

1SUPPORTING STATEMENT A FOR PAPERWORK REDUCTION ACT SUBMISSION

Federal Migratory Bird Hunting and Conservation Stamp (Duck Stamp) and Junior Duck Stamp Contests OMB Control Number 1018-NEW

Terms of Clearance: None

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

On March 16, 1934, Congress passed, and President Franklin D. Roosevelt signed, the Hunting and Conservation Stamp Tax (16 USC 718 – 718k). Popularly known as the Migratory Bird Hunting Stamp Act (or Duck Stamp Act), it required all waterfowl hunters 16 years or older to buy a stamp annually. The revenue generated, originally earmarked for the Department of Agriculture, was transferred to the Department of the Interior and the Service 5 years later.

In the years since its enactment, the Federal Duck Stamp Program has become one of the most popular and successful conservation programs ever initiated. Today, some 1.5 million stamps are sold each year, and as of 2017, Federal Duck Stamps have generated more than \$1 billion for the preservation of more than 6 million acres of waterfowl habitat in the United States. Numerous other birds, mammals, fish, reptiles, and amphibians have similarly prospered because of habitat protection made possible by the program. An estimated one-third of the Nation's endangered and threatened species find food or shelter in refuges preserved by Duck Stamp funds. Moreover, the protected wetlands help dissipate storms, purify water supplies, store flood water, and nourish fish hatchlings important for sport and commercial fishermen.

Jay N. "Ding" Darling, a nationally known political cartoonist for the Des Moines Register and a noted hunter and wildlife conservationist, designed the first Federal Duck Stamp at President Roosevelt's request. In subsequent years, noted wildlife artists submitted designs. The first Federal Duck Stamp Contest was opened in 1949 to any U.S. artist who wished to enter, and 65 artists submitted a total of 88 design entries. Since then, the contest has been known as the Federal Migratory Bird Hunting and Conservation Stamp Art (Duck Stamp) Contest and has attracted large numbers of entrants.

The Duck Stamp Contest (50 CFR part 91) remains the only art competition of its kind sponsored by the U.S. Government. The Secretary of the Interior appoints a panel of noted art, waterfowl, and philatelic authorities to select each year's winning design. Winners receive no compensation for the work, except a pane of their stamps, but winners may sell prints of their designs, which are sought by hunters, conservationists, and art collectors.

The Federal Junior Duck Stamp Conservation and Design Program (Junior Duck Stamp Program) began in 1989 as an extension of the Migratory Bird Conservation and Hunting Stamp. The national Junior Duck Stamp art contest started in 1993, and the first stamp design was selected from entries from eight participating states. The program was recognized by Congress with the 1994 enactment of the Junior Duck Stamp Conservation and Design Program Act (16 U.S.C. 719). All 50 states, Washington D.C., and two of the U.S. Territories currently participate in the annual contest.

The Junior Duck Stamp Program introduces wetland and waterfowl conservation to students in kindergarten through high school. It crosses cultural, ethnic, social, and geographic boundaries to teach greater awareness and guide students in exploring our nation's natural resources. It is the Service's premier conservation education initiative.

The winning artwork from the national art contest serves as the design for the Junior Duck Stamp, which the Service produces annually. This \$5 stamp has become a much sought after collector's item. One hundred percent of the revenue from the sale of Junior Duck stamps goes to support recognition and environmental education activities for students who participate in the program. More than \$1.25 million in Junior Duck Stamp proceeds have been used to provide recognition, incentives, and scholarships to participating students, teachers, and schools. The Program continues to educate youth about land stewardship and the importance of connecting to their natural worlds. Several students who have participated in the Junior Duck Stamp Program have gone on to become full-time wildlife artists and conservation professionals; many attribute their interest and success to their early exposure to the Junior Duck Stamp Program.

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.

FEDERAL DUCK STAMP CONTEST

All U.S. citizens, nationals or resident aliens are eligible to participate in the annual Federal Duck Stamp Contest. However, all entrants must be 18 years of age by June 1. Entries are accepted beginning June 1 of each year and must be postmarked by August 15. A Federal Duck Stamp Contest art entry consists of a two-dimensional design. The regulations for the contest do not specify a medium, except to prohibit photographs or computer-generated artwork.

