

Justification for Submission under Federal Lands Transportation Generic Clearance (OMB Control Number 0596-0236)

<p>U.S. Department of Agriculture-Forest Service Office of Regulatory and Management Services</p>	<p>Forest Service Tracking Number: (for internal use only)</p>
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		<p>Date Submitted to Forest Service/USDA:</p>	
1.	<p>IC Title:</p>	<p>Green Point Area Community Needs Assessment - Saginaw Community Member Questionnaire</p>	
2.	<p>Bureau/Office:</p>	<p>U.S. Fish and Wildlife Service/Shiawassee National Wildlife Refuge</p>	

3.	<p>Abstract: (not to exceed 150 words)</p> <p>This project is designed to engage the Saginaw, Michigan community to provide the U.S. Fish and Wildlife Service input on the needs of the community in relation to the restoration and development of the Green Point Area of Shiawassee National Wildlife Refuge. The goal of this project is to obtain input from the community about their needs and preferences for wildlife, outdoor recreation, and associated transportation as well as any concerns they may have regarding the future management of this area. Also, the survey will ask respondents about their current experiences at the refuge and their level of satisfaction and sense of safety. Survey information will help to inform the short and long term restoration and management of the refuge. Through this process the Service hopes to meet community needs related to outdoor recreation opportunities that are compatible with refuge purposes and ecological restoration goals of the Service.</p>
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4. Bureau/Office Point of Contact Information						
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Bureau/Office:		US Fish and Wildlife Service/Shiawassee National Wildlife Refuge				
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5. Principal Investigator (PI) Information [If different from #4]						
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Last Name:		Nelson				
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6. Lead agency IC Clearance Officer Reviewing the IC:						
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7. IC Dates						
		(mm/dd/yyyy)	to		(mm/dd/yyyy)	
		07/01/2018			12/31/2018	
8. Type of Information Collection Instrument (Check ALL that Apply)						
<input type="checkbox"/> Intercept	<input type="checkbox"/> Telephone	<input checked="" type="checkbox"/> Mail	<input type="checkbox"/> Electronic	<input type="checkbox"/> Interviews	<input type="checkbox"/> Focus Groups	<input type="checkbox"/> Comment Cards
<input type="checkbox"/> Other	Explain:					

9. Instrument and Method Development:

Who assisted in development of the methodology, questionnaire and/or statistics? Describe any pre-testing and/or peer review that was conducted. How were improvements integrated?

The survey instrument was designed by Dr. Charles Nelson of Michigan State University. Michigan State University and Dr. Nelson in particular have conducted numerous community needs assessments at the township, city, county and state level over the past 25 years across Michigan including two Michigan State Comprehensive Outdoor Recreation (SCORP) Plans (2003, 2008). Dr. Nelson has completed surveys of outdoor recreation participants for the US Forest Service, Michigan Department of Natural Resources, and the MI Department of Transportation. The survey was reviewed by the Chief of Visitor Services for the Midwest Region, the Service's Human Dimensions Division, and refuge staff. Survey questions were edited and/or added to address all reviewer concerns. For example, two questions regarding visitor sense of safety was added to address reviewers' comments regarding potential reasons for not visiting the site.

10. Which of the six areas from the Compendium of Questions will be addressed in your IC? (Check all that apply).

- Topic Area #1: Respondent Characteristics
- Topic Area #2: Traveler Information
- Topic Area #3: Trip Behaviors
- Topic Area #4: Transportation Use and Travel Related Conditions
- Topic Area #5: Assessment of Visitor Experience
- Topic Area #6: Economic Impact and Visitor Spending/Costs

In addition, for each question in your survey instrument (or discussion guide, comment card, etc), please indicate the Compendium Topic Area and the unique question identifier from the Compendium. If the question is not taken from the Compendium, indicate "NEW". See the instructions for a sample table.

11. Methodology:

(Use as much space as needed; if necessary include additional explanation on separate page).

a. Population (i.e., Respondent Universe)	The respondent universe for the proposed information collection will be registered voters in Saginaw County, Michigan. Registered voters will be selected with the assistance of the Saginaw City and County Clerks.	
b. Sampling Plan/Procedure	The sample of registered voters will include a substantial sub-sample within the area served by the Southwest Saginaw Neighborhood Association (close to the Green Point Area). 500 registered voters in the Southwest Saginaw Neighborhood Association and 1,000 registered voters from elsewhere in the county will be randomly selected and receive the survey. This will ensure those within walking distance of the Green Point Area are engaged as well as the broader community of Saginaw.	
c. Instrument Administration	The survey will be mailed to all 1500 selected registered voters. Participants will be asked to mail back the survey in a pre-paid envelope. A reminder post card will be mailed three weeks later and then a second mailing of the entire questionnaire will be mailed three weeks after the post card to those who have still not responded.	
d. Expected Response Rate and Confidence Levels	27% response rate 95% confidence interval	
e. Strategies for dealing with potential non-response bias	Non response will be dealt with by phone contact with a subsample of 50 non-respondents asking a shortened version of the questionnaire. This is becoming more challenging as fewer people have land lines and those only with cell phones are increasingly less likely to respond to a phone call from an unknown phone number based on general trends in social science. We will also compare the demographics of the respondents with Census data from Saginaw County as a whole and specifically from those originating within the Southwest Saginaw Neighborhood Association per the Census data within the limitations of the survey data. Should a portion of the population of Saginaw County appear to be under represented it will be discussed in the limitations section of the report.	
12.	Total Number of Initial Contacts and Expected Number of Respondents	1500 405
13.	Estimated Time to Complete Initial Contact and Time to Complete Instrument	Initial contact will be in the form of a cover letter that is sent out with the survey instrument. It should take 20 minutes to review this letter and complete the survey.

