

# Supporting Statement A

## Leases and Permits, 25 CFR 162

### OMB Control Number 1076-0155

**Terms of Clearance:** None.

#### General Instructions

**A completed Supporting Statement A must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified below. If an item is not applicable, provide a brief explanation. When the question “Does this ICR contain surveys, censuses, or employ statistical methods?” is checked "Yes," then a Supporting Statement B must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.**

#### Specific Instructions

#### Justification

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

This information collection is necessary for the Bureau of Indian Affairs (BIA) to implement its leases and permits program for land held in trust or restricted status on behalf of individual Indians and Tribes. The American Indian Agricultural Resource Management Act (25 U.S.C. 3701, as amended), 25 U.S.C. 415, and 25 U.S.C. 2201 et seq. provide the statutory authority for this program. The regulations at 25 CFR 162, implement the statutory authority. The regulations address agricultural leases, residential leases, business leases, and wind and solar resource leases.

- 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.**

BIA uses the information it collects to determine whether or not a lease may be approved or granted, the value of such lease(s), the appropriate compensation due to landowners, the amount of administrative fees that must be levied, and the penalties, if any, that should be assessed for violations of lease provisions.

Subpart A of 25 CFR 162 (§§ 162.001 through 162.029) provides general provisions. The subparts of

part 162 that have substantive provisions and most of the information collections are:

- Subpart B (§§ 162.100 through 162.256), which addresses agricultural leases
- Subpart C (§§ 162.301 through 162.374), which addresses residential leases
- Subpart D (§§ 162.401 through 162.474), which addresses business leases
- Subpart E (§§ 162.501 through 162.599), which addresses wind energy evaluation leases (WEELs) and wind and solar resource development (WSR) leases.

These four subparts have parallel information collection requirements, in most instances. Most of this information is collected at the time a lease document is proposed for BIA approval, except that rent payments must occur as established by lease; and penalties, notice of a cured violation, and notice of trespass is collected on an as needed basis. The following chart shows these information collection requirements and how BIA uses the information.

<b>CFR Cite</b>	<b>Information Collection Requirement</b>	<b>BIA Use of Information</b>
162.109 162.204 162.205 162.338(e) 162.438(e) 162.528(d) 162.568	Provide notice of Tribal leasing laws, regulations, exemptions	BIA uses this information to confirm that the lease action complies with Tribal law. Usually, this information will be in the form of a Tribal representative's signature on a Tribal lease. For individually-owned tracts, it may be in a separate document.
162.241	Administrative fees	BIA uses these fees for the purposes established by regulation.
162.009 162.207 162.242-244 162. 345, 350, 353, 357 162. 445, 450, 453, 457 162. 530, 570, 574, 578, 582	Submit lease, assignment, amendment, leasehold mortgage for approval	BIA uses this information to determine if the document should be approved.
162.217 162.246 162.343 162.443 162.568	Submit lease documents for recording at the Land Titles and Records Office (LTRO)	BIA uses this information to record the document in the official Indian land title office of record at the LTRO.
162.247 162.325, 329 162.425, 429 162.523, 551, 555	Pay rent	BIA uses this information as trustee to ensure that Indian landowners are receiving compensation.
162.248 162.368 162.468 162.593	Pay penalties for late payment	BIA uses this information to ensure that the lessee complies with payment provisions.
162.234 162.434 162.525 162.559	Provide a bond	BIA uses this information to determine whether the lessee has complied with bond requirements.
162.237 162.437 162.527 162.562	Provide information for acceptable insurance	BIA uses this information to determine whether the lessee has complied with insurance requirements.
162.009 162.212	Bidding on advertised lease	BIA uses this information to advertise for leases, where appropriate.