Entrants must complete and submit a "Display, Participation, & Reproduction Rights Agreement", along with the official "Entry Form for Federal Duck Stamp Contest" with their artwork. Information requested on the forms include:

Display, Participation & Reproduction Rights Agreement - All entries must include a completed Display, Participation, & Reproduction Rights Agreement Form and an entry fee (currently \$125). Failure to submit the signed agreement form will result in disqualification.

We ask for...	So that we can...
Artist's signature, mailing address, and home phone number	Artist signs that they have read and agree to the display, participation and reproduction rights agreement. Mailing address and phone numbers are needed so we can contact artist and to return artwork after the contest/exhibit period.
Species information	Identify their art piece.

Entry Form for Federal Duck Stamp Contest – The entry form must be attached to the back of the entry.

We ask for...	So that we can...
Basic contact information (name, address, phone numbers, and email address)	Identify artists and contact them with information on the contest, announce winners, and return artwork after the contest/exhibit period.
Date of birth	The Service asks for the DOB, rather than age, to verify

	artists are at least 18 by June 1 of the contest year. As artists have a 10 week period in which they can submit artwork, they need to be eligible on 1 June – not on the day they send their artwork in.
Species portrayed and medium used	Verify eligibility and for press coverage.
Name of hometown newspaper	For press coverage

The Service selects five or fewer species of waterfowl each year; each entry must employ one of the Service-designated species as the dominant feature (defined as being in the foreground and clearly the focus of attention). Designs may also include hunting dogs, hunting scenes, waterfowl decoys, national wildlife refuges as the background of habitat scenes, non-eligible species, or other scenes that depict uses of the stamp for sporting, conservation, and collecting purposes. Entries may be in any media EXCEPT photography or computer-generated art. Designs must be the contestants' original hand-drawn creation and may not be copied or duplicated from previously published art, including photographs, or from images in any format published on the Internet.

Each artist should have a working knowledge in three major areas of special interest to Federal Duck Stamp Contest judges:

- Basic Waterfowl Biology — for example, is the bird's plumage correct for the particular season?
- Artistic Composition — is the image artistically interesting and does it “pop” when viewed?
- Suitability for printing at a reduced size — the image provides the design for a 1 3/4” L x 1 1/2” W stamp. How well will the details show in the reduced size?

Entries must be uniform in size. Each entry must be 7” x 10” and matted over with bright white matting. The matting must be 1” wide. Total size (entry with matting) must be 9” x 12”. We recommend using a 1/8” Masonite board or foamcore with 1/8” matting to equal the total width of 1/4” thick. Any entry exceeding 1/4” thick will be disqualified.

JUNIOR DUCK STAMP CONTEST

Individuals enrolled in kindergarten through grade 12 may participate in the Junior Duck Stamp Contest. All eligible students are encouraged to participate in the Junior Duck Stamp Conservation and Design Program annual art and conservation message contest as part of the program curriculum through public, private, and homeschools, as well as through non-formal educational experiences such as those found in scouting, art studios, and nature centers. Entries are accepted beginning June 1 of each year and must be postmarked by August 15. A Federal Duck Stamp Contest art entry consists of a two-dimensional design. The regulations for the contest do not specify a medium.

The Junior Duck Stamp Program includes a dynamic art- and science-based curriculum. This non-traditional pairing of subjects brings new interest to both the sciences and the arts. The program teaches students across the nation conservation through the arts, using scientific and wildlife observation principles to encourage visual communication about what they learn. We developed four curriculum guides, with activities for use as a year-round study plan to assist students in exploring science in real-life situations.

Modeled after the Federal Duck Stamp Contest, the Service designed the annual Junior Duck Stamp Art and Conservation Message Contest (Junior Duck Stamp Contest) to be a visual

assessment of a student's learning and progression. The Junior Duck Stamp Contest encourages partnerships among Federal and State government agencies, nongovernment organizations, businesses, and volunteers to help recognize and honor thousands of teachers and students throughout the United States for their participation in conservation-related activities. Since 2000, the contest has received more than 478,000 entries.

