

**2017 Supporting Statement
Special Use Administration
0596-0082**

A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

This information collection is used by the Forest Service to evaluate and ensure that authorized uses of National Forest System (NFS) lands are in the public interest and are compatible with the agency's mission. The information helps the agency identify environmental and social impacts of special uses for purposes of compliance with the National Environmental Policy Act (NEPA) and program administration. In addition, the agency uses the information to ascertain whether the land use fee being charged for special use authorizations is based on market value. The information is collected through application forms and terms and conditions in special use authorizations and operating plans. Ongoing uses must be monitored to ensure compliance with the terms of the corresponding authorizations. In certain situations, information from the authorization holder is the only way the Forest Service can verify compliance with the terms of an authorization.

Several statutes authorize the Forest Service to issue and administer authorizations for use and occupancy of National Forest System (NFS) lands and require the collection of information from the public for those purposes. The laws for authorizing the use and managing these uses of NFS lands include:

1. The Organic Administration Act of 1897 (16 U.S.C. 551);
2. Title V of the Federal Land Policy and Management Act of 1976 (FLPMA, 43 U.S.C. 1761-1771);
3. The Act of March 4, 1915 (16 U.S.C. 497);
4. The National Forest Ski Area Permit Act (16 U.S.C. 497b);
5. Section 28 of the Mineral Leasing Act (30 U.S.C. 185);
6. The National Forest Roads and Trails Act (FRTA, 16 U.S.C. 532-538);
7. Section 7 of the Granger-Thye Act (16 U.S.C. 480d);
8. The Act of May 26, 2000 (16 U.S.C. 460l-6d);
9. The Federal Lands Recreation Enhancement Act (16 U.S.C. 6801-6814);
10. Act of September 3, 1954 (68 Stat. 1146; 43 U.S.C. 931c, 931d);
11. Archeological Resource Protection Act of October 31st, 1979 (16 U.S.C.1996)
12. The Rural Electrification Act of 1936, as amended
13. Title VI of the Civil Rights Act of 1964

Forest Service regulations implementing these authorities, found at 36 CFR part 251, subpart B, contain information collection requirements, including submission of applications, execution of forms, and imposition of terms and conditions that entail information collection requirements, such as the requirement to submit annual financial information; to prepare and update an operating plan; to prepare and update a maintenance plan; and to submit compliance reports and information updates. The information collection requirements described in this request for an extension with revision of a

currently approved information collection are necessary for the Forest Service to issue and administer special use authorizations to use and occupy NFS lands under these authorities.

From time to time, the agency will be making minor changes to the forms included in this approval. These revisions will not materially change the information collection, but rather the terms and conditions and legal authorities that govern special use permits.

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.

a. What information will be collected - reported or recorded? (If there are pieces of information that are especially burdensome in the collection, a specific explanation should be provided.)

Information requests for the issuance and administration of special use authorizations can be categorized as follows: (1) information required from proponents and applicants to evaluate proposals and applications to use or occupy NFS lands; (2) information required from applicants to complete special use authorizations; (3) annual financial information required from holders to determine land use fees; (4) information required from holders to prepare and update operating plans; (5) information required from holders to prepare and update maintenance plans; and (6) information required from holders to complete compliance reports and information updates. The six categories cover all information collection requirements involved in administration of the special uses program, including application and reporting forms; authorization forms; supplemental special use authorization clauses in Forest Service Handbook 2709.11, chapter 50, and information collection requirements not associated with an approved standard form.

None of the requested information is especially burdensome. When requested, financial information is the same information, and in the same level of detail, that must be supplied to the IRS or maintained under traditional sound business management practices.

Category 1: The Application Process

The application includes both the proposal to use NFS lands and the application for an authorization. When a proposal is accepted it moves forward as an application. The information in this process identifies the applicant, is used to determine if a requested use can be authorized, and provides the required information for the authorization. The typical application information in the application process is:

- (1) identification of the applicant;
- (2) a description of the proposed use;
- (3) the location and duration of the proposed use;
- (4) the technical and financial capability of the applicant;
- (5) alternative locations considered for the proposed use, including non-federal lands;
- (6) anticipated environmental impacts associated with the proposed use and proposed mitigation of those impacts; and
- (7) information needed to recover agency costs to process an application and monitor a special use authorization. The authorized officer evaluates this information and makes a decision to grant or

deny the application.

