1SUPPORTING STATEMENT A

Administrative Procedures for U.S. Fish and Wildlife Service Financial Assistance Programs
OMB Control Number 1018-0100

Terms of Clearance: We are requesting clearance for information collection requirements associated with the administration of all U.S. Fish and Wildlife Service (Service/we) financial assistance programs and activities, including the information collection requirements associated with these currently approved OMB Control Numbers:

- **1018-0100**, Migratory Birds and Wetlands Conservation Grant Programs
- **1018-0109**, Wildlife and Sport Fish Restoration Grants and Cooperative Agreements, 50 CFR 80, 81, 84, 85, and 86
- **1018-0123**, International Conservation Grant Programs
- **1018-0147**, Coastal Impact Assistance Program
- **1018-0154**, Wolf-Livestock Demonstration Project Grant Program

If OMB approves this request, we will discontinue use of OMB Control Numbers 1018-0109, 0123, 0147, and 0154.

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

The Service issues financial assistance through grants and cooperative agreement awards to commercial organizations, foreign entities, Indian tribal governments, individuals, institutions of higher education, non-profit organizations, and state and local governments under the Catalog of Federal Domestic Assistance (CFDA) programs listed in the table below. Due to the significant volume of authorities associated with this collection of information, OMB has authorized us to upload a Table of Authorities citing each authority in lieu of uploading .pdf copies of each authority. The document is uploaded to the Supplemental Documents section as "Attachment A."

CFDA Number	Program Name	Authorized by	Implementing Regulations
15.605	Sport Fish Restoration	16 U.S.C. 777 et seq., except 777e-1 and g-1.	50 CFR 80
15.608	Fish and Wildlife Management Assistance	16 U.S.C. 661-666, 670(a)-670(o), 742 et seq., 3101, 4701-4741, and 3376(b)	
15.611	Wildlife Restoration and Basic Hunter Education	16 U.S.C. 669 et seq.	50 CFR 80
15.614	Coastal Wetlands Planning, Protection and Restoration	16 U.S.C. 3951-3956	50 CFR 84
15.615	Cooperative Endangered Species Conservation Fund	16 U.S.C. 1535; 54 U.S.C. 200302 et seq.	50 CFR 81
15.616	Clean Vessel Act	16 U.S.C. 777c (a)(3); 33 U.S.C. 1322	50 CFR 85
15.619	Rhinoceros and Tiger Conservation Fund	16 U.S.C. 5301 et seq.	
15.620	African Elephant Conservation Fund	16 U.S.C. 4201 et seq.	
15.621	Asian Elephant Conservation Fund	16 U.S.C. 4261 et seq.	
15.622	Sportfishing and Boating Safety Act	16 U.S.C. 777c, g and g-1.	50 CFR 86
15.623	North American Wetlands Conservation Fund	16 U.S.C. 4401 et seq.	

CFDA Number	Program Name	Authorized by	Implementing Regulations
15.625	Wildlife Conservation and Restoration	16 U.S.C. 669–669i. NOTE: Program has open awards, but no new funding. Information collection limited to recipient reporting.	
15.626	Enhanced Hunter Education and Safety	16 U.S.C. 669h-1	50 CFR 80
15.628	Multistate Conservation Grant	16 U.S.C. 669c, 669h-2, 777-777c, and 777m	
15.629	Great Apes Conservation Fund	16 U.S.C. 6301 et seq.	
15.630	Coastal	16 U.S.C. 661-666, and 742 et seq.	
15.631	Partners for Fish and Wildlife	16 U.S.C. 661-666, 742 et seq., and 3771-3774	
15.633	Landowner Incentive	16 U.S.C. 460*l*-4 to 460*l*-11. NOTE: Program has open awards, but no new funding. Information collection limited to recipient reporting.	
15.634	State Wildlife Grants	Pub. L. 114-113, 129 STAT. 2530, Div. G, Title I, State and Tribal Wildlife Grants, and prior and subsequent Appropriations Acts; 16 U.S.C. 661-666 and 742 et seq.	
15.635	Neotropical Migratory Bird Conservation	16 U.S.C. 6101 et. seq.	
15.636	Alaska Subsistence Management	16 U.S.C. 661-666, 3119, and 3122	
15.637	Migratory Bird Joint Ventures	16 U.S.C. 661-666, 703 et seq., 742 et seq., 1531-1543, and 2901 et seq.	
15.639	Tribal Wildlife Grants	Pub. L. 114-113, 129 STAT. 2530, Div. G, Title I, State and Tribal Wildlife Grants, and prior and subsequent Appropriations Acts; 54 U.S.C. § 200302 et seq.	
15.640	Wildlife Without Borders- Latin America and the Caribbean (Western Hemisphere)	16 U.S.C. 1537	
15.641	Wildlife Without Borders-Mexico	16 U.S.C. 1537. Note: FWS is retiring this CFDA and incorporating activities under CFDA 15.640. Information collection limited to recipient reporting.	
15.643	Alaska Migratory Bird Co-Management Council	16 U.S.C. 661-666 and 703 et seq.	50 CFR 92.10-12
15.644	Federal Junior Duck Stamp Conservation and Design	16 U.S.C. 719	
15.645	Marine Turtle Conservation Fund	16 U.S.C. 6601 et seq.	
15.647	Migratory Bird Conservation	16 U.S.C. 661-666, 703 et seq., 742 et seq., and 2901-2911	
15.648	Central Valley Improvement Anadromous Fish Restoration	Pub. L. 102-575, 106 STAT. 4714, §3406(b)(16)	
15.649	Service Training and Technical Assistance (Generic Training)	16 U.S.C. 661, 742 et seq., 753, and 1531-1544. Note: FWS is retiring this CFDA and incorporating activities under CFDA 15.664. Information collection limited to recipient reporting.	
15.650	Research Grants (Generic)	16 U.S.C. 661, 742f (a)(4), 753, 460*l*(el)-4 to 460*l*-11, and 1531-1543. Note: FWS is retiring this CFDA and incorporating activities under CFDA 15.664. Information collection limited to recipient reporting.	
15.651	Wildlife Without Borders-Africa	16 U.S.C. 1537	
15.652	Invasive Species	16 U.S.C. 661-666, 668dd-ee, and 742	

