Justification for an Information Collection under the U.S. Department of Agriculture, Forest Service's Federal Lands Transportation Generic Clearance (OMB Control No. 0596-0236)

April 2015

Introduction: Federal Lands Transportation Generic Clearance Submission, OMB Control Number 0596-0236

The Federal Lands Transportation Generic Clearance is intended to help Federal Land Management Agencies (FLMAs) measure visitors' transportation-related experiences in order to improve on any transportation-related issues or problems and to promote planning across land units, regionally and nationally. Each FLMA (U.S. Forest Service (USFS), National Park Service (NPS), U.S. Fish and Wildlife Service (FWS), Bureau of Land Management (BLM), and U.S. Army Corps of Engineers (USACE)) has representatives on the planning team formed to establish the generic clearance.

A brief overview of the steps involved in submitting an Information Collection Request (ICR) is provided below. For more detailed information, along with a list of bureau/office contacts, please see the Best Practices and Guidance document developed specifically for this generic clearance [INSERT LINK].

1. If more than one bureau/office (e.g., FWS and BLM) is collaborating on an IC, the partners must select a "lead" bureau/office to spearhead the effort, along with a contact person from the lead bureau/office.
2. The Information Collection Clearance Officer (ICCO) from the lead bureau/office must review the ICR and provide feedback to the lead bureau/office contact.
3. After the ICCO review has been completed (including a review by the DOI Information Collection Clearance Coordinator), the ICCO must forward the ICR to the USDA Forest Service and copy the FLMA Generic Clearance Coordinator (for contact information, see: [INSERT LINK TO BEST PRACTICES])
4. After the Forest Service ICCO review, the USDA Departmental Clearance Officer submits the ICR to the OMB desk officer for the Forest Service via ROCIS.
5. The OMB desk officer reviews the ICR and provides comments. The lead bureau/office revises the ICR as necessary. Upon approval by OMB, a Notice of Action is issued.

Instructions for Completing the Justification Form

1. Information Collection (IC) Title/Date Submitted to the U.S. Department of Agriculture (USDA) Forest Service, Office of Regulatory and Management Services: Insert title for the proposed IC (e.g., survey, focus group, comment card, etc.). Insert date that the expedited approval package will be submitted to Forest Service. Reminder: Please submit the package through the lead bureau/office Information Collection Clearance Officer and copy the FLMA Generic Clearance Coordinator.

2. Lead Bureau/Office: Insert the name of the lead bureau/office conducting the survey.

3. Abstract: Summarize the proposed study with an abstract not to exceed 150 words.

4. Bureau/Office Point of Contact Information: Complete the bureau/office contact information. Forest Service will communicate with OMB initially and then direct them to the point of contact listed here (and to the IC Clearance Officer listed in #6 below) throughout the remainder of the approval process. Forest Service should be included on any correspondence pertaining to this IC.

5. Principal Investigator (PI) Conducting the IC: Complete information about the PI who will be conducting the IC, if different than Point of Contact listed in #4. Otherwise note: Same as #4.

6. Lead bureau/office IC Clearance Officer Reviewing the IC: Provide the name and contact information for the ICCO from the lead bureau/office who reviewed the IC.

7. Description of population/potential respondents: Provide a brief description of the population/potential respondents from whom the information will be collected.

8. IC Dates: List the time period in which the IC will be conducted, including specific starting and ending dates. The starting date should be at least *45* days after the submission date. The request for expedited approval, and submission of a complete and accurate approval package, must be made at least *45* calendar days prior to the first day the PI wishes to begin the IC.

9. Type of IC Instrument: Check the type(s) of information collection instrument(s) that will be used. If other, please explain.

10. Data Collection Instrument: Explain how the data collection instrument (e.g., survey, interview guides, discussion guides, etc.) was developed. With whom did you consult during the development on content? Who were the social science and/or statistical experts who reviewed the instruments? How did you address any concerns raised or improvements suggested? Did you pretest the data collection instrument? If yes, how did you address any concerns raised or improvements suggested? (Note: A description of any pre-testing and peer review of the methods and/or instrument is highly recommended.)