Category 2: Special Use Authorizations

A special use authorization is a revocable permit, term permit, lease, or easement which provides permission, without conveying an interest in land, to occupy and use NFS lands for specified purposes and for a specified term. There are approximately 82,000 special use authorizations in effect, authorizing a variety of activities that range from individual private uses to large-scale commercial facilities and public services. Examples of authorized special uses include public and private road rights-of-way, apiaries, domestic water supply conveyance systems, telephone and electric service rights-of-way, oil and gas pipeline rights-of-way, communications facilities, hydroelectric power-generating facilities, ski areas, resorts, marinas, municipal sewage treatment plants, and public parks and playgrounds. Each year the Forest Service issues approximately 8,200 special use authorizations. Due to the complexity of the special uses program, the use of standard forms to issue special use authorizations is critical to administration of the program.

Under 36 CFR part 251, subpart B, each special use authorization may be modified to include supplemental clauses (as described in Forest Service Handbook 2709.11, chapter 50) based on local conditions, unique situations, environmental needs, liability concerns, and changes in applicable law.

Category 3: Annual Financial Information

For some special use authorizations, the land use fee is determined from financial statements or accounting records maintained by the holder. For example, the land use fee may be calculated based on the number and types of users of the site or the gross revenue generated by the authorized use. Without this information, the government would not have the information necessary to calculate the holder's land use fee. This information may be obtained only from the holder and usually involves records the holder maintains in the normal course of business.

In some situations, the holder's certified public accountant or business manager extracts information from the holder's financial statements to complete the information collection. These data are reviewed and certified by the holder and forwarded to the Forest Service for the purpose of calculating the land use fee. Without this type of financial information, there would be no way to compute the land use fee.

A requirement for the holder to submit annual or quarterly financial information may be contained in fee clauses incorporated in a special use authorization. Some holders are required to submit quarterly financial information to facilitate multiple billings during the year.

Category 4: Preparing and Updating Operating Plans Special use authorizations may contain a clause requiring the holder to prepare and update an operating plan governing day-to-day operations of the authorized use. This information is useful to the holder and the authorized officer because it specifies procedures and policies for conducting the authorized use. Typically, operating plans contain daily operating guidelines, fire abatement and control procedures, monitoring guidelines, maintenance standards, safety and emergency plans, and inspection standards. Operating

plans are usually necessary for complex operations, commercial uses, and uses conducted in environmentally sensitive areas.

Category 5: Preparing and Updating Maintenance Plans

A permit or easement issued under the Federal Land Policy and Management Act or The National Forest Roads and Trails Act may require the holder or grantee to submit and update a road maintenance plan or information necessary for the preparation of a road maintenance plan. A road maintenance plan governs a holder's or grantee's responsibility to perform or pay for maintenance of a National Forest System (NFS) road.

Category 6: Compliance Reports and Information Updates

Special use authorizations may contain a clause requiring the holder to provide the authorized officer with compliance reports, information reports, and other information required by federal law or to manage NFS lands to address protection of national forest resources and public health and safety. Examples of compliance and information updates include notifications involving a change in ownership of authorized improvements or a change in control of the holder; and documentation of compliance with Title VI of the Civil Rights Act of 1964.

Please refer to question 12 for a list of the individual forms.

b. From whom will the information be collected? If there are different respondent categories (e.g., loan applicant versus a bank versus an appraiser), each should be described along with the type of collection activity that applies.

The Forest Service collects the information from applicants and those holding a special use authorization. Holders and Applicant for special use authorization to use NFS lands are represented by all of the various uses in the approximately 82,000 authorizations. Of the 82,000 authorizations, the proportions are as follows: 34 percent are individuals (single person, husband and wife, or family trust); 54 percent are private sector businesses (sole proprietor, partnerships, corporations, schools, and charities); and 12 percent encompass governmental entities (federal, state, local, county, and tribes) This breakdown has been verified in 2016 and is still consistent with the previous submission. Special Use Authorization holders and applicants represent all individuals and organization types in the United States. Individuals, partnerships, trust, corporations, organizations, governmental entities and tribes all have uses on NFS lands.

These uses of NFS lands range from an individual's driveway, to interstate gas lines; from a single boat dock to multi-million dollar recreation resorts; from a small (fee exempt) not-for-profit utility to multi-national corporations and federal power organizations.

c. What will this information be used for - provide ALL uses?