CFDA Number	Program Name	Authorized by	Implementing Regulations
		et seq.	
15.653	National Outreach and Communication	16 U.S.C. 777g(d)	
15.654	National Wildlife Refuge System Enhancements	16 U.S.C. 460k-k(4), 470aa-ll, 668dd-ee, 742(a)-754, 1701-1706, and 2901-2911; 23 U.S.C. 201-204 and 206	
15.655	Migratory Bird Monitoring, Assessment and Conservation	16 U.S.C. 661-666, 703 et seq., 742 et seq., and 2901-2911	
15.656	Recovery Act Funds - Habitat Enhancement, Restoration and Improvement (ARRA)	Pub. L. 115-5, 123 STAT. 167, Div. A, Title VII. NOTE: Program has open awards, but no new funding. Information collection limited to recipient reporting.	
15.657	Endangered Species Conservation – Recovery Implementation Funds	16 U.S.C. 1531 et. seq.	
15.658	Natural Resource Damage Assessment, Restoration and Implementation	16 U.S.C. 742a-j; 33 U.S.C. 1251 et seq. and 2701 et seq.; 42 U.S.C. 9601	
15.660	Endangered Species - Candidate Conservation Action Funds	16 U.S.C. 1531 et. seq.; 54 U.S.C. 200302 et seq.	
15.661	Lower Snake River Compensation Plan	Pub. L. 94-587, 90 STAT. 2921, Sec. 102; 16 U.S.C. 661-666	
15.662	Great Lakes Restoration	16 U.S.C. 941	
15.663	National Fish and Wildlife Foundation	16 U.S.C. 661-666 and 3701 et seq.	
15.664	Fish and Wildlife Coordination and Assistance (Generic)	16 U.S.C. 661-666, 703 et seq., 742a, 2901-2911, and any new Congressional action, generally through annual Appropriations Acts.	
15.665	National Wetlands Inventory	16 U.S.C. 3901 and 3931-3932	
15.666	Endangered Species Conservation-Wolf Livestock Loss Compensation and Prevention	Pub. L. 111-11, 123 STAT. 1171, §6202(a); 16 U.S.C. 661-666 and 1531 et seq.	
15.667	Highlands Conservation	Pub. L. 108-421, 118 STAT. 2375, §2(2); 16 U.S.C. 3901.	
15.668	Coastal Impact Assistance	Pub. L. 109-58, 119 STAT. 739, §384	
15.669	Cooperative Landscape Conservation	16 U.S.C. 661-666, 668dd-ee, 742a-j except d-1, 1531-1544, and 2901-2911. Note: Program has open awards, but no new funding. Information collection limited to recipient reporting.	
15.670	Adaptive Science	16 U.S.C. 668dd-ee, 703 et seq., 742a-742j except d-1, 1531 et seq., and 2901 et seq.	
15.671	Yukon River Salmon Research and Management Assistance	16 U.S.C. 5701 et seq.	
15.672	Wildlife Without Borders – Amphibians in Decline	16 U.S.C. 1537. Note: Program has open awards, but no new funding. Information collection limited to recipient reporting.	
15.673	Wildlife Without Borders – Critically Endangered Animal Conservation Fund	16 U.S.C. 1537. Note: Program has open awards, but no new funding. Information collection limited to recipient reporting.	
15.674	National Fire Plan-Wildland Urban Interface Community Fire Assistance	Pub. L 114-113, 129 STAT. 2544, Div. G, Title I, Department-wide Programs, Wildland Fire Management	
15.676	Youth Engagement, Education, and Employment	16 U.S.C. 661-666, 742 et seq., 760aa to 760aa-4, 668dd-ee, 1701-1706, and 1721-1726.	
15.677	Hurricane Sandy Disaster Relief Activities-FWS	Pub. L. 113-2, 127 STAT 10, Title V	
15.678	Cooperative Ecosystem Studies Units	16 U.S.C. 460*l*-4 to 460*l*-11, 661-666, 703 et seq., 742a-j, 1531 et seq., 1721-	

CFDA Number	Program Name	Authorized by	Implementing Regulations
		1726, 2901 et seq., and 3501 et seq.	
15.679	Combating Wildlife Trafficking	16 U.S.C. 1537 and 7601 et seq.	
15.680	Mexican Wolf Recovery	16 U.S.C. 1531 et seq.	

