Outdoor Recreation Planners GS-12/05 (4 personnel)	38.56	60.54	60	3,632.40
Vet and approve applications from Interagency perspective	Program Leaders GS-12/05 (a combination of 6 personnel in Interagency Working Group)	38.56	60.54	20	1,210.80
Materials, printing, and shipping (for an average of 6 designation packages annually at about \$75 per package)	--	--	--	--	450
Annual cost to maintain the website and database (average)	--	--	--	--	1,000.00
Subtotal (NWTS)				<b>180</b>	<b>\$11,819.00</b>
<b>Total</b>				<b>940</b>	<b>\$62,300.00</b>

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

This is a new collection in use without approval.

**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.**

Upon designation as a NRT, the database of designated trails is available on-line at <http://www.americantrails.org/NRTDatabase/> which also shows NWTs. Upon designation as a NWT, information and best management tools are available online at [www.nps.gov/watertrails](http://www.nps.gov/watertrails).

Application forms are completed as part of an ongoing program; there is no ending date. No other information is published.

**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 topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."**

There are no exceptions to the certification statement.