The information collected is used to issue permits, enforce compliance with agreements and reports are generated to ensure fees are paid (Such as Recreation Residence Cabins) & to monitor growth of the Special Use Program. This helps with budget forecasting & program development.

d. How will the information be collected (e.g., forms, non-forms, electronically, face-to-face, over the phone, over the Internet)?

Does the respondent have multiple options for providing the information? If so, what are they?

Typically, the information is collected via delivery of the form via hard copy mail, FAX or in electronic format via e-mail. Since most of these forms are legally binding Agreements, they require a signature for the attestation or acceptance, with an original signature.

e. How frequently will the information be collected?

It varies. Based on the length of the authorization, forms have a duration ranging from a short-term of a day or year, to a long-term up to 40 years. Thus depending on the use type, information can be collected with varying frequencies. Large resorts may provide fee information on a monthly basis whereas a Special Use Permit for signage may not be needed for 20 years.

f. Will the information be shared with any other organizations inside or outside USDA or the government?

The information is not shared in any routine or established manner.

Information is released in certain situations such as audits by USDA Office of the Inspector General and the Government Accountability Office, and yearly requests for certain information relevant to local taxing authorities for their Possessory Interest Taxes.

g. If this is an ongoing collection, how have the collection requirements changed over time?

The only changes to the ongoing collection are for new or revised forms required by new legislation, revised regulation, and refined operating practices due to process improvement or legal challenges. We have changed the numbering of communications use form FS-2700-39 to FS-2700-10c, so that it would be consistent with numbering convention of the other communication use forms. Also included the newest version of the IRS W-9 form (12/2014). New forms FS-2300 – 1a and 1b are for recreation activities only in the Stanislaus National Forest.

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.

Authorizations are automated and produced in the Agency's Special Uses Database System (SUDS). Routine and reoccurring information can be delivered to the agency by the applicant or permit holder using the information technology employed in the normal course of business. The agency uses e-mail and FAX to improve delivery of services, and plans to use improved technology when it is available.

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.

The information collected is unique to the Forest Service. The Forest Service has determined that the information the agency needs to process special use

applications and monitor special use authorizations for use of NFS lands is not available from other governmental and private entities.

To avoid duplication of effort, the Forest Service is consolidating authorizations, when appropriate, into one authorization, thereby eliminating multiple billings and the individual data required by each authorization.

The use of standard forms tends to reduce requests for extraneous information and allows the applicant to provide data in a more efficient manner than if several different forms were required.

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

This information collection does impact small business or other small entities. While many small entities; individuals, businesses, organizations and governmental units qualify for fee exemptions or waivers, there is no waiver from compliance with required environmental laws and receiving the appropriate legal instrument for their occupancy of NFS lands.

The methods used to minimize burden include collecting only the minimal information necessary to calculate the land use fee and to verify a basic level of maintenance at the site is required. Financial information, when required, involves records typically maintained in the normal course of business. No unusual information is required to determine the land use fee.

The Forest Service, in conjunction with the Bureau of Land Management, waives the required cost reimbursement when the impact to the agency is less than 1 hours (Forest Service Recreation program exempts anything under 50hrs from cost recovery). The agency is also streamlining several fees and permitting activities. As required by Section 367 of the Energy Policy Act of 2005, linear rights-of-way fees can be determined up to ten years in advance allowing holders to improve their budgeting for land use fees. Outfitter and Guides have a revised permit and fee program that reduces the information collection burden to them.

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 collection is not conducted or conducted less frequently there will be a loss to the Federal Treasury of the required receipts from use of NFS lands and reimbursement of agency costs, costs incurred only due to the special benefit provided to that entity. All of these receipts are required to be paid either annually or as a condition of receiving their unique benefit.

Additionally, based on prior experience - when authorizations are not administered correctly - adverse impacts to the environmental resource within the National Forests occur. Facilities improperly located and constructed most likely result in aesthetic damage, soil loss, and water pollution. Soil loss, water pollution, and adverse impacts to plants and animals and their habitat will also occur without the appropriate

administration of the use of NFS lands.

The Forest Service collects the information that is used to determine whether the use meets applicable regulations. The use could not be evaluated without the information collected.

The Forest Service must calculate land use fees accurately. The frequency for collecting information needed to calculate land use fees vary based on how the land use fee is determined (e.g., based on sales vs. land appraisal). If the information is not collected as frequently, the accuracy of land use fees will suffer. In addition, the Forest Service must ensure that the public and the United States are protected. Required information is submitted at the minimum frequency. For example, insurance policies are normally written for a year.