The types of assistance provided under Service financial assistance programs include:

- Mandatory Formula Grants
- Discretionary Project Grants
- Discretionary Cooperative Agreements
- Direct Payments with Unrestricted Use
- Use of Property, Facilities, and Equipment
- Provision of Specialized Services
- Advisory Services and Counseling
- Dissemination of Technical Information
- Training

Authorities and implementing regulations establish the purposes of the grant programs and the types of projects to be funded and some list eligibility criteria as well as activities ineligible for funding. The authorities and implementing regulations for the competitive programs establish preferences or ranking factors for the selection of projects to be funded. These legal requirements make it essential for an awarding agency to have certain information so that it funds only eligible projects, and, in the case of competitive programs, to select those projects that will result in the greatest return on the Federal investment.

Some grants are mandatory and receive funds according to a formula set by law or policy. Other grants are discretionary and may be awarded based on a competitive process or as a result of working directly with Service and program partners. Mandatory grant recipients must give us specific, detailed project information during the application process so we may ensure that projects are eligible for the mandatory funding, are substantial in character and design, and comply with all applicable Federal laws. Discretionary program applicants must give us information as dictated by the program requirements and as requested in program Notices of Funding Opportunity (NOFO), including information to address program ranking criteria. All award recipients must submit financial and performance reports that contain information necessary for us to track costs and accomplishments and according to schedules and rules in 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (effective 12/26/2014). This part regulates what Federal agencies and financial assistance recipients must provide and supports this information collection. Applicants and recipients purchasing real property under their award must also provide information related to the requirements in 49 CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs (effective 02/28/2018).

We have enhanced our information collection through the use of the electronic system Wildlife Tracking and Reporting Actions for the Conservation of Species (TRACS), which was approved under OMB Control No. 1018-0156 (note: the burden was subsequently transferred to 1018-0109 in that collection's regular renewal and this collection was then approved by OMB to be discontinued). The use of electronic systems for information collection is supported by 2 CFR 200.9, which states, “agencies should not incur expenses for the printing of performance plans and reports. Rather, agencies should publish plans and reports electronically.” Our information collection is also supported through collaborative efforts. The Wildlife and Sport Fish Restoration Program (WSFR) was the subject of a Program Assessment Rating Tool (PART) Review conducted by the Office of Management and Budget (OMB) in 2005. The results of that review determined that the Program needed a Strategic Plan and performance measures. To meet the requirements of the PART process, the Association of Fish and Wildlife Agencies (AFWA), representing State Fish and Wildlife agencies, and the Director of the Fish and Wildlife Service (Service) agreed that developing a Program Strategic Plan and performance measures should be completed through a joint State agency and Service endeavor. In addition, the Wildlife Management Institute (WMI) conducted an independent, comprehensive review of the TRACS system in 2016 that established a road map for the future. A final report was issued to the Association of Fish and Wildlife Agencies (AFWA).

The Office of Management and Budget Circular A-11, Preparation, Submission, and Execution of the Budget (June 2015) places emphasis on Federal agencies improving Federal program efficiency and effectiveness, assuring public accountability, and focus on results. This information collection reflects improvements the Service is making toward this effort. In past years, grantees sent paper or emailed applications and performance reports to the Service. The process to send applications to the Service has moved to the electronic system at http://www.grants.gov (Grants.gov) for sending applications for competitive programs and some mandatory programs. When processing performance reports, we received the paper reports, reviewed the reports and extracted information, and then entered data into the Federal Assistance Information Management System (FAIMS). FAIMS was decommissioned on October 1, 2012, and replaced by TRACS. TRACS allows us to take advantage of newer technology and give grantees direct access to enter project data and report performance accomplishments, improving accuracy and efficiency. We will continue to enter information in TRACS for some grantees or programs based on needs, resource limitations, and program size and requirements.

We offer multiple training options for State, tribal, commonwealth, territory, and District of Columbia personnel to use the new system. We will give technical and administrative support, as is needed to operate any electronic data collection system.

While we continue to improve TRACS and update our process to a more efficient and effective electronic method, we have the opportunity to make enhancements that will create more consistent and robust reporting that will better help guide the future of conservation.

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 Service uses the grant process to provide technical and financial assistance to other federal agencies, States, local governments, Native American Tribes, non-governmental organizations, citizen groups, and private landowners, for the conservation and management of fish and wildlife resources. The process typically begins with the submission of an application in response to a NOFO. The receiving program reviews and prioritizes proposed projects based on the program’s respective project selection criteria and following the program’s selection procedures.