Entrants in the Junior Duck Stamp Contest must complete and submit a "Junior Duck Stamp Program Conservation and Design Contest Entry Form" and a "Reference Form" with their artwork:

Junior Duck Stamp Program Conservation and Design Contest Entry Form - Each entry in the Junior Duck Stamp Contest requires a completed entry form that requests:

We ask for...	So that we can...
Basic contact information (student name, address, phone numbers, and email address)	Identify artists and contact them with information on the contest, announce winners, and return artwork after the contest/exhibit period.
Age	To verify eligibility and assist in selecting proper grade group
Parent's name and telephone number	Contact parents with media and collector requests as we do not give out contact information of students.
Whether the student has a Social Security or VISA immigration number	Students planning to enter the contest must be citizens of the United States or U.S. Territories, or have an official Immigration Visa or green card as proof of legal residency. A valid SSN is required for the award of monetary prizes.
Whether the student is a foreign exchange student	In the case of foreign exchange students, their artwork may be judged at the state level, but if awarded State Best of Show, the entry will not be forwarded for entry into the national contest.
Grade group (based on grade of student)	So they may be judged with their peers
Title, species, medium used, and conservation message associated with the drawing	Each student is encouraged, but not required, to write a short conservation message that expresses the spirit of what they have learned through classroom discussions, research, and planning for their Junior Duck Stamp Art Contest entry.
Basic contact information for their supervising adult or teacher (name, address, phone numbers, school/studio/organization/troop name, and email address)	Recognize and contact educators and to assist in the return of artwork and recognition certificates.
Authenticity and Liability Statement	To verify that the student has not infringed on copyright that would lead to the US government being sued.

Reference Form – Students in grades 7-12 must include a Reference Form referencing all sources associated with their entry. Failure to include a Reference Form will result in disqualification of their entry. Each entry in the Junior Duck Stamp Contest requires a completed entry form that requests:

We ask for...	So that we can...
Grade group (based on grade of student)	Determine if the form is mandatory or optional and to assist in the judging if they used resources appropriately

	for their age group.
Name and state of student's residence	Assist in identifying and matching up the artwork and forms.
Reference Information	To verify the student did not reproduce another artists' work and to ensure unique creations.

Technical requirements for design and submission of an entry in the Junior Duck Stamp Contest:

- Entries must be uniform in size. Each entry must be 9" x 12" less than ¼" thick, and must be horizontal.
- Image must be a live portrayal of a native North American duck, swan, or goose (selected from the list eligible species).
- An entry may be multi-color, black and white, or a single color; it may be rendered in ink, paint, pastel, crayon, or pencil. Techniques may include scratch-board, airbrush, linoleum printing, paper collage, dry brush, crosshatch, pointillism, etc. No photography or computer generated art is accepted.
- Design entries must be the contestant's original, hand-illustrated creation and may not be traced or copied from photographs or other artists' works.
- Photographs taken by the student may be used as references in the development of the design.
- No lettering, words, signatures, or initials may appear on the front of the artwork as they may influence judges and can interfere with the final stamp design.
- Entries may not be matted or framed and there should be no border around the image.
- The signed entry form must be taped to the back of entry and include a completed Reference Form.

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.

Submission of the forms and artwork cannot be accomplished through automated or technological methods. Original artwork and forms must be mailed to the appropriate State office.

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. No other government entity is authorized to conduct the Federal Duck Stamp or Junior Duck Stamp Art Contests.

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

The collection does not impact small entities.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles

to reducing burden.

If we do not collect the information, we would be unable to conduct the annual contests. We cannot collect the information less frequently because we only collect the information from contestants at the time they submit their drawing for consideration.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- * **requiring respondents to report information to the agency more often than quarterly;**
- * **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- * **requiring respondents to submit more than an original and two copies of any document;**
- * **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;**
- * **in connection with a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- * **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- * **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- * **requiring respondents to submit proprietary trade secrets, or other confidential information, unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

All information is collected consistent with OMB guidelines.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and in response to the PRA statement associated with the collection over the past three years, and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every three years — even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

On February 1, 2018, we published in the *Federal Register* ([83 FR 4671](#)) a notice of our intent to request that OMB approve this information collection. In that notice, we solicited comments for 60 days, ending on April 2, 2018. We received one comment in response to that Notice,

but the commenter did not specifically address the information collection requirements. We did not make any changes to our requirements as a result of this comment.