The information required from an annual inspection is necessary to ensure a basic level of maintenance and public service and to address concerns of public health and safety.

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;**

Based on regulation or law, certain information is collected more frequently than quarterly. For example; Resorts with large fees report and pay fees monthly, Due to unusual events or environmental concerns, information collection can occur more frequently than quarterly. When an entity has a change of condition, such as a sale, a report is required.

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

Certain environmental emergencies can require a response sooner than 30 days. Examples are an oil spill & fire; this would require a notice to update an Operating Plan (Category 4, no designated form.).

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

Revenue based authorizations require the retention of support documentation for revenue and related information for the period between fee audits, which can be 5 years, or to the standard required by the IRS, which is 6 years. This record keeping is a normal business practice.

- **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 secret, 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 other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.

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 describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

The Forest Service solicited comments on information collection 0596-0082 in a Federal Register notice published on December 27, 2016, Vol. 81, No. 248, pages 95102-95106. The 60-day comment period for the notice closed on February 27, 2017. The public was able to comment via fax, email, standard mail & able to inspect comments received at Office of the Director. No comments were received.

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 record keeping, 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 3 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.

Table 1.

Upper Peninsula Power Company Charles "Chuck" Rebman 500 N. Washington St. Ishpeming, MI 49849 906-485-2405	SF-299 Application for Transportation and Utility Systems and Facilities on Federal Lands . The form requests a lot of information that requires multiple parties within his organization to assist in completing the form. He submits an average of 1 application per year. It takes him about 30 minutes to fill out his portion of the application. He did not find it complicated.
James Revercomb Roanoke Mountain Adventures (540) 588-5112 jrevercomb@revcar.com	FS-2700-3f Special Use Application & Temporary Permit for Outfitting and Guiding . Did not have any issues with the form. It takes him about 1.5 hours to complete. He uses the form to apply to provide guided mountain bike trips on approved trails.
Brad Petzke 625 Carr St. Negaunee, MI 49866 906-458-8125	FS-2700-3f Special Use Application & Temporary Permit for Outfitting and Guiding . The form was self-explanatory. It took a while to fill out because I was requesting multiple locations. Forest Service staff assisted with filling out form. This is the first time he has used the form.

9. Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.

The Forest Service does not provide any gift or payment to the respondents regarding information collection requirements of 36 CFR Part 251, Subpart B, for Special Uses.

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

The Privacy Act of 1974 (5 U.S.C. 552a) protects proprietary and confidential information.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or 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 or included on any form in this information collection.

12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form.**

- a) **Description of the collection activity**
- b) **Corresponding form number (if applicable)**
- c) **Number of respondents**
- d) **Number of responses annually per respondent,**
- e) **Total annual responses (columns c x d)**
- f) **Estimated hours per response**
- g) **Total annual burden hours (columns e x f)**

Table 2 - List of Forms and Burden Hours-DOI

(a)	(b)	(c)	(d)	(e)	(f)	(g)
Description of the Collection Activity	Form Number	Number of Respondents	Number of responses annually per Respondent	Number of annual responses	Estimate of Burden Hours per response	Total Annual Burden Hours

Bureau of Land Management	SF-299	14,284		1	14,284	8	114,272
Fish & Wildlife Service	SF-299	60		1	60	8	480
National Park Service	SF-299	15		1	15	8	120
Bureau of Reclamation	SF-299	820		1	820	8	6,560
U.S. Army Corp of Engineers	SF-299	32		1	32	8	256
DOI Totals		15,211			15,211		121,688

Table 3 - List of Forms and Burden Hours-Forest Service

(a)	(b)	(c)			(d)	(e)	(f)	(g)
Description of the Collection Activity	Form Number	Number of Respondents Previous 3 years			Number of responses annually per Respondent	Average annual responses	Estimate of Burden Hours per response	Estimate d Total Annual Burden Hours
						(c x d)/3		(e x f)
CATEGORY 1: APPLICATION PROCESS								
		2013	2014	2015				
Application for Transportation & Utility Systems & Facilities on Federal Lands	SF-299	7585	8398	8830	1	8271	8	66168
Request for Taxpayer Identification Number and Certification	W-9 (IRS)	0	0	0	1	50,000	0.25	12,500
Holder Initiated Revocation of Existing Authorization, Request for a Special Use Permit	FS-2700-3a	3419	3410	3600	1	3477	0.5	1739