APPLICATIONS: We use the information provided in applications to:

(1) determine eligibility under the authorizing legislation and applicable program regulations;
(2) determine allowability of major cost items under the Cost Principles at 2 CFR 200;
(3) select those projects that will provide the highest return on the Federal investment; and
(4) assist in compliance with laws, as applicable, such as the National Environmental Policy Act, the National Historic Preservation Act, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

The Service requires applicants to submit the following to be considered for Federal financial assistance benefits, unless otherwise noted below:

Standard forms (SF) from the SF-424 Series: All programs must collect from applicants the following SF-424 series of forms:

- SF-424 Application for Federal Assistance;
- SF-424A Budget Information for Non-Construction Programs (or SF-424C Budget Information for Construction Programs);
- SF-424B Assurances for Non-Construction Programs (or SF-424D Assurances for Construction Programs); and the
- SF-LLL Disclosure of Lobbying Activities, when applicable.

Budget Narrative: Programs may collect a budget narrative from applicants that explains and justifies specific budget items/costs. The budget narrative details how the SF-424 Budget Object Class Category totals were determined and demonstrates a clear connection between costs and the proposed project activities. It also provides an opportunity for the applicant to describe and estimate the cost for any item under the applicable Federal cost principles requiring the Service's specific written approval. If Federally-funded equipment will be used for the project, it provides a list of that equipment, including the Federal funding source.

Indirect Cost Statement: If requesting reimbursement for indirect costs, all applicants (except individuals applying for funds separate from a business or non-profit organization he/she may operate) must include the appropriate indirect cost statement in the budget justification narrative and attach it to their application.

Negotiated Indirect Cost Rate Agreement (NICRA): When applicable, a copy of the organization's current Federal Agency-approved Negotiated Indirect Cost Rate Agreement is required.

Single Audit Reporting Statement: A statement regarding the applicant's single audit reporting status, for all U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants.

Non-Profit Status: Domestic nonprofit entities must identify their 501(c) tax exemption status as assigned by the Internal Revenue Service.

Overlap/Duplication of Effort Statement: For all discretionary programs/projects, a statement regarding potential overlap or duplication of effort between their submitted project and other sources of funding in terms of activities, costs, and time commitment of key personnel.

Conflict of Interest Disclosures: Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's sub-recipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future sub-recipients in the matter.

Governmental Endorsement: Applicants conducting work outside the United States must include a letter of support from the appropriate in-country local, regional, or national Government wildlife or conservation authority.

Project Narrative: The project narrative may include, as applicable to the program, the following:

- Project summary
- Statement of need
- Project goals and objectives
- Project activities, methods, and timetable
- Stakeholder coordination/involvement details
- Project monitoring and evaluation plan
- Description of entities undertaking the project
- Qualifications of key personnel
- Literature cited
- Project area map, images, GPS coordinates, or other data to demonstrate location and benefits
- Information to support and documentation to demonstrate compliance or ability to comply with 2 CFR 200, program regulations, and other mandatory legal requirements
- Consolidated long-term work plan and accomplishments updates, when award is part of a large scale or long term effort funded under multiple awards over time.

AMENDMENTS: (Revisions of Budget and Program Plans) For many budget and program plan revisions, 2 CFR 200 requires recipients submit revision requests to the Federal awarding agency in writing for prior approval. The Service reviews such requests received to determine the eligibility and allowability of new or revised activities and costs.

REPORTING/RECORDKEEPING:

Financial Reports: *(Quarterly and/or Annually)* Recipients are required to submit all financial reports on the Standard Form 425, Federal Financial Report. All recipients must submit financial reports in accordance with 2 CFR 200. The frequency of financial reporting varies depending on award terms and conditions from the Service. All recipients must submit reports at least annually and no more frequently than quarterly. We may require interim reports more frequently than quarterly as a specific condition of award only under one or more of the circumstances identified in 2 CFR 200.207(a) and in accordance with the requirements in 2 CFR 200.207(c) and (d).

Performance Reports: *(Quarterly and/or Annually)* All recipients must submit performance reports in accordance with 2 CFR 200. We use performance reports as a tool to ensure that the awardee is accomplishing the work on schedule and to identify any problems that the awardee may be experiencing in accomplishing that work. This information is necessary for the Service to track accomplishments. Performance reports must include:

- A comparison of actual accomplishments to the goals and objectives established for the reporting period, the results/findings, or both;
- If the goals and objectives were not met, the reasons why, including analysis and explanation of cost overruns or high unit costs compared to the benefit received to reach an objective; and
- Performance metrics required by the program, such as: the number of stream miles or acres of riparian habitat restored or protected by the project, the number of fish passage barriers removed, and the aquatic species benefitted by the project.
- Consolidated long-term work plan and accomplishments updates, when award is part of a large scale or long term effort funded under multiple awards over time.