162.008(b)(2)	Use of a minor's land	BIA uses this information to ensure that a person is authorized to act on an Indian landowner's behalf.
162.025 162.113	Appealing decisions	BIA uses this information to ensure due process procedures are followed.
162.024 162.213 162.338 162.438 162.528 162.563	Provide supporting documentation	BIA uses this information to determine if a lease should be approved in compliance with applicable laws.
162.251 162.366 162.466 162.591	Provide notice of curing violation	BIA uses this information to determine whether to pursue further enforcement action.
162.256 162.371 162.471 162.596	Respond to notice of trespass	BIA uses this information to determine whether to pursue further enforcement action.
162.320(a), 321(a) 162.420(a), 421(a) 162,549(a), 162.550(a)	Request for fair market rental/valuation on Tribal land	BIA uses this information to identify whether the Tribe would prefer a valuation or fair market rental on its land.
162.320(b), 321(b) 162.420(b), 421(b) 162,549(b), 162.550(b)	Request for waiver of fair market rental/valuation for individually-owned land	BIA uses this information to determine whether it is appropriate to waive the requirement for a valuation or fair market rental.
162.324 162.424 162.553	Agreement to suspend direct pay.	BIA uses this information to determine whether to suspend direct pay.
162.371 162.471 162.596	Notification of good faith negotiations with holdover.	BIA uses this information in its determination whether to pursue action against a holdover for trespass.
162.004	Submit permits to BIA for file	BIA uses this information to determine whether lease actions will pose a conflict with existing permitted actions on a given property.

**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 GPRA requirements.**

To the extent respondents provide information in written form, rather than orally, BIA accepts the information via fax or e-mail to reduce burden on respondents.

**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.

This information collected under 25 CFR part 162 is not duplicated in any other data collection. In keeping with the Paperwork Reduction Act and other statutory requirements, the information collected is the minimum needed for the intended purpose.

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

There is no significant economic impact on a substantial number of small businesses. The information collection burden under the Program is limited further by the fact that information is generally collected only when it is needed.

**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.**

The information collection burden cannot be reduced any further without the integrity of the leasing program being jeopardized. Information is collected, as needed, when Tribes, Tribal entities or individual Indians want to enter into leases for their respective lands. If the collection is not conducted, or is conducted less frequently, the BIA will not be able to properly administer and monitor leases on Indian lands.

**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.**

There are circumstances that require exceptions to 5 CFR 1320.5(d)(2).

- Section 162.249, §§ 162.323 and .368, §§ 162.423 and .468, and §§ 162.552 and .593 require that rents and penalties for late payment of rents are due as specified by the lease. While each

lease is specific and the regulations do not specify otherwise, there is a potential for responding to a notice of delinquency in fewer than 30 days.

- In accordance with § 162.251, § 162.366, § 162.466, and §162.591, the lessee is given 10 days from the receipt of the notice of lease violation to respond. This is an exception to the 30-day rule because time is of the essence in correcting violations of lease terms. A 30-day period to respond would endanger the integrity of the lease instrument and possibly do irreparable damage to the corpus of the trust resource. In a similar circumstance, a trespass violation requires the alleged trespasser to contact the BIA *immediately* to explain why a trespass violation notice is in error. Again, the circumstances of a trespass may be of such a serious nature that the 30-day response time would not be appropriate and, furthermore, would harm the corpus of the trust resource.

**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.**

A 60-day notice for public comments was published in the Federal Register on April 19, 2019 (84 FR 16529). No comments were received.

**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.**

The BIA reached out to three lessees from whom this information is to be obtained. The BIA received three responses and is summarized below.

**Eastern Oklahoma Region, Muskogee Agency**

*Business owner in Eastern Oklahoma with a shopping center lease and 5 other leases through the BIA with the Creek Nation.*

The business owner stated that the leasing process is smooth and straightforward. The BIA realty staff were professional in furnishing him data for obtaining a lease and the data was accurate. The instructions were clear, however he stated there was some confusion on bonding requirement. He stated that using a letter of credit is much simpler for other leases he possesses. The record keeping requirements are acceptable, since he is able to obtain records from the BIA on the leases he has. All his leases were properly recorded with LTRO, and he was furnished a recorded copy of his leases.

**Rocky Mountain Region, Blackfeet Agency**

*Agriculture Farmer, Browning, Montana*

A farmer at the Blackfeet Agency stated that he does not like the bidding process for agriculture leases and the agriculture regulations are too lengthy but likes working with the people and BIA. Land data for farming is readily available at the times he requested. The instructions in the regulations and process for farming is usually clear. He does not access records from BIA, however, he did note that he did not receive receipts for leasing payments he has made. He also does not receive a recorded copy of his lease, however he does receive the approved copy so he can begin farming.

**Western Region, Truxton Canon Agency**

*Housing Counselor for Residential leases from Yavapai-Apache Nation, Arizona*

The housing counselor who works for the Yavapai-Apache Nation stated that the home site leases take too long for BIA to process and approve. She does not obtain lease or realty data from the BIA, however, she does follow up with the BIA on status of documents submitted to BIA for approval. The BIA process is fairly clear, but most of the process takes place on the Tribe's side. The BIA record keeping is adequate and it is provided to her and to the Tribe on a needed bases. All the lease-realty documents are recorded properly with LTRO, and they are provided a recorded copy of the lease.

**Overall BIA Response to the Outreach Received**

Most of the leasing activities are done at the Agency level in the respective area. Depending if the Realty Office is 638 or Compact then the Regional Office will conduct the leasing process. For large amounts of money involved, it has to be approved by the BIA Regional Director.

The BIA has issued a Leasing and Permitting Handbook with various chapters on; General Information, Agricultural, Residential, Business, and Exhibits for the public to view on a public website: [https://www.bia.gov/sites/bia.gov/files/assets/public/raca/handbook/pdf/Procedural-HB-Leasing-and-Permitting\\_Chapter-2-Agricultural-Leasing\\_OIMT.pdf](https://www.bia.gov/sites/bia.gov/files/assets/public/raca/handbook/pdf/Procedural-HB-Leasing-and-Permitting_Chapter-2-Agricultural-Leasing_OIMT.pdf). The Handbook should assist with clarifying the process and answer any questions a person might have.

The BIA will need to further look into some of the issues raised from the feedback in reference to training, ensure staff is providing consistent information Agency/Regional wide, and to coordinate with all the Regions to ensure all the information is available on one central BIA webpage.

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

The respondents do not receive payments or gifts.

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

The information collected in this collection is covered by the BIA's Privacy Act System of Records Notice BIA-05: Indian Land Leases. Additionally, BIA agency policy seeks to protect confidential information submitted as a part of this collection.

**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.**

There is a potential that some information collected will be of a sensitive nature. In accordance with § 162.235, § 162.334, § 162.444, § 162.525, and § 162.559, the lessee may be required to post a surety bond to secure performance under the lease. This is necessary if BIA is to properly administer the leasing program on Tribal and individual Indian lands. If the lessee wants to obtain a loan, sensitive information will have to be submitted in order to determine if the loan should be approved.

**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.**

The estimated total annual number of respondents is 99,340. The estimated total annual hour burden is 81,899 hours. The dollar equivalent burden is **\$ 4,461,856.**

CFR Cite	Description	Respondent Type	No. Respondents	Annual Responses	Burden Hours per Response	Total Annual Burden Hours	Salary Burden
162.109, 162.204, 162.205, 162.338(e), 162.438(e), 162.528(d), 162.568	Provide notice of Tribal leasing laws, regulations, exemptions	Tribal	500	500	0.5	250	\$ 13,620
162.241	Administrative fees	Individuals	7,464	7,464	2	14,928	\$ 813,277
		Businesses	2,500	2,500	2	5,000	\$ 272,400
		Tribal	2,000	2,000	2	4,000	\$ 217,920

162.009 162.207 162.242-244 162. 345, 350, 353, 357 162. 445, 450, 453, 457 162. 530, 570, 574, 578, 582	Submit lease, assignment, amendment, leasehold mortgage for approval	Individuals	4,976	4,976	1	4,976	\$ 271,093
		Businesses	2,500	2,500	1	2,500	\$ 136,200
		Tribal	2,488	2,488	1	2,488	\$ 135,546
162.217 162.246 162.343 162.443 162.568	Submit lease documents for recording	Individuals	4,976	4,976	0.5	2,488	\$ 135,546
		Businesses	2,500	2,500	0.5	1,250	\$ 68,100
		Tribal	2,488	2,488	0.5	1,244	\$ 67,773
162.247 162.325, 329 162.425, 429 162.523, 551, 555	Pay rent	Individuals	4,976	4,976	0.25	1,244	\$ 67,773
		Businesses	2,500	2,500	0.25	625	\$ 34,050
		Tribal	2,488	2,488	0.25	622	\$ 33,887
162.248 162.368 162.468 162.593	Pay penalties for late payment	Individuals	3,000	3,000	0.25	750	\$ 40,860
		Businesses	600	600	0.25	150	\$ 8,172
		Tribal	25	25	0.25	6	\$ 327
162.234 162.434 162.525 162.559	Provide a bond	Individuals	4,976	4,976	0.5	2,488	\$ 135,546
		Businesses	2,500	2,500	0.5	1,250	\$ 68,100
		Tribal	2,488	2,488	0.5	1,244	\$ 67,773
162.237 162.437 162.527 162.562	Provide information for acceptable insurance	Individuals	4,976	4,976	0.25	1,244	\$ 67,773
		Businesses	2,500	2,500	0.25	625	\$ 34,050
		Tribal	2,488	2,488	0.25	622	\$ 33,887
162.009 162.212	Bidding on advertised lease	Individuals	4,000	4,000	1	4,000	\$ 217,920
		Businesses	2,500	2,500	1	2,500	\$ 136,200
		Tribal	2,000	2,000	1	2,000	\$ 108,960
162.008(b)(2)	Use of a minor's land	All	4,976	4,976	3	14,928	\$ 813,277 (average of Individual/Busi ness salary and Tribal salary)
162.025 162.113	Appealing decisions	Individuals	400	400	2	800	\$ 43,584
		Businesses	225	225	2	450	\$ 24,516
		Tribal	100	100	2	200	\$ 10,896
162.024 162.213 162.338 162.438 162.528 162.563	Provide supporting documentation	Individuals	7,464	7,464	0.25	1,866	\$ 101,660
		Businesses	2,500	2,500	0.25	625	\$ 34,050
		Tribal	250	250	0.25	63	\$ 3,432
162.251 162.366 162.466 162.591	Provide notice of curing violation	Individuals	100	100	0.5	50	\$ 2,724
		Businesses	45	45	0.5	23	\$ 1,253
162.256 162.371	Respond to notice of	Individuals	100	100	0.5	50	\$ 2,724
		Businesses	45	45	0.5	23	\$ 1,253

162.471 162.596	trespass							
162.320(a), 321(a) 162.420(a), 421(a) 162.549(a), 162.550(a)	Request for fair market rental/valuation on Tribal land	Tribal	2,500	2,500	0.5	1,250	\$ 68,100	
162.320(b), 321(b) 162.420(b), 421(b) 162.549(b), 162.550(b)	Request for waiver of fair market rental/valuation for individually-owned land	Individuals	4,976	4,976	0.5	2,488	\$ 135,546	
162.324 162.424 162.553	Agreement to suspend direct pay.	Individuals	500	500	0.5	250	\$ 13,620	
162.371 162.471 162.596	Notification of good faith negotiations with holdover.	Tribal	100	100	0.5	50	\$ 2,724	
		Individuals	500	500	0.5	250	\$ 13,620	
162.004	Submit permits to BIA for file	Individuals	50	50	0.25	13	\$ 708	
		Businesses	50	50	0.25	13	\$ 708	
		Tribal	50	50	0.25	13	\$ 708	
	<b>Total</b>		<b>99,340</b>	<b>99,340</b>		<b>81,899</b>	<b>\$ 4,461,856</b>	

We are estimating salary using Bureau of Labor Statistics, EMPLOYER COSTS FOR EMPLOYEE COMPENSATION—December 2018 (released March 19, 2019), USDL 19-0449, Table 2, Employer costs per hour worked for employee compensation and costs as a percent of total compensation: civilian workers, by occupational and industry group, totaling \$ 54.48/hour for service providing (includes 1.5 multiplier for benefits). The employee cost for compensation was obtained from the Bureau of Labor Statistics, EMPLOYER COSTS FOR EMPLOYEE COMPENSATION— December 2018 (released March 19, 2019), USDL 19-0449. See <http://www.bls.gov/news.release/pdf/ecec.pdf>.

**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.

The information collection will not require the purchase of any capital equipment nor create any start-up costs because no equipment purchase is contemplated. Any computers and software used to complete this information collection are part of the respondent’s customary and usual business practices.

The BIA collects fees for processing certain submitted documents as indicated under § 162.241 of the rule. The minimum fee is \$10 and the maximum fee is \$500. About half of the fees are waived. The average fee collected is \$250, which is collected about 7,252 times, for a total annual amount of **\$1,813,000**.

**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 estimated total annual number of responses reviewed by the federal government, the estimated total annual hour burden, and total salary cost to the federal government are shown in the table below. This hour burden includes careful checking of all records to ensure that none of the information has changed because of new liens, updated title, land records, possible probates. The processing of the information related to this information collection is **\$ 2,834,408** for the federal government.