Special Use Application & Permit for Noncommercial Group Use	FS-2700-3b	884	910	913	1	903	0.25	226
Special Use Application & Permit for Recreation Events	FS-2700-3c	3316	3357	3342	1	3339	1	3339
Special Use Application & Permit for Government Owned Buildings	FS-2700-3e	78	65	21	1	55	0.25	14
Special Use Application & Temporary Permit for Outfitting and Guiding	FS-2700-3f	1096	1221	1411	1	1243	4	4972
Technical Data - Communications Type Land Use	FS-2700-10	3963	4012	3995	1	3990	0.25	998
Agreement Concerning Small Business Administration Loan for Holder of Special Use Permit	FS-2700-11	25	25	25	1	25	0.25	6
Agreement Concerning Loan for Holder of Special Use Permit	FS-2700-12	61	61	61	1	61	1	61
Application for Permit for Archaeological Investigations	FS-2700-30	143	137	173	1	151	4	604
Application for Permit for Paleontological Resources Preservation	FS-2800-22A	15	15	15	1	15	5.5	83
Insurance Endorsement Special Use Authorization	FS-2700-33	2,700	2,700	2,700	1	2,700	0.25	675
Prospectus for Campground and Related Granger-Thye Concessions	FS-2700-34	33	44	39	1	39	10	390
Financial Statement	FS-6500-24	125	125	125	1	125	8	1,000
Request for Verification	FS-6500-25	125	125	125	1	125	0.5	63

Information to evaluate prospectus applications	No Form	60	60	60	1	60	20	1,200
CATEGORY 2: SPECIAL USE AUTHORIZATIONS								
Special Use Permit	FS-2700-4	3222	2391	1265	1	2293	1	2293
Forest Road Special Use Permit	FS-2700-4b	298	232	137	1	223	1	223
Private Road Special Use Permit	FS-2700-4c	821	421	248	1	497	1	497
Temporary Cost Share Agreement Road Special Use Permit	FS-2700-4d	0	2	0	1	1	1	1
Special Use Permit for Campground and Related Granger-Thye Concessions	FS-2700-4h	75	69	27	1	57	1	57
Appendix B - Annual Granger-Thye Fee Offset Agreement	FS-2700-4h, Appendix B	274	269	215	1	253	2	506
Appendix F - Special Use Permit for Campground and Related Granger-Thye Concessions	FS-2700-4h, Appendix F	23	16	27	1	22	0.5	11
Appendix G - Granger-Thye Fee Offset Claim Certification	FS-2700-4h, Appendix G	733	602	573	1	636	1	636
Special Use Permit for Outfitting & Guiding	FS-2700-4i	1861	1430	889	1	1394	1	1394
Special Use Permit for a Federal Agencies Electric Transmission Line Permit	FS-2700-4j	70	4	11	1	29	1	29
Special Use Permit for Equestrian Outfitting on the Shawnee National Forest	FS-2700-4-Shawnee	13	13	15	1	14	1	14
Term Special Use Permit	FS-2700-5	47	48	14	1	37	1	37

Term Special Use Permit for Recreation Residences	FS-2700-5a	1693	1170	539	1	1134	1	1134
Term Special Use Permit for Recreation Residences on Grand Island	FS-2700-5a-GI-Grand Island	0	0	0	1	0	1	0
Ski Area Term Special Use Permit	FS-2700-5b	15	11	9	1	12	1	12
Resort/Marina Term Special Use Permit	FS-2700-5c	62	49	30	1	47	1	47
Resort Supplement for Outfitting& Guiding	FS-2700-5d	9	5	0	1	5	1	5
Agricultural Irrigation and Livestock Watering System Easement	FS-2700-9a	81	21	13	1	39	1	39
Financial Statement	FS-6500-24	5	5	5	1	5	8	40
Request for Verification	FS-6500-25	5	5	5	1	5	8	3
Cost Share Easement	FS-2700-9d	0	0	1	1	1	1	1
Non-Cost Share Easement	FS-2700-9e	5	2	1	1	3	1	3
Public Road Easement	FS-2700-9f	129	41	23	1	65	1	65
Forest Road Easement Issued Under the National Forest Roads & Trails act	FS-2700-9g	41	7	3	1	17	1	17
Private Road Easement Issued Under the National Forest Roads and Trails Act	FS-2700-9h	100	100	100	1	100	1	100
Forest Road Easement issued under the Federal Land Policy and Management Act	FS- 2700-9i	66	25	14	1	35	1	35
Private Road Easement Issued Under The Federal Land Policy and Management Act	FS-2700-9j	82	56	17	1	52	1	52

Communications Site Lease	FS-2700-10b	331	256	105	1	231	1	231	
Communications use Permit for Federal Agencies	FS-2700-10c (0039 changed to 10c)	0	0	15	1	5	1	5	
Amendment for Special Use Authorization Cost Recovery Agrmt	FS-2700-23	1047	814	1034	1	965	1	965	
Temporary Special Use Permit	FS-2700-25	723	677	597	1	666	1	666	
Major Category Cost Recovery Agreement	FS-2700-26	800	800	800	1	800	8	6,400	
Category 5 Major Cost Recovery Agreement	FS-2700-26b	250	250	250	1	250	8	2,000	
Electric Transmission Line Easement	FS-2700-31	1	2	3	1	2	1	2	
Permit for Archeological Investigations	FS-2700-32	138	224	294	1	219	4	876	
Tuolumne Wild and Scenic River Permit	Stanislaus FS-2300-1A (new)	196	246	204	1	216	.083	18	
Cherry Creek Self-Registration Permit	Stanislaus FS-2300-1B (new)	138	72	118	1	110	.083	9	
Notice to Alaska Native Corporations Regarding Upcoming Prospectus for Visitor Services	FS-2700-27	10	10	10	1	10	20	200	
Authorization to Conduct Paleontological Resources Research or Collection	FS-2800-22B (re-numbered from and separated from FS-2700-36)	15	15	15	1	15	.0166	15 min.	
CATEGORY 3: ANNUAL FINANCIAL INFORMATION									
Reconciliation of Sales for Fee Calculation	FS-2700-7	392	384	386	1	388	1	388	
Reconciliation of Gross Fixed Assets (GFA) to Booked Amounts	FS-2700-8	392	384	386	1	388	1	388	
Communications Site Tenant/Customer	FS-2700-10a	3755	4080	3985	1	3940	1	3940	

Inventory								
Fee Calculation for Concession Permits	FS-2700-19	392	384	386	1	388	1	388
Fee Calculation for Ski Area Permits	FS-2700-19a	114	116	121	1	117	1	117
Financing or Eligible for Financing of Telephone Facilities (Rural Utility Service required form)	FS-2700-38	41	28	23	1	31	1	31
Providing financial or use information	No Form	7,840	7,806	6,386	1	7,344	1	7,344
CATEGORY 4: PREPARING AND UPDATING OPERATING PLANS								
Annual or multi-year operating plans	No Form	29,925	29,925	29,925	1	29,925	1	29,925
CATEGORY 5: PREPARING AND UPDATING MAINTENANCE PLANS								
Annual or multi-year maintenance plans	No Form	835	835	835	1	835	2	1,670
CATEGORY 6: COMPLIANCE REPORTING AND INFORMATION UPDATES								
Recreation Residence Self-Inspection Report	FS-2700-6b	14,500	14,500	14,500	1	14,500	2.5	36,250
Inspection form for Special Uses	FS-2700-1	2,600	2,600	2,600	1	2,600	.25	650
Paleontological Investigation Report Form	FS-2800-22C	15	15	15	1	15	6.5	98
Paleontological Specimen Data Form	FS-2800-22D	15	15	15	1	15	6.5	98
Providing and compiling information for compliance	No Form	10,400	10,400	10,400	1	10,400	2	20,800
						Estimated Annual Responses		Estimated Annual Burden Hours
FS Totals						155,930		214,773
DOI Totals						15,211		121,688
Grand Total						171,141		336,461

- Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate

wage rate categories.