The frequency of performance reporting varies depending on award terms and conditions from the Service. All recipients must submit reports at least annually and no more frequently than quarterly. We may require interim reports more frequently than quarterly as a specific condition of award *only* under one or more of the circumstances identified in 2 CFR 200.207(a) and in accordance with the requirements in 2 CFR 200.207(c) and (d).

Recordkeeping Requirements: In accordance with 2 CFR 200.333, Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

REAL PROPERTY REPORTING/RECORDKEEPING:

Reporting: In accordance with 2 CFR 200.308, recipients must report at various frequencies on the status of real property purchase under their award in which the Federal government retains an interest. Reporting occurs after award closeout through the period of continued Federal interest in real property and the frequency varies depending on the anticipated length of the Federal interest attachment. The regulations allow for a frequency that ranges from annually to once every five years. Such recipients are also required to submit written requests for disposition instructions, in the event a disposition is needed.

Recordkeeping Requirements: At the end of an award under which real property was purchased, recipient and funding program will ensure Service has a complete record of the real property-related information. For real property acquisition projects we require recipients to provide:

- Transactions, such as dates, method of transfer, title holder, and seller
- Identifiers, such as State and Federal Record ID, parcel number, and property name
- Values, such as appraised value, purchase price, and other cost information, and acres or acre feet

- Encumbrances
- Partners
- Copies of any options, purchase agreements, mineral assessment reports, and draft conservation easements
- Documentation to demonstrate compliance with 49 CFR 24.

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.

Applicants may submit applications, work plans, and reports by email. For many programs applications may be submitted electronically through Grants.gov. Revision requests are emailed directly to the Service Agreement Technical Representative. Submissions through email and Grants.gov are intended to reduce burden on the applicants and Service staff and facilitate efficient records management. Additionally, email submissions allow applicants to remain in direct communication with the Service Agreement Technical Representative.

We also use electronic means as the primary collection method for the information detailed in this supporting statement. Recipients may submit revision requests by email, fax, or mail (unless one method is required by program). For many programs, recipients will most frequently submit such reports electronically by email to the Service Agreements Technical Representative.

For other programs almost all of their recipients will enter performance and real property records and reports electronically in TRACS. Collecting this information electronically is superior to paper submissions as it improves consistency, credibility, and the ability to collect information for more robust reporting. We have several contracts with third parties for development, hosting, and other information technology needs associated with TRACS. The products they provide are not sole-source and can be serviced by others in the future as needs and processes dictate. The information is stored in the "cloud" for secure, long-lasting storage. All outside contractors are managed through Service staff in WSFR.

TRACS is designed to create an electronic work flow and approval system to allow grant managers, their supervisors, and others to work with the Service more efficiently by having documents flow from one to another electronically. This eliminates delays due to manual processing and site-specific availability. States manage the workflow process for their States according to how they decide they want to control the project review and approval process. Service staff will be part of the workflow for approving projects and accomplishments, and accepting reports.

We continue training State and Service staff on the use of TRACS and have staff dedicated to continued training and offerings through various venues to suit learning preferences and availability. We also offer guidance documents, training and usage tools, and other resources that can be accessed at any time at https://tracs.fws.gov/learning. The Service supports the States and other grantees with information entry as necessary. However, States are expected to assume the majority of the TRACS data entry by October, 2019. Technical and informational support will continue indefinitely (Ex: a Help Desk). We anticipate that our method of collecting the information will improve with continued use of new technologies and methods, reacting to user suggestions, and experience with new methodologies and concepts. We have developed an agile, electronic system that we can improve upon based on user suggestions, advancements in technology, and improved practices.

We have worked with States during the development of the system through a TRACS Working Group (TWG), AFWA, contractors, and subgroups to develop and review the electronic system. We are using electronic models and tools to increase usability and intuitive processes to increase the efficient input of data. These include:

- Using drop down menus;
- Incorporating walk through guides that direct users based on the answers given at a prior level (treed approach);
- Incorporating other science-based databases for taxonomy identification of species, habitat identification, and other conservation and information purposes, such as:
    - Bureau of the Census
        - States, Counties, Congressional Districts
    - Bureau of Land Management
        - BLM Lands
        - Public Land Survey System
    - Environmental Systems Research Institute (ESRI)
        - Base Maps (satellite imagery, roads, terrain, elevation)
    - U.S. Department of Agriculture
        - Soil Survey (SSURGO)
    - U.S. Geological Survey
        - National Hydrography Dataset
        - Bailey Ecoregions
    - U.S. Fish & Wildlife Service
        - Cadastral Data, Joint Ventures, Landscape Conservation Cooperatives, Regions, Refuges
        - Threatened and Endangered Species System (TESS)
    - Nature Serve
        - Habitat Types, Ecological Classification System, Endangered Species, Element Occurrence
    - Smithsonian Institute
        - Integrated Taxonomic Information System (ITIS)
    - University of Alaska / Alaska Department of Fish and Game
        - GINA Base Maps (satellite imagery, rivers, Wildlife management areas)
- Data entry process tools (i.e., wizards) to streamline data entry and workflow from start to completion.
- Custom business workflows to streamline interim and long-term business processes (e.g. state and federal approvals).
- Automatic spatial filters restrict default map display to specific user groups and permissions.
- Usability tools such as look-ahead pick lists, standardized drop-downs, data inheritance (i.e. default values), and geographic auto-detection features (e.g. habitat types, species occurrence).
- Graphical icons to indicate required fields, public fields, and workflow steps.
- Cross application links between mapping components and dashboard modules.

The methods of collection and reporting will improve accuracy, consistency, and allow the information to be queried to answer many of the questions that the Service and States need to address for grant performance and furthering conservation needs.

Some of the information collected will be available to the public over the internet. Exceptions will be made for information that is related to land ownership, sensitive species or habitats, or other information that would violate Federal, State, or local laws or policies.

We anticipate of the following estimates of electronic submissions in response to financial assistance programs each year:

- Applications - 85%
- Amendments - 95%
- Quarterly Reports - 95%
- Annual Reports - 95%
- Real Property Reporting - 95%

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 collected is specific to each project. Due to the unique nature of each program, no other division of the Service or any other Federal agency collects this information required to provide a specific benefit to the public.

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

We have made efforts to keep the amount of information requested to a minimum and to standardize the application process across all Service financial assistance opportunities which reduces burden on respondents who apply for multiple funding opportunities, eliminating disparate processes. The information has to be sufficient to fulfill the trust responsibilities of the Service and be sufficient to make competitive funding decisions. We do not believe the amount of information requested will have a significant impact on small entities, as they will be providing the minimum amount of information needed for the Service to make funding decisions.

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.

Funds are provided annually by Congress to implement projects. Failure to collect the information or collecting the information less frequently would prevent the Service from fulfilling responsibilities as outlined in the Congressional appropriations language for the specific funding program. This information collection allows us to establish proper legal obligations to ensure that Government funds are properly expended and comply with OMB requirements regarding the management of Federal grants.

7.   Explain any special circumstances that would cause an information collection to be conducted in a manner not consistent with OMB guidelines:

* **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.**

2 CFR 200.207(a) provides circumstances when requiring reporting more frequently than quarterly may be required. We may require interim reports more frequently than quarterly as a specific condition of award only under one or more of the circumstances identified in 2 CFR 200.207(a) and in accordance with the requirements in 2 CFR 200.207(c) and (d).

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 October 10, 2017, we published in the *Federal Register* (82 FR 47018) a notice of our intent to request that OMB approve this information collection. In that notice, we solicited comments for sixty (60) days, ending on December 11, 2017. We received no comments in response to the notice

In addition to the Federal Register Notice, we consulted with the below listed nine (9) individuals familiar with this collection of information in order to validate our time burden estimates and asked for comments on the questions below:

Organization/Company	Title
Natural Resource Geospatial	Owner/Analyst
University of Montana	Associate Professor of Quantitative Wildlife Ecology
Yale University	Professor
Njala University, Freetown, Sierra Leone	Lecturer in the Department of Wildlife Management, Ecotourism and Biodiversity Conservation
Oswego County Soil and Water District	Program Coordinator
Asociacion Chelonia, Madrid, Spain	President
Center for Jackson Hole	Logistical Director
Private Citizen	Land Owner
Royal Botanic Gardens KEW, United Kingdom	Research Leader

"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"

Comment 1: Yes, we think that the required information is correct.
Comment 2: We fully agree with the current procedure

FWS Response to Comments: No change required.

"The accuracy of our estimate of the burden for this collection of information"

Comment 1: "34 hours".
Comment 2: "The final report of our project will take about 12-15 hours. Continuous communication with FWS is very appreciated in order to make easier and faster the elaboration of the final report. We really appreciate that support."

FWS Response to Comments: No change required. Our burden estimates are in line with the responses received.

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

Comment 1: "We will be very interested to achieve a Global Data Record regarding the experiences of the FA awarded institutions, as well as others from USA and the UE, Japan, Australia, etc."

FWS Response to Comment: No change required.

"Ways to minimize the burden of the collection of information on respondents"

Comment 1: "We fully agree with the current procedure."

FWS Response to Comment: No change required.

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

We do not provide any 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. Information is collected and protected in accordance with the Privacy Act (5 U.S.C. § 552a) and the Freedom of Information Act (5 U.S.C. 552). We will maintain the information in a secure System of Records (Interior, DOI-89, Grants and Cooperative Agreements: FBMS, 78 FR 43775).

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

We do not ask questions of a sensitive nature.

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

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here.**

We estimate that we will receive **16,628 responses** totaling **263,862 burden hours** with a total dollar value of the annual burden hours as **$10,738,108** (rounded) (as shown below in the "Domestic Programs" and "Non-Domestic International Programs" burden calculation tables).