14.	Total Burden Hours Contacts Respondents ----- Total	1095 non-respondents X 2 min (to read cover letter) = 36.5 405 respondents X 20 min = 135 171.5 hours
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15. Reporting Plan:
The results of the survey will be summarized by Michigan State University and provided to the Service in the form of a presentation and report. We also plan to hold a public meeting to discuss what we learned from the survey.

16. Justification, Purpose, and Use:	
IC Justification and Purpose	Refuge staff has been striving to increase awareness of the refuge within the local community. The Green Point Area is located right within the City of Saginaw, but refuge staff often hear that the public is not aware of its location or the recreation and activities it provides. The refuge would like to make the Green Point Area a popular and important asset for the community and by connecting with 1,500 members of Saginaw County and understanding their outdoor recreation needs, this community needs assessment will greatly help us in reaching that goal.
IC Goals	The goal of this project is for the Service (through working with Michigan State University to conduct the survey) to obtain input from the community about their needs and preferences for wildlife, outdoor recreation and associated transportation as well as any concerns they may have regarding the future management of this area. Additionally, our goal is to ensure public engagement and involvement throughout the decision making process for the Green Point Area. We truly want this area to be a community resource that the public feels ownership of.
How will the results be used (e.g., utility to Managers)?	Overall, the survey information will help to inform the short and long term restoration and management of the Green Point Area by the Service. Through this process the Service hopes to meet community needs related to outdoor recreation opportunities that are compatible with refuge purposes and ecological restoration goals of the Service.
<p>How will the data be tabulated and analyzed? What statistical techniques will be used to generalize the results to the entire customer population? How will limitations on use of data be handled? If the survey results in a lower than anticipated response rate, how will you address this when reporting the results? (Use as much space as needed; if necessary include additional explanation on separate page).</p> <p>Excel and the Statistical Package for the Social Sciences (SPSS) will be used for data analysis. Data is entered in Excel, transported to SPSS and analyzed with SPSS. Probability statistics including simple descriptive statistics (median, mean) will be used, as will interval scales and ordinal scales to illustrate preferences of respondents and preferences of respondents about significant issues (e.g. trails, sense of security). Open-ended responses will be read and categorized/grouped per the professional judgment of the researchers. Responses will be presented in aggregate across the Saginaw County voter sample, as well as responses in aggregate for the sub-sample of registered voters residing within the bounds of the Southwest Saginaw Neighborhood Association. Tables will be used to provide understandable quantitative data. All this will be provided in the written report. No citizen will be identified in this report and all respondents will be confidential. Any open ended additional comments will be reported verbatim, except that any person's name mentioned will be removed, spelling errors will be corrected as well as possible and any vulgar language will also be struck.</p> <p>The goal of this analysis is to understand public preferences and perceptions of suggested management options (proposed by both the public and the Service) for the future restoration and management of the Green Point area. Limitations of the data will be stated within the report. If response rates are lower than the 27% anticipated, this will be reported. However, there will not be additional sampling conducted.</p>	
<p>Is this survey intended to measure a Government Performance and Results Act (GPRA) performance measure? If so, please include an excerpt from the appropriate document. (Use as much space as needed; if necessary include additional explanation on separate page).</p> <p>This project would help meet the following goals from GPRA: (1) Improve protection of lives, property and assets, advance the use of scientific knowledge, and improve the quality of life for the communities we serve (2) Improve recreation opportunities for America</p>	

Certification Form for Submission Under OMB Control Number 0596-0236

This form should only be used if you are submitting a collection of information for approval under the USDA-Forest Service Federal Lands Transportation Generic Clearance.

If the collection does not satisfy the requirements of the Generic Clearance, you should follow the regular PRA clearance procedures described in 5 CFR 1320.

Bureau/Office US Fish and Wildlife Service/Shiawassee National Wildlife Refuge			
IC Title <i>(Please be specific)</i> Green Point Area Community Needs Assessment - Saginaw Community Member Questionnaire			
Estimated Number Contacts	1500	Time per Response Contacts	1095 (2 min)
Respondents	405	Respondents	405 (20 min)
		Total Burden Hours Contacts	1095 X 2 min
		Respondents	405 X 20 min
		----- Total	171.5 hours
Bureau/Office Contact (who can best answer questions about content of the submission):			
Name	Lelaina Muth	Phone	(989) 607-6056
Certification: The collection of information requested by this submission meets the requirements of OMB control number 0596-0236			
Bureau/Office Qualified Statistician			DATE
Bureau/Office Information Collection Clearance Officer			DATE
Forest Service, Office of Regulatory and Management Services			DATE