

**1SUPPORTING STATEMENT A  
FOR PAPERWORK REDUCTION ACT SUBMISSION**

**Application for Designation as National Recreation Trail or National Water Trail**

**OMB Control Number 1024-0283**

**Terms of Clearance:** None

**Justification**

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

The National Trails System Act of 1968 authorizes the creation of a National Trails System composed of National Recreation Trails (NRTs), National Scenic Trails and National Historic Trails. Although National Scenic Trails and National Historic Trails may only be designated by an Act of Congress, NRTs may be designated by the Secretary of the Interior and the Secretary of Agriculture.

Secretarial Order No. 3319, established National Water Trails (NWTs) as a class of National Recreation Trails and directed that such trails collectively be considered in a National Water Trails System (NWTS). The order authorizes the National Park Service (NPS) to coordinate the national water trail nomination process and sets the framework for Secretarial designation of water trails that will help facilitate outdoor recreation on waterways in and around urban areas and provide national recognition and resources to existing local water trails.

The NPS administers the NRT program by authority of section 4 of the National Trails System Act (16 USC 1243). The Park Service uses the application for designation as NRT or NTW to recommend suitable trail systems and exemplary water trails to the Secretary of the Interior for consideration in the National Trails System. This designation provides national recognition to local and regional trails or trail systems, acknowledging local and state efforts to build and maintain viable trails and trail systems. This recognition function is shared by the Secretary of Agriculture (for trails on National Forest lands and waters) and the Secretary of the Interior (for all other trails).

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**Legal Authorities:**

- National Trails System Act (16 USC 1243)

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.

The NPS, U.S. Fish and Wildlife Service, Bureau of Land Management, and US Army Corps of Engineers use Forms 10-1002: *Application for Designation – National Water Trails System* and 10-1003: *Application for Designation -- National Recreation Trail*, to collect information needed to evaluate applicants requesting sites to be designated as a NRT or NWT.

Approval of an application is based upon (1) the sufficiency of information provided on the application form and in supporting documentation, such as photographs, maps, and written landowner consents that accompany the form, and (2) successfully meeting the NRT or NWTS requirements and criteria. Successful applications are forwarded to the Secretary of the Interior for approval.

Upon designation of a trail, information from the application process is used to create one or more informational web pages for the new trail on the NRT or NWTS website and summary web pages. These online resources provide information to federal employees and the public about the designated trails.

## FORM 10-1002: APPLICATION FOR DESIGNATION -- NATIONAL TRAILS SYSTEM

### SECTION 1: TRAIL INFORMATION

**Justification:** The following fields identify unique characteristics, evaluate in comparison with other trails, and describe the trail succinctly at the time of designation. These fields (indicated in italics) include:

#### BASIC TRAIL INFORMATION

- *Trail Name and Location*
- *Mapping Information - Latitude and Longitude*
- *Agency*
- *Directions to Trail*
- *City(ies) / Township(s) crossed by the trail*
- *County(ies), State(s), Congressional District(s)*
- *Short Description of Trail (a quick "snapshot" for news releases.)*
- *Long Description of Trail (a comprehensive description for public use on the NRT website.)*

#### TRAIL DETAILS

*Length of Trail Open to Public Use*

- *Miles*
- *Loop trail or not*

#### OTHER DESIGNATIONS

- *Additional National Designations*
- *Additional State Designations*

#### TRAIL TYPE

- *Backcountry*
- *Equestrian*
- *Nature*
- *Rail*
- *Snow*

- Fitness
- Greenway,
- Mountain Bike,
- Urban Trail/bikeway,
- Water,
- Other Type

#### **USES AND ACTIVITIES**

- *Allowed Uses*

#### **TRAIL FEATURES**

- *Elevation - Lowest and Highest elevation in feet*
- *Width of Tread - Average and Minimum width in inches*
- *Grade of Trail - Average and Maximum %*
- *Average cross-slope (side slope) %*
- *Accessibility Information if available*
- *Trailhead Information Sources: signage Brochure Website Other*
- *Primary and additional surface material*

#### **VISITING AND FEES**

- *Open Dates - Open From / to /*
- *Seasonal Closures*
- *Times of Operation*
- *Fees*

### **SECTION 2: CONTACT INFORMATION**

**Justification:** If the trail is designated as a NRT, the Trail Managing Agency or Organization appears on the NRT certificate, along with the trail's name. If there are multiple agencies or organizations that manage the trail, there is an option to add additional contacts. A public information contact can also be specified.

#### **APPLICANT CONTACT INFORMATION**

- *Trail Managing Agency, Unit or Organization*
- *Trail Manager's Name (First, Middle Initial, Last)*
- *Title and Position*
- *Mailing Address City, State, Zip*
- *Street Address for deliveries (if different from Mailing Address)*
- *Phone, Fax, Email and Website*

#### **TRAIL MANAGING AGENCY OR ORGANIZATION**

- *Trail Managing Agency, Unit, or Organization*
- *Trail Manager's Name (First, Middle Initial, Last)*
- *Title and Position*
- *Mailing Address City, State, Zip*
- *Street Address for deliveries (if different from Mailing Address)*
- *Phone, Fax, Email and Website*

## **DESIGNATION LETTER**

If the trail is designated as a NRT, a letter of designation is delivered along with the NRT Certificate to the street address of the managing agency/organization. The Trail Manager's name will be on the letter. However, if the applicant would like a different name (e.g. department head, mayor, president of the organization, etc.) and/or address to appear on the letter, the information is entered in the following fields:

- *Name: First, Middle Initial, Last*
- *Title and Position*
- *Street Address for Deliveries*
- *City, State, Zip and Phone*

## **SECTION 3: OWNER CONSENT AND STATE SUPPORT**

**Justification:** According to SEC. 4. (16 USC 1243) of the National Trails System Act, consent must be given by the Federal agency, State, or political subdivision having jurisdiction over the lands involved before a NRT may be established and designated. Trails on privately owned lands must have the written consent of the owner of the property involved before they may be designated NRTs. The appropriate documents must be uploaded as part of the application.

1. All public and private property owners of trail lands or waters must give written consent to the application.
2. Trails on State, local government, or private land (anything other than Federal) must have a letter of support from the State Trails Administrator/Coordinator.

## **SECTION 4: PRIMARY TRAIL PHOTO AND PRIMARY TRAIL MAP**

**Justification:** At least one evocative photograph and a map that clearly shows the location of the trail being proposed for designation are required to enable reviewers to evaluate the application and to provide information to the public when the trail is designated.

## **SECTION 5: ADDITIONAL SUPPORTING MATERIALS (OPTIONAL)**

**Justification:** The applicant may upload more photos and maps, brochures, letters, or resolutions of support, and additional websites to help clarify and support the application. The materials may also be used on the NRT website once the trail is designated to provide information to the public.

## **SECTION 6: PRINT, SIGN, AND UPLOAD THE SIGNATURE PAGE**

**Justification:** To complete the application process a signature page must be provided. On the signature page, the applicant must certify the following:

1. Duly authorized to represent the agency, organization or individual officially responsible for permitting trail use on this trail;
2. The trail is in existence and will be available for public use, to the best of my knowledge, for at least 10 consecutive years after designation;
3. The trail has been designed, constructed, and is maintained according to best management practices in keeping with the anticipated use(s);
4. The trail is in compliance with applicable land use plans and environmental laws; and

5. All public and private property owners of trail lands or waters have been notified and have given their written consent to this application

### **FORM 10-1002 APPLICATION FOR DESIGNATION -- NATIONAL WATER TRAILS SYSTEM**

This form collects information needed to evaluate applicants requesting sites to be designated as a part of the NWTs. Approval of an application is based on (1) the sufficiency of information provided on the application form and in supporting documentation, such as photographs, maps, and written landowner consents that accompany the form, and (2) successfully meeting the NWTs requirements and best management practices criteria. Successful applications follow the same protocols mentioned above in the approval of the applications submitted for National Trails designation.

### **SECTION 1: TRAIL INFORMATION**

**Justification:** The National Water Trails System staff uses this information to understand how the water trail being nominated operates and what types of facilities are currently available. This section collects basic information about the water trail and its characteristics. Within this section, three categories of information are requested:

1. 'Basic Water Trail Information.' This section is used to understand the general location, operations and types of facilities currently available.
2. 'Detailed Water Trail Information.' This section asks applicants to provide information on the features (such as water type - e.g. white water, rapids, etc.), and the opportunities available to water trail users.
3. 'Visitor Information.' This section asks water trail managers to provide general information about how they currently manage visitors.

### **TRAIL DETAILS**

*Length of Trail Open to Public Use*

- Miles
- Loop trail or not

### **OTHER DESIGNATIONS**

- Additional National Designations
- Additional State Designations

### **ALLOWED USES**

*(Boating, motorized; Boating, nonmotorized: Canoeing; Boating, nonmotorized: Kayaking; Boating, nonmotorized: Rafting; Boating, nonmotorized: Sailing; Boating, nonmotorized: Tubing; Camping; Fishing; Heritage and History; Hunting; Ice Skating; Swimming; Swimming: Diving/Snorkeling; Swimming: Wading; Wildlife Observations; Other Uses; Notes*

### **WATER TRAIL AND SURROUNDING SURFACES**

- *(Water, rapids; Water, moderate moving; Water, slow moving; Water, still; Grass or vegetation; Rock, boulders: Rock, smooth; Snow or Ice*

### **VISITING AND FEES**

- *Open Dates - Open From / to /*
- *Times of Operation*

- *Seasonal Closures*
- *Fees*
- *Information Sources: signage Brochure Website Other*
- *Visiting and Fee Notes*

## **SECTION 2: BEST MANAGEMENT PRACTICES**

**Justification:** This section is an opportunity for water trail managers to describe the exemplary traits of the water trail. The seven best management practices (BMP) categories identified by the NWTs are important benchmarks and must be addressed in the application process. This information helps the NWTs staff to assess the sustainability of the potential NWT, to ensure that the quality is befitting of NWT designation. The list below includes the required fields in Section 2.

1. *Mission Statement:* The mission statement must focus on the seven BMP categories in this section. The mission statement will be used in publications to showcase the outstanding qualities of the water trail, if designated.
2. *Recreation Opportunities:* Describes how the trail and managing agency(ies) plan to implement recreation opportunities as best management practices.
3. *Education:* Explains how the trail and managing agencies will provide users with opportunities to learn about the value of water resources, cultural heritage and boating skills and outdoor ethics.
4. *Restoration:* Describes how the trail and managing agencies will provide opportunities for communities to develop and implement strategies that enhance and restore the health of the local waterways and surrounding lands.
5. *Community Support:* Identