



**REQUEST FOR APPROVAL UNDER THE
"DOI GENERIC CLEARANCE FOR THE COLLECTION OF
QUANTITATIVE FEEDBACK ON AGENCY SERVICE DELIVERY"**

See Page 4 for Instructions on Completing This Form

Title of Information Collection		
Pilot program for an evaluation guide for high potential sites and segments for the Santa Fe National Historic Trail		
Purpose		
<p>The National Trails System Act (NTSA) tasks trail administrators with the responsibility of identifying high potential sites and segments associated with National Historic Trails (NHT). It has been almost 30 years since the list of high potential sites and segments was updated for the Santa Fe NHT; we need to collect more current information in order to effectively administer this resource.</p> <p>As defined by the NTSA, the term "high potential historic sites" includes historic sites related to the route, or sites in close proximity, that provide opportunities to interpret the historic significance of the trail during the period of its major use. The term "high potential route segments" means those segments of a trail which would afford high quality recreation experience in a portion of the route having greater than average scenic values or affording an opportunity to vicariously share the experience of the original users of a historic route.</p> <p>We would like to pilot test an evaluation guide using the Santa Fe NHT as the testing site. The evaluation guide is intended to assist trail administrators and trail partners when describing and documenting attributes that characterize trails as high potential sites or segments. The goal of the pilot test is to create tool that trail administrators can use when updating the list of high potential sites and segments for the Santa Fe NHT or other trails in the future. The intent of the pilot program is to evaluate how effectively the guide can be for collecting and sharing data.</p>		
Description of Respondents		
The respondent for this collection will be the trail partners (e.g., SHPO, THPO, trail associations, local government, land owners, land managers, etc.) for the Santa Fe National Historic Trail. These long standing partnerships are recognized as local experts on trail matters.		
Type of Collection (Check One)		
<input type="checkbox"/> Customer Comment Card/Complaint Form <input type="checkbox"/> Customer Satisfaction Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Usability Testing (e.g., Website or Software) <input type="checkbox"/> Small Discussion Group <input checked="" type="checkbox"/> Other: Pilot Study		
Certification		
I certify the following to be true: 1. The collection is voluntary. 2. The collection is low-burden for respondents and low-cost for the Federal Government. 3. The collection is non-controversial and does not raise issues of concern to other federal agencies. 4. The results are not intended to be disseminated to the public. 5. Information gathered will not be used for the purpose of substantially informing influential policy decisions. 6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.		
Typed Name of Requester	Signature	Date
Jill Jensen	<i>Jill Jensen</i>	01/07/2020
FOR USE BY ICC PROGRAM STAFF ONLY		
Bureau ICCO	Signature	Date
<input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Not Recommended	PHADREA PONDS <small>Digitally signed by PHADREA PONDS Date: 2020.01.07 13:45:47 -07'00'</small>	
DOI PRA Program Lead	DOI Tracking Number	Signature
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	2020-NPS-FT88	<i>M. J. Baucom</i>
		Date
		01/09/2020

TO ASSIST REVIEW, PLEASE PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS:

Personally Identifiable Information (Please consult with your Bureau/Office Privacy Act Officer)

1. Will you collect any personally identifiable information (see OMB Circular No. A-130 for an explanation of this term)?
 No Yes If "Yes," please consult with your Bureau/Office Privacy Act Officer.

2. If "Yes", is the information to be collected included in records that are subject to the Privacy Act of 1974?
 No Yes

3. If applicable, has a System or Records Notice (SORN) been published?
 No Yes If "Yes," please provide the title and FR citation below:
 Title of SORN: _____ FR Citation for SORN _____

Gifts or Payments (Please refer to OMB guidance "Questions and Answers When Designing Surveys for Information Collections")

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? No Yes If "Yes", please describe the incentive and provide a justification for the amount:

Federal Enterprise Architecture (FEA) Business Reference Model (Check only one "Line of Business" and one "Subfunction." Refer to OMB guidance "FEA Consolidated Reference Model Document Version 2.3")

Line of Business	Subfunction	Line of Business	Subfunction
<input type="checkbox"/> Community and Social Services	(Select One)	<input type="checkbox"/> Correctional Activities	(Select One)
<input type="checkbox"/> Defense and National Security	(Select One)	<input type="checkbox"/> Disaster Management	(Select One)
<input type="checkbox"/> Economic Development	(Select One)	<input type="checkbox"/> Education	(Select One)
<input type="checkbox"/> Energy	(Select One)	<input type="checkbox"/> Environmental Management	(Select One)
<input type="checkbox"/> General Science and Innovation	(Select One)	<input type="checkbox"/> Health	(Select One)
<input type="checkbox"/> Homeland Security	(Select One)	<input type="checkbox"/> Income Security	(Select One)
<input type="checkbox"/> Intelligence Operations	(Select One)	<input type="checkbox"/> International Affairs and Commerce	(Select One)
<input type="checkbox"/> Law Enforcement	(Select One)	<input type="checkbox"/> Litigation and Judicial Activities	(Select One)
<input checked="" type="checkbox"/> Natural Resources	Recreational Resource Management <input type="checkbox"/>	<input type="checkbox"/> Transportation	(Select One)
<input type="checkbox"/> Workforce Management	(Select One)		

Burden Hour Calculation

Category of Respondent	Number of Annual Respondents	Number of Responses Each	Total Annual Responses	Participation Time	Total Burden Hours
Private Sector <input type="checkbox"/>	50	1	50	10 hours	500

Federal Cost: (Consult your Bureau/Office Information Collection Clearance Officer for assistance, if necessary)

The estimated annual cost to the Federal government is \$ 19,385 , based on: (provide details below)

The estimated annual cost to the federal government is based on the assumption that it will take a GS-11 step 10 approximately 10

Using Salary table 2019 - AQ, we multiplied 5000 hours time \$62.32 (the hourly rate of \$38.95 times 1.6 (to account for benefits)

Sample Response to Federal Cost Question:
 "If we receive 20 submissions and it takes 30 minutes to process and implement each one, then the total burden is \$322.40 assuming a GS-7 step 5 is processing the submissions. Please note, however, that this custom form is a tool meant to accept submissions in a standard format rather than through the freeform submissions that would otherwise come in by personal email. Thus the existence of this form actually saves the government money by standardizing submissions and decreasing the workload of processing each one."

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

Selection of Targeted Respondents

1. Do you have a customer list (or something similar) that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 No Yes *If "Yes," please provide a description of both below (or attach the sampling plan). If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them.*

Respondents will be members of the Santa Fe Trail Association, a partner group for the Santa Fe NHT. The board of directors for the association will invite chapters to participate in the workshop and field test. There are 16 chapters within the association, we are anticipating that at least 50 members will participate.

METHODOLOGY: The pilot program will begin with a 30 minute workshop that will explain the intent of the study and discuss the methods and criteria used to evaluate high potential sites. The remaining 30 minutes will be used to allow the participants to select a site, fill out the evaluation matrix and return the package to the workshop leaders. A discussion about the matrix will capture any changes that may be needed and ways to improve the guide. Our plan is to conduct 10 workshops with no more than five (5) participants in each session.

OUTCOMES; The evaluation guide and matrix will be refined to increase efficiency and improve utility to ensure that high potential site are appropriately identified.

Administration of the Instrument:

2. How will you collect the information? *(Check all that apply)*

- Web-based or other forms of Social Media Telephone In-person
 Mail Other:

Use of Interviewers or Facilitators:

3. Will you use interviewers or facilitators?

- No Yes

PLEASE SUBMIT SURVEY INSTRUMENT, INSTRUCTIONS, AND SCRIPTS WITH YOUR REQUEST.