In addition to the Federal Register Notice, we consulted with the nine (9) individuals identified in Table 8.1 who are familiar with this collection of information in order to validate our time burden estimate and asked for comments on the questions below:

Table 8.1

Organization	Title
N/A - Private Citizen	Wildlife Artist; Youth Art Educator
N/A - Private Citizen	Wildlife Artist, Youth Art Educator
N/A - Private Citizen	Wildlife Artist
N/A - Private Citizen	Wildlife Artist
St James Elementary School	Youth Art Educator
Wetlands Institute	Youth Art Educator
County Extension Service	State Jr Duck Stamp Coordinator
N/A - Private Citizen	Youth Art Educator
Ocracoke School	Youth Art Educator

“Whether or not the collection of information is necessary, including whether or not the information will have practical utility; whether there are any questions they felt were unnecessary”

Comments: All nine responded that the information collected was necessary and has practical utility. Information on the Reference Form submitted by students was thought to be especially vital in identifying cases of plagiarism and copyright infringement. Due to the massive amount of student artwork received each year, information on educators/schools allowed for mass mailing of returned artwork and participation certificates.

FWS Response/Action Taken: No changes required as there were no suggestions or disagreement as to the necessity of the information.

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

Comments: Responders stated that no more than 5-10 minutes were required to fill out the forms for the Federal Contest. The forms were said to be easier than for other contests these artists have participated in.

FWS Response/Action Taken: Estimates provided by the responders were a lot less than the original Service estimates. Subsequently, we used an average of 7 minutes to calculate our annual burden estimates in question 12 which is less than our pre-outreach estimate of 15 minutes. For future renewals, we will continue to monitor the burden estimates reported during the outreach.

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

Comments: Use of boxes and bolding help categorize and break up the different parts of the information collected on student entry forms was found to be helpful.

FWS Response/Action Taken: The Service will continue to keep forms categorized and use

boxes and bolding where appropriate to assist students, supervising adults, and parents in filling out the relevant sections of the forms.

And

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

Comments: No suggestions were offered as it was felt that we already only require the basic information to conduct these contests.

FWS Response/Action Taken: No response required.

Additional comments received during the outreach:

Comment 1: One of the biggest challenges with the student entry forms is having the supervising adults fill in or check to make sure the students have completed the forms. The burden for this falls on the State and National coordinators to track down.

FWS Response/Action Taken: The Service will continue to assist its Junior State Coordinators in completing the forms.

Comment 2: Several states have different due dates for the youth contest. This does not seem fair that some students have more time to complete an entry than others do.

FWS Response/Action Taken: Due dates are set by the state coordinators to coincide with their local wildlife events and availability for judging. States with earlier due dates start their programs earlier in the school year. Artists who annually participate in the program know when the due dates are and plan ahead for them.

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

The artist will receive publicity and media recognition. He/she will also travel and be a guest speaker at several prestigious national waterfowl festivals and wildlife art events. The artist receives a pane of his or her Duck Stamps signed by the Secretary of the Interior. Finally, the winner can choose to market the winning image and any other works as “by the Federal Duck Stamp artist.”

Note: Any publishing contract offered to the winning artist is between the artist and publisher. The Federal Government does not guarantee the offer of a contract. The Government assumes no liability, responsibility, nor claims any interest in resulting publishing contracts.

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

We do not provide any assurance of confidentiality. Information is collected and protected in accordance with the Freedom of Information Act (5 U.S.C. 552). The Service’s Associate Privacy Act Officer conducted a review of the forms to review the collection and use of information associated with the contests. She subsequently determined that because each entry is given a unique number that is associated to the painting and not the individual, it is not a system of records. They only use the forms in case the entries are finalists, or when its returned

to the individual. Therefore, there is no need for a SORN or a Privacy Act Statement.

However, we handle the forms of winning entrants differently. We never disclose their information to anyone and we do not use it for marketing purposes. We use the information from the winning entry forms to make the appropriate travel arrangements for the entrant. We maintain the information from the winning entrant's forms in accordance with DOI Systems of Records Notice, "Travel Management: FBMS, DOI-88" ([73 FR 43769](#), published July 28, 2008).

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 **25,200 applicants** will submit a contest entry form each year totaling **8,356 annual burden hours**. We estimate the total dollar value of the annual burden hours for this collection to be **\$303,490 (rounded)**.

Table 1 of the Bureau of Labor Statistics (BLS) News Release [USDL-18-0944](#), June 8, 2018, Employer Costs for Employee Compensation—March 2018, lists the hourly rate for all workers as \$36.32, including benefits. We multiplied this rate by the total annual burden hours to calculate the total dollar value of the annual burden hours above.