Table 4 Estimated Annualized Cost to Respondents-Forest Service and DOI combined

(a) Description of the Collection Activity	(b) Estimated Total Annual Burden on Respondents (Hours)	(c)* Estimated Average Income per Hour	(d) Estimated Cost to Respondents
1. The Application Process	474,612	\$23	** Expression is faulty **
2. Special Use Authorizations	18,919	\$23	** Expression is faulty **
3. Annual Financial Information	12,596	\$23	** Expression is faulty **
4. Preparing and Updating Operating Plans	29,925	\$23	** Expression is faulty **
5. Preparing and Updating Maintenance Plans	1,670	\$23	** Expression is faulty **
6. Compliance Reports and Information Updates	57,895	\$23	** Expression is faulty **
Totals	595,617	---	0

The Mean average hourly rate of \$23.23 for all occupations from the most recent (2015) Bureau of Labor Statistics was used rounded to \$23 (https://www.bls.gov/oes/2015/may/oes_nat.htm#00-0000). The salaries of employees supporting these authorizations range from high values in the Utility industry to lower values of the retail and recreation industries. These authorizations reflect uses in diverse geographic areas from Alaska to Florida, New England to California. The national mean average is the best value to use with table 4.

- 13. Provide estimates of the total annual cost burden to respondents or record keepers resulting from the collection of information, (do not include the cost of any hour burden shown in items 12 and 14). The cost estimates 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.**

There are no capital/start-up or operation and maintenance costs associated with this collection.

- 14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.**

The response to this question covers the actual costs the agency will incur as a result of implementing the information collection. The estimate should cover the entire life cycle of the collection and include costs, if applicable, for:

- Employee labor and materials for developing, printing, storing forms
- Employee labor and materials for developing computer systems, screens, or reports to support the collection

- **Employee travel costs**
- **Cost of contractor services or other reimbursements to individuals or organizations assisting in the collection of information**
- **Employee labor and materials for collecting the information**
- **Employee labor and materials for analyzing, evaluating, summarizing, and/or reporting on the collected information**

Table 5 - Estimated Annual Cost to the Government

ACTION ITEM	PERSONNEL	GS LEVEL	HOURLY RATE*	HOURS	SALARY
1. The Application Process	Resource Specialists	9/5	\$23.00	18,768	\$431,664
2. Special Use Authorizations	Resource Specialists	9/5	\$23.00	11,078	\$254,794
3. Annual Financial Information	Resource Specialists	9/5	\$23.00	2,619	\$60,237
4. Preparing and Updating Operating Plans	Resource Specialists	9/5	\$23.00	22,332	\$513,636
5. Preparing and Updating Maintenance Plans	Resource Specialists	9/5	\$23.00	1,605	\$36,915
6. Compliance Reports and Information Updates	Resource Specialists	9/5	\$23.00	32,966	** Expression is faulty **
Special Use Database System (Annual Program cost)					\$211,800
TOTALS				92,031	\$2,267,264

* Taken from: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/GS_h.pdf, 2017 General Schedule (Base), Cost to Government calculated at hourly wage The rate for a GS 9 / Step 5 is \$23.49, has been rounded to \$23.

15. Explain the reasons for any program changes or adjustments reported in items 13 or 14 of OMB form 83-I.

DOI responses for using the form SF-299, increased from 5,055 to 15,179 from a change by the Bureau of Land Management reporting higher numbers. The per response time for SF-299 was re-evaluated and decreased from 25 hours to 8 hours. This decreased DOI's burden hours from 126,076 to 121,432. The Army Corp of Engineers responses remained unchanged at 32 but its burden hours for the form SF-299 decreased from 800 to 256. .

Two new forms, Stanislaus FS-2300-1A and Stanislaus FS-2300-1B are included in this renewal submission. The forms added an additional program change for 326 annual responses and 27 additional burden hours.

The request for permits increased resulting in an adjustment increase of 9,888 burden hours and 5,586 responses. The combined program changes and adjustment changes for FS and DOI in agency estimates resulted in an overall

increase of 4,700 burden hours and an increase of 15,710 responses.

16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.

There are no plans to publish the results of this information collection.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The Forest Service requested and was exempted from displaying the OMB expiration date on the previous Paperwork Reduction Act submission. Many of the Authorizations are valid for periods of up to 40 years from the date of execution. Holders of Forest Service Special Use authorizations often confuse OMB's expiration date with the Forest Service's date for expiration of the authorized use, or with the date a form was last revised (usually to reflect corrections due to typographical errors, misspells, and so forth). Therefore, we are requesting approval to not display the OMB expiration date on forms covered by OMB information collection #0596-0082.

18. Explain each exception to the certification statement identified in item 19, "Certification Requirement for Paperwork Reduction Act."

There are no exceptions to the certification statement. The agency is able to certify compliance with all provisions under Item 19 of OMB form 83-1, *Certification Requirements for Paperwork Reduction Act*.