11. Which of the five topic areas from the Compendium of Questions will be addressed in your IC? Check all that apply. For each question in your survey (or discussion guide or comment card), please indicate the Compendium Topic Area and the unique question identifier from the Compendium. For any questions that are not taken from the Compendium, please indicate "NEW" in the table.

   Sample table:

Survey Question Number	Compendium Topic Area	Compendium Question Identifier
Q1	#1- Respondent characteristics	GROUP1
Q2	#1- Respondent characteristics	VHIS7
Q3	#2 Traveler Information	TINFO1
Q4	#2 Traveler Information	NEW
Etc.		

12. Methodology: Explain how the IC will be conducted. Provide a description of the methodology including: (a) How will the users/visitors be sampled? (if fewer than all users/visitors will be surveyed); (b) What percentage of users/visitors asked to participate will respond, and (c) What actions are planned to increase the response rate? If statistics are generated, this description must be specific and include each of the following:
   - The respondent universe,
   - The sampling plan and all sampling procedures;
   - How the instrument will be administered;
   - Expected response rate and confidence levels; and
   - Strategies for dealing with potential non-response bias.
   Note: Web-based surveys are not an acceptable method of sampling a broad population. If a survey is completely web-based, it must be limited to services provided by the web site. However, it is appropriate to use web-based surveys in combination with other methods, such as an in person intercept.

13. Total Number of Initial Contacts and Expected Number of Respondents**:** Provide an estimated total number of initial contacts and the total number of expected respondents.

14. Estimated Time to Complete Initial Contact and Time to Complete Survey Instrument**:** Estimate the time to complete the initial contact and the time to complete the information collection (e.g., survey, comment card, focus group, etc.)(in minutes).

15. Total Burden Hours**:** Provide the total number of burden hours. The total burden hours should account for the amount of time required to instruct the respondents and the amount of time required for the respondent to complete the survey (or other data collection mechanism).

16. Reporting Plan**:** Provide a brief description of the reporting plan for the data being collected.

17. Justification, Purpose and Use**:** Provide a brief justification for the information collection, its purpose, goals, and utility to managers. Specifically, describe how data will be tabulated and what statistical techniques will be used to generalize the results to the entire user population.   Describe how data from the survey will be used. Describe how you will acknowledge any limitations related to the data, particularly in cases where we obtain a lower than anticipated response rate. Note whether or not the information collection is intended to measure a Government Performance and Results Act (GPRA) performance measure.

Instructions for Checklist
Review the checklist to ensure you have met the requirements for submission and that your approval package includes the required items.

Instructions for Certification Form:
Complete the Form and include the names of those who certify that the Justification Form meets the requirements of the generic clearance (OMB control number 0596-0236).

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

U.S. Department of Agriculture-Forest Service Office of Regulatory and Management Services	Forest Service Tracking Number: (for internal use only)

		Date Submitted to Forest Service/USDA:	8/14/17
1.	**IC Title:**	**Presidio Employee Transportation Survey 2017**	
2.	**Bureau/Office:**	Presidio Trust	

3.	**Abstract:** (not to exceed 150 words)
	The purpose of this survey is to measure the travel patterns of the 4,000 employees at 200+ organizations in the Presidio. The Presidio is a former army base and now is a 1,491 acre park, part of the Golden Gate National Recreation Area. The Presidio Trust, a Federal Land Management Agency, oversees 80% of the Presidio (Area B) and the coastal areas are managed by the National Park Service (Area A). A similar survey was conducted in 2005 and since then, several transportation projects have been completed including a parking management system and shuttle with regional transportation connections. The survey will be conducted using an online survey builder, Survey Monkey. The survey link will be distributed to previously-identified Employee Transportation Coordinators (ETCs) at each organization; these ETCs will electronically distribute the survey link to all employees with their respective organizations. Each tenant agrees to distribute transportation surveys to their employees as part of their lease. The results of this survey will help measure the success of current transportation programs and will help inform future projects and funding. These future projects may include the expansion of dynamic parking pricing, shuttle schedules and routes, carpooling and vanpooling incentives and pedestrian and cyclist infrastructure or facilities.

4. Bureau/Office Point of Contact Information

First Name:	Emily
Last Name:	Beaulac
Title:	Transportation Operations Specialist
Bureau/Office:	Presidio Trust
Street Address:	103 Montgomery Street
City:	San Francisco
Phone:	415-561-5474
Email:	ebeaulac@presidiotrust.gov

City: San Francisco   State: CA   Zip code: 94129

Phone: 415-561-5474   Fax:

5. Principal Investigator (PI) Information [If different from #4]

First Name:	
Last Name:	
Title:	
Bureau/Office:	
Address:	
City:	State: Zip code:
Phone:	Fax:
Email:	

6. Lead agency IC Clearance Officer Reviewing the IC:

First Name	Amy
Last Name	Marshall
Title	Transportation Manager
Phone	415-561-5393
Email	amarshall@presidiotrust.gov

7.	**Description of Population/Potential respondents**	All nonresidential tenants in the Presidio will be distributing this survey to their employees. There are 4,000 people that work in the Presidio at 200 organizations. The tenants range from traditional offices to restaurants and museums. In addition to tenants, federal employees that work in the Presidio will be surveyed including the employees of the Presidio Trust, and some National Park Service employees (including the United States Park Police).

8.	**IC Dates**	*(mm/dd/yyyy)*	to	*(mm/dd/yyyy)*
		06/01/17		06/30/17

9. Type of Information Collection Instrument (Check ALL that Apply)

__Intercept   __Telephone   __Mail   X Web-based   __Focus Groups   __Comment Cards

__Other   Explain:

10. Instrument Development:
(Who assisted in content development? Statistics? Was the instrument pretested? How were improvements integrated?)
This survey was modelled off the last employee survey that was conducted in 2005. This was done intentionally so that the results could be compared, specifically the results as they relate to the transportation mode split. The results of the previous survey were analyzed and influenced the decision to develop a parking management program and the shuttle service to downtown San Francisco. The parking management system has successfully reduced demand for parking in the most congested areas of the park. The downtown shuttle now has an average weekday ridership of 1500 passengers, which has presumably reduced the number of drive-alone trips to/from the Presidio.

The newest version of this survey was developed by the Presidio Trust transportation department and it was reviewed by several key members of the Presidio Trust. It has been pretested by eight employees of the Presidio Trust who have varying commute patterns. Margaret Petrella of the Volpe Center also provided pivotal feedback during the development of this survey.

11. Which of the five 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: Assessment of Visitor Experiences and Transportation-Related Facilities, Conditions, and Services
- ✓ Topic Area #5: 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.

Survey Question Number	Compendium Topic Area	Compendium Question Identifier
Q1	#3 Trip behaviors	NEW
Q2	#3 Trip behaviors	NEW
Q3	#3: Trip behaviors	NEW
Q4	#3: Trip behaviors	NEW
Q5	#2 Traveler Information	RES6
Q6	#3 Trip behaviors	RES11*: Original question: **About how far from home did you travel for this trip?** This question has been modified to ask about the distance between the employee's workplace and home.
Q7	#3 Trip behaviors	NEW
Q8	#3 Trip behaviors	NEW
Q9	#3 Trip behaviors	TRANUSE4* Original question: **How did you reach [site name]? (check only one)** This question has been changed to specifically ask about the mode of travel the respondent used for the great distance below. It also asks the respondent to report for each day of the week to account for those who may vary their commute day by day.
Q10	#3 Trip behaviors	TRANUSE4*: This question has been modified to specify the respondent's second mode of transportation (if applicable).

Q11	#3 Trip behaviors	TDUR10*: **Original question: At approximately what time did you arrive at [X today? (Enter time)** This question has been modified to ask about when the respondent usually arrives at work.
Q12	#3 Trip behaviors	NEW
Q13	#3 Trip behaviors	NEW
Q14	#4 Assessment of Visitor Experiences	NEW
Q15	#2 Traveler Information	SHPREF1*: Original question: **Overall, what is your attitude toward the use of alternative transportation for visitor travel once inside [X], which includes modes of travel other than private automobiles, such as bicycle, bus, boat, carriage, ferry, train, tram, trolley, or van?** This question has been modified to specify which mode of travel the respondent would be most likely to try.
Q16	#3 Trip behaviors	NEW
Q17	#2 Traveler Information	NEW
Q18	#3 Trip behaviors	GROUP7*: Original question: **How many people (including you) traveled here in the same vehicle as you?** This question has been modified to ask about carpools/vanpools for an entire work week.
Q19	#3 Trip behaviors	SHPREF16*: Original question: **What THREE improvements would make you more likely to use this shuttle again in the future? (choose no more than 3)** This question has been changed to ask about the primary public transportation agency in San Francisco, MUNI.
Q20	#3 Trip behaviors	SHPREF16* This question has been changed to ask about the PresidiGo shuttle.
Q21	#5 Economic Impact and Visitor Spending/Costs	NEW
Q22	#2 Traveler Information	NEW
Q23	#2 Traveler Information	NEW
Q24	#3 Trip behaviors	NEW
Q25	#1 Respondent characteristics	NEW
Q26	#1 Respondent characteristics	RES8*: Original Question: **Address:_____** This question has been changed to request the respondent's work address.
Q27	#1 Respondent characteristics	NEW
Q28	#1 Respondent characteristics	NEW
*indicates that the question has been reworded to better fit the purpose of this survey but still maintains the same general purpose		

12. Methodology: (Use as much space as needed; if necessary include additional explanation on separate page).	
Respondent Universe	Those who work in the Presidio. There are about 4,000 people at 200+ organizations. Most people work at leased workspaces and the organizations range from non-profits, tech start-ups, and visitor facing businesses like museums and restaurants. The federal employees in the Presidio with the Presidio Trust and National Park Service will also be surveyed.
Sampling Plan/Procedure	There will be no sampling – all employees of the Presidio will be asked to respond to the survey.
Instrument Administration	The survey will be administered electronically using the online survey tool SurveyMonkey. The survey link will be sent via email to the identified Employee Transportation Coordinator (ETCs) at each organization. The ETCs will distribute the survey to employees with their respective organizations.
Expected Response Rate and Confidence Levels	60% of all employees, about 2400 people. Each non-residential lease comes with Transportation Demand Management Plan (TDMP). The TDMP states that the tenant will strive for 70% response rate for any transportation survey.
Strategies for dealing with potential non-response bias	Each tenant is required to have an identified Employee Transportation Coordinator to serve as the liaison and resource to the tenant's staff on transportation-related topics. The survey link will initially be distributed through tenant ETCs. The link will then be sent out to an email list maintained by Presidio WorkSpaces, the non-residential property manager for the Presidio Trust. Presidio Workspaces maintains a separate email list with key contacts at each organization. This will ensure that the survey link is distributed to all the organizations in the Presidio. If the response rate is low, reminder email messages will be sent, and ETCs will be contacted by phone.
Description of any pre-testing and peer review of the methods and/or instrument (recommended)	This survey was tested by several Presidio Trust employees in different departments. Attention was given to test this survey with people that had varying modes of transportation to work. Our sustainability department suggested that a question about what type of vehicles are driven in the Presidio be added to our survey in order to measure transportation's carbon footprint (this is question 13). All the other feedback was grammar and wording errors, which have been corrected.

13.	**Total Number of Initial Contacts and Expected Number of Respondents**	**4,000 people** **Expected 2,400 respondents**
14.	**Estimated Time to Complete Initial Contact and Time to Complete Instrument**	**10 minutes**

15.	**Total Burden Hours**
	    Contacts
	    Respondents
	    ----------------- 	
	    Total
		10 minutes
		2,400 respondents
		24,000 minutes or 400 hours

16. Reporting Plan: The results will be analyzed using the SurveyMonkey data analysis tools. Some of the data may be exported to another program (e.g., spreadsheet) to perform more advanced statistical analysis depending on the results. The analyzed survey results of the survey will be published in a report on the Presidio Trust website. The report will not include any personal information, such as respondents' names, addresses, workplaces or emails.

17. Justification, Purpose, and Use:	
IC Justification and Purpose	The purpose of this survey is to measure the commute patterns of people who work in the Presidio and to formulate a mode share. The Presidio Trust Management Plan identifies a long-term goal to reduce vehicle trips so that only 50 percent of external trips and 35 percent of internal (intra-Presidio) trips are made by automobile. This survey will measure effectiveness of Transportation Demand Management (TDM) programs in meeting this goal within Presidio-based employees.
IC Goals	The survey results will help guide future adjustments to existing TDM programs and development of new TDM programs. For example, using the zip codes of employees who expressed interest in carpooling will help determine the potential success of a new carpooling program. If there is particular interest in specific TDM measures or adjustments to existing TDM measures (e.g., longer shuttle operating hours), more funding and time can be allocated to developing those programs.
Utility to Managers	The survey results will be shared with the Presidio Trust senior management, as it will guide future funding decisions.
How will the results of the IC be analyzed and used?	The results will be used to more effectively reduce single-occupant automobile use in the Presidio through new or modified TDM programs, shuttle schedule adjustments, modified or new shuttle routes, improved bicycle and pedestrian infrastructure, new carpooling and vanpooling programs, and/or changing the transportation communication methods for tenants.

How will the data be tabulated? 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).

The data will be tabulated using SurveyMonkey's software. After analyzing the data, a summary of survey results will be made available to the public. No identifying information will be shared – work addresses, employer names, and emails will be kept private. The raw data will be managed by the Presidio Trust transportation department and will not be shared outside the Trust. As a part of each lease at the Presidio, tenants agree to maintain a minimum 70% response rate for any transportation survey. If there is a particularly low participation rate (below 60%), tenants will be reminded of this obligation per the lease agreement.

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).

n/a

Checklist for Submitting a Request to Use USDA-Forest Service Federal Lands Transportation Generic Clearance

- *All* questions in the survey instrument are within the scope of one of the USDA-Forest Service Generic Clearance topic areas (see Compendium of Questions).

- The approval package is being submitted to the Forest Service Office of Regulatory and Management Services at least *45* days prior to the first day the PI wishes to administer the IC to the public.

- [IF SURVEY] A qualified statistician has reviewed and approved your request.

- Your bureau/office Information Collection Clearance Officer has reviewed and approved the approval package.

- When you forward the approval package to USDA Forest Service, copy the FLMA Generic Clearance Coordinator

The approval package includes:

- A completed Justification
- A signed Certification Form
- A copy of the survey instrument
- Other supporting materials, such as:
  - Cover letters to accompany mail-back questionnaires
  - Introductory scripts for initial contact of respondents
  - Necessary Paperwork Reduction Act compliance language
  - Follow-up letters/reminders sent to respondents

The survey methodology presented in the Justification includes a specific description of:
- The respondent universe
- The sampling plan and all sampling procedures, including how respondents will be selected
- How the instrument will be administered
- Expected response rate and confidence levels
- Strategies for dealing with potential non-response bias
- A description of any pre-testing and peer review of the methods and/or the instrument is highly recommended.

- The burden hours reported in the Justification include the number of burden hours associated with the initial contact of all individuals in the sample (i.e., including refusals), if applicable, and the number of burden hours associated with individuals expected to complete the survey instrument.

- The package is properly formatted (Word) and submitted to the Office of Regulatory and Management Services electronically.

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.

<table>
<tr><td colspan="5">Bureau/Office
Presidio Trust</td></tr>
<tr><td colspan="5">IC Title *(Please be specific)*
Presidio Employee Transportation Survey 2017</td></tr>
<tr>
<td>Estimated Number
  Contacts
  Respondents</td>
<td>**4,000**
2,400</td>
<td>Time per Response
  Contacts
  Respondents</td>
<td>Sent by email
10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Burden Hours
  Contacts
  Respondents

  Total</td>
<td>24,000 minutes (combined time for all respondents to take survey)</td>
</tr>
<tr><td colspan="4">Bureau/Office Contact (who can best answer questions about content of the submission):</td></tr>
<tr>
<td>Name</td>
<td colspan="2">Emily Beaulac</td>
<td>Phone   415-561-5474</td>
</tr>
</table>

Certification: The collection of information requested by this submission meets the requirements of OMB control number 0596-0236

Bureau/Office Qualified Statistician Margaret Petrella, VOLPE Center	DATE
Bureau/Office Information Collection Clearance Officer Amy Marshall, Presidio Trust	DATE
Forest Service, Office of Regulatory and Management Services	DATE