CFR Cite	Description	Annual Responses	Federal Burden per Response	Total Federal Burden Hours	Federal Salary Cost at \$36.54/hr
162.109, 162.204, 162.205, 162.338(e) 162.438(e) 162.528(d) 162.568	Review notice of leasing laws, regulations, exemptions	500	0.5	250	\$9,135
162.241	Collect administrative fees	7,464	2	14,928	\$545,469
		2,500	2	5,000	\$ 182,700
		2,000	2	4,000	\$ 146,160
162.009 162.207 162.242-244 162. 345, 350, 353, 357 162. 445, 450, 453, 457	Approving a lease	4,976	1	4,976	\$ 181,823
		2,500	1	2,500	\$ 91,350
		2,488	1	2,488	\$ 90,912

162. 530, 570, 574, 578, 582					
162.217	Recording a lease	4,976	0.5	2,488	\$ 90,912
162.246		2,500	0.5	1,250	\$ 45,675
162.343 162.443 162.568		2,488	0.5	1,244	\$ 45,456
162.247	Processing rent	4,976	0.25	1,244	\$ 45,456
162.325, 329		2,500	0.25	625	\$ 22,838
162.425, 429 162.523, 551, 555		2,488	0.25	622	\$ 22,728
162.248	Processing penalties for late payment	3,000	0.25	750	\$ 27,405
162.368		600	0.25	150	\$ 5,481
162.468 162.593		25	0.25	6	\$ 219
162.234	Processing bonds	4,976	0.5	2,488	\$ 90,912
162.434		2,500	0.5	1,250	\$ 45,675
162.525 162.559		2,488	0.5	1,244	\$ 45,456
162.237	Reviewing insurance	4,976	0.25	1,244	\$ 27,940
162.437		2,500	0.25	625	\$ 22,838
162.527 162.562		2,488	0.25	622	\$ 22,728
162.009	Reviewing bids for advertised leases	4,000	1	4,000	\$ 146,160
162.212		2,500	1	2,500	\$ 91,350
		2,000	1	2,000	\$ 73,080
162.008(b)(2)	Reviewing authority for use of a minor's land	4,976	3	14,928	\$ 545,469
162.025	Appealing decisions	400	0.5	200	\$ 7,308
162.113		225	0.5	113	\$ 4,129
		100	0.5	50	\$ 1,827
162.024	Review supporting documentation	7,464	0.25	1,866	\$ 68,184
162.213		2,500	0.25	625	\$ 22,838
162.338 162.438 162.528 162.563		250	0.25	63	\$2,302
162.251	Curing violation	100	0.5	50	\$ 1,827
162.366 162.466 162.591		45	0.5	23	\$ 840
162.256	Review trespass response	100	0.5	50	\$ 1,827
162.371 162.471 162.596		45	0.5	23	\$ 840
162.320(a), 321(a) 162.420(a), 421(a) 162,549(a), 162.550(a)	Request for fair market rental/valuation on Tribal land	2,500	0.5	1,250	\$ 45,675
162.320(b), 321(b) 162.420(b), 421(b)	Request for waiver of fair	4,976	0.5	2,488	\$ 90,912

162,549(b), 162.550(b)	market rental/valuation for individually-owned land				
162.324 162.424 162.553	Agreement to suspend direct pay.	500	0.25	125	\$ 4,568
162.371 162.471 162.596	Notification of good faith negotiations with holdover.	100	0.25	25	\$ 914
		500	0.25	125	\$ 4,568
162.004	Submit permits to BIA for file	50	0.25	13	\$ 475
		50	0.25	13	\$ 475
		50	0.25	13	\$ 475
	<b>Total</b>	<b>99,340</b>		<b>79,293</b>	<b>\$ 2,834,408</b>

We used an average salary of **\$36.54** (which includes a 1.6 multiplier for benefits) per hour, based on Salary Table 2019- General Schedule – Hourly Rate (GS 7, Step 5) at [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/html/RUS\\_h.aspx](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/html/RUS_h.aspx).

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

The burden adjustments for this renewal were due to accurate calculations being made.

**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.**

There are no plans to publish the results of this collection of 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.**

No form is used; the CFR lists information required for leases and permits.

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

There are no exceptions.