NOTES:

- The estimated dollar value of a burden hour varies by respondents.
- Total annual responses and total annual burden hours were rounded to match ROCIS.
- We used a placeholder burdens of "1" where it is possible to receive a submission, but it is not routine to receive it every year.

DOMESTIC BURDEN HOURLY RATE CALCULATIONS:

For domestic burden calculations, we calculated the fully burdened hourly rate using Bureau of Labor Standards (BLS) May 2016 wage information, Table 19-1023 Zoologists and Wildlife Biologists, which lists the mean hourly wage for applicants from the United States to be $31.20 USD. In accordance with Bureau of Labor Statistics (BLS) News Release, Bureau of Labor

Statistics (BLS) News Release USDL-17-1646, December 15, 2017, Employer Costs for Employee Compensation—September 2017, to calculate the fully burdened rates:

- Individuals. $45.55, including benefits.
- Private Sector. $44.30, including benefits.
- Government. $49.61, including benefits.

INTERNATIONAL BURDEN HOURLY RATE CALCULATIONS:

We used the rates listed to calculate the total dollar value of non-domestic respondents for both the grant application and grant reporting indicated in the tables. Note that we have no basis to determine the benefits rates for international respondents and the annualized labor costs were calculated solely using the hourly rate shown below.

International Labor Rates in Canada and Mexico:

We were unable to locate comparable wage information for similar occupational groups in Canada and Mexico. We used Table 1, "Hourly compensation costs in manufacturing, U.S. dollars, and as a percent of costs in the United States" of the BLS news release International Comparisons of Hourly Compensation Costs in Manufacturing, 2012 (dated August 9, 2013) to complete international labor rate cost comparisons. Table 1 (page 8) shows the Canadian hourly compensation cost for all employees in manufacturing is about 3% more than the same cost in the United States. Therefore, we used $32.14 USD to calculate the costs of information collection activities in Canada, 103% of the U.S. hourly wage for wildlife biologists.

For Mexico, Table 1 of the same BLS comparison noted that compensation for Mexican manufacturing employees was approximately 18% of their U.S. counterparts, so we estimated the average hourly value for Mexican applicants and recipients, primarily professional biologists and conservation specialists, at $5.62 USD, 18% of the U.S. hourly wage for wildlife biologists.

International Labor Rates in Countries Other than Canada and Mexico:

We were unable to locate wage information in Table 1 of BLS news release for scientists from countries such as Asia, Latin America, Pacific Islands, and Africa. However, the Bureau of Labor Statistics does provide information on manufacturing/production workers at http://www.bls.gov/fls. Using 2012 data, Hourly Compensation Costs in U.S. dollars, we estimate the dollar value of an hour for applicants from these countries to average no more than that of Taiwan, which is approximately 27% of the U.S. rate of $31.20. Therefore, we used $8.42 USD (27% of the U.S. rate of $31.20) to calculate the costs of information collection activities in countries *other than Canada and Mexico*.

Summary of Burden Totals:

Program	Annual No. of Respondents	Total Annual Responses	Annual Burden Hours	Dollar Value of Annual Burden Hours
12.1 NAWCA	450	621	27,942	$264,317.60
12.2 NMBCA	163	220	5,657	$47,631.94
12.3 Sport Fish Restoration	7,500	10,125	125,000	$6,198,499.42
12.4 Endangered Species Conservation	23	44	995	$49,361.95
12.5 Fish & Wildlife Management	3,186	4,284	74,520	$3,395,401.53
12.6 Cooperatove Endangered Species Conservation	764	1,226	27,332	$762,552.54
12.7 Wildlife Without Borders	69	108	2,416	$20,342.72
TOTAL:	12,155	16,628	263,862	$10,738,107.70

CFDA numbers corresponding to tabs on burden calculations in "Attachment B" (Excel spreadsheet uploaded to supplementary documents:

12.1 – NAWCA

CFDA Number and Title
15.623 North American Wetlands Conservation Fund (NAWCA)

12.2 – NMBCA

CFDA Number and Title
15.635 Neotropical Migratory Bird Conservation (NMBCA)

12.3 – SPORT FISH RESTORATION PROGRAMS

CFDA Number and Title
15.605 Sport Fish Restoration
15.611 Wildlife Restoration and Basic Hunter Education
15.614 Coastal Wetlands Planning, Protection and Restoration
15.615 Cooperative Endangered Species Conservation Fund
15.616 Clean Vessel Act
15.622 Sportfishing and Boating Safety Act
15.625 Wildlife Conservation and Restoration (collection limited to recipient reporting)
15.626 Enhanced Hunter Education and Safety
15.628 Multistate Conservation Grant
15.633 Landowner Incentive (collection limited to recipient reporting)
15.634 State Wildlife Grants
15.639 Tribal Wildlife Grants
15.649 Service Training and Technical Assistance (collection limited to recipient reporting)
15.650 Research Grants (collection limited to recipient reporting)
15.653 National Outreach and Communication
15.664 Fish and Wildlife Coordination and Assistance
15.667 Highlands Conservation
15.668 Coastal Impact Assistance (collection limited to recipient reporting)

12.4 – ENDANGERED SPECIES CONSERVATION

CFDA Number and Title
15.666 Endangered Species Conservation-Wolf Livestock Loss Compensation and Prevention

12.5 – FISH AND WILDLIFE MANAGEMENT

CFDA Number and Title
15.608 Fish and Wildlife Management Assistance
15.630 Coastal
15.631 Partners for Fish and Wildlife

15.636 Alaska Subsistence Management
15.643 Alaska Migratory Bird Co-Management Council
15.644 Federal Junior Duck Stamp Conservation and Design
15.647 Migratory Bird Conservation
15.648 Central Valley Improvement (CVI) Anadromous Fish Restoration (AFR)
15.652 Invasive Species
15.654 National Wildlife Refuge System Enhancements
15.655 Migratory Bird Monitoring, Assessment and Conservation
15.656 Recovery Act (collection limited to recipient reporting)
15.657 Endangered Species Conservation – Recovery Implementation Funds
15.658 Natural Resource Damage Assessment, Restoration and Implementation
15.660 Endangered Species - Candidate Conservation Action Funds
15.661 Lower Snake River Compensation Plan
15.662 Great Lakes Restoration
15.663 National Fish and Wildlife Foundation
15.665 National Wetlands Inventory
15.669 Cooperative Landscape Conservation (collection limited to recipient reporting)
15.670 Adaptive Science
15.671 Yukon River Salmon Research and Management Assistance
15.674 National Fire Plan-Wildland Urban Interface Community Fire Assistance
15.676 Youth Engagement, Education, and Employment
15.677 Hurricane Sandy Disaster Relief Activities-FWS
15.678 Cooperative Ecosystem Studies Units
15.679 Combating Wildlife Trafficking
15.680 Mexican Wolf Recovery
15.681 Cooperative Agriculture

12.6 – COOPERATIVE ENDANGERED SPECIES CONSERVATION

CFDA Number and Title
15.615 Cooperative Endangered Species Conservation Fund
15.619 Rhinoceros and Tiger Conservation Fund
15.620 African Elephant Conservation Fund
15.621 Asian Elephant Conservation Fund
15.629 Great Apes Conservation Fund
15.645 Marine Turtle Conservation Fund

12.7 – WILDLIFE WITHOUT BORDERS

CFDA Number and Title
15.651 Wildlife Without Borders-Africa
15.637 Migratory Bird Joint Ventures
15.640 Wildlife Without Borders- Latin America and the Caribbean
15.641 Wildlife Without Borders-Mexico (collection limited to recipient reporting)
15.672 Wildlife Without Borders-Amphibians in Decline (collection limited to recipient reporting)
15.673 Wildlife Without Borders-Critically Endangered Animal Conservation (limited to recipient reporting)

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 is no non-hour cost burden to applicants under this collection.

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

The total estimated cost to the Federal Government for processing and reviewing proposals and reports as a result of this collection of information is **$2,344,035** (rounded). While staff in the Service's eight Regional Offices and the Washington Office perform the work, we used the Office of Personnel Management Salary Table 2018-DCB as the basis for an average salary rate. We used BLS News Release USDL-17-1646, December 15, 2017, Employer Costs for Employee Compensation—September 2017, to calculate the fully burdened rates for each staff member (hourly rate multiplied by 1.59 to account for benefits).

Position	Grade/ Step	Hourly Rate	Hourly Rate (Incl. Benefits)	% of Time Spent on Collection	Weighted Average ($/HR)
Clerical, unskilled	GS-07/05	$ 24.96	$ 39.68	10%	$ 3.97
Skilled, craft, and technical	GS-13/05	52.66	83.73	85%	71.17
Management/Professional	GS-15/05	73.20	116.39	5%	5.82
Total Weighted Average ($/HR)					**$ 80.96**

Salary Costs: $2,344,034.88 broken down as follows:

- Applications: 9,300 hours x $80.96 = $752,928.00
- Amendments: 2,313 hours x $80.96 = $187,260.48
- Reports: 17,340 x $80.96 = $1,403,846.40

For applications, we estimate Federal staff will spend 9,300 hours (2 hours per application) to:

(1) develop and post application instructions;
(2) review applications;
(3) perform data entry; and
(4) maintain files.

For amendments, we estimate a total of 2,313 hours (1 hour per amendment) for staff to:

(1) review the amendment;
(2) perform data entry; and
(3) maintain files.

For reports, we estimate a total of 17,340 hours (3 hours per report) for staff to:

(1) review the reports;
(2) perform data entry; and
(3) maintain files.

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

This is a consolidation of existing collections of information with additional financial assistance requirements in use without OMB approval (see Terms of Clearance on page 1). We have retitled the collection to more accurately describe the updated collection of information.

As a result of this consolidation, the submission includes an increase of 16,030 annual responses and 228,398 annual burden hours.

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 will not 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.

We will display the OMB control number and expiration date.

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

There are no exceptions to the certification statement.