Requirement	Average Number of Annual Respondents	Average Number of Responses Each	Average Number of Annual Responses	Average Completion Time per Response	Estimated Annual Burden Hours*	Hourly Rate	\$ Value of Annual Burden Hours
<i>Duck Stamp Program Contest Entry Form</i>							
Individuals	200	1	200	7 min	23	\$ 36.32	\$ 835.36
<i>Junior Duck Stamp Program Contest Entry Form</i>							
Individuals	25,000	1	25,000	20 min**	8,333	36.32	302,654.56
Totals:	25,200		25,200		8,356		\$ 303,489.92

*Rounded to match ROCIS

13. Provide an estimate of the total annual non-hour cost burden to respondents or record keepers 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.

A total of **\$53,000** is associated with entry fees and mailing costs to participate in the annual contests.

For the Duck Stamp Contest, we estimate the costs as follows:

- 200 submissions to the Federal Duck Stamp Contest x \$125 = **\$25,000**
- 200 entries x an average \$15 for mailing costs = **\$3,000**.

There are no entry fees associated with the Junior Duck Stamp Contest submissions. We estimate the mailing costs associated with entering submissions to the Junior Duck Stamp contest to be approximately **\$25,000** annually. Most of the 25,000 entries are mailed directly by schools who utilize the bulk mail option reducing the amount of postage and packages received.

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 Federal cost to administer these Contests is **\$161,661 (rounded)**. This includes:

- \$92,010 (rounded) – Table 14.1 Fish and Wildlife Annual Salary/Benefits, and
- \$69,651 – Table 14.2 Other Annual Costs.

We used the Office of Personnel Management Salary Table [2018-DCB](#) (Washington-Baltimore-Arlington, DC-MD-VA-WV-PA) to determine average hourly Federal wages for National Positions and [2018-RUS](#) (Rest of US) for non-Headquarters' positions. In accordance with BLS News Release [USD-18-0944](#), June 8, 2018, Employer Costs for Employee Compensation—March 2018, we multiplied individual hourly wages for the Federal employees by 1.59 to calculate the fully burdened hourly rate shown below in Table 14.1. We calculated the other associated costs from average expenditures for the past three years at the national level and from the annual reports provided by State Junior Coordinators.

Table 14.1 – Fish and Wildlife Annual Salary/Benefits

Action	Position and Grade	Hourly Rate	Fully Burdened Rate (w/Benefits)	Number of Positions	Annual Hours/Position	Total Annual Cost
Implement Federal Duck Stamp Contest	Program Coordinator GS 13/06	54.21	86.19	1	400	\$ 34,477.56
	Graphic Designer GS 11/05	36.95	58.75	1	20	1,175.01
	Communications Spec. GS 13/05	52.66	83.73	2	40	3,349.18
	Administrative Officer GS 12/05	44.28	70.41	1	10	704.05
Implement National Junior Contest	Program Coordinator GS 13/06	54.21	86.19	1	400	34,477.56
	Graphic Designer GS 11/05	36.95	58.75	1	40	2,350.02
	Communications Spec. GS 13/05	52.66	83.73	2	40	3,349.18
	Administrative Assistant GS 12/05	44.28	70.41	1	10	704.05
	Outreach Officer GS 12/05	39.85	63.36	3	40	2,534.46
Implement State Junior Contests	Outreach Specialist GS 11/05	33.24	52.85	14	60	3,171.10
	Outreach Specialist GS 9/05	27.48	43.69	35	80	3,495.46
	Outreach Specialist GS 7/05	22.46	35.71	7	40	1,428.46
	Administrative Assistant GS 7/05	22.46	35.71	40	10	357.11
	Administrative Assistant GS 9/05	27.48	43.69	12	10	436.93
Subtotal:					1,200	\$ 92,010.13

Table 14.2 – Other Annual Costs

Action	Costs Per	Total
Contractor for AV for Contest, closed captioning, interpreter		32,500.00
Travel for judges and contest officials for National Junior Contest		23,000.00
Travel for judges and contest officials for National Junior Contest		7333.00
Travel for judges and contest officials for State Junior Contests (x53)	50.00	2650.00
Postage to return Federal artwork (x200)	6.00	1200.00
Postage to return National Jr artwork (x53)	6.00	318.00
Postage to return State Jr artwork (x53)	50.00	2650.00

Subtotal:	\$ 0
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15. Explain the reasons for any program changes or adjustments in hour or cost burden.

This is a new collection in use without OMB approval.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

We will not publish any information.

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

We will display the OMB Control Number and expiration date on the form and other appropriate materials.

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

There are no exceptions to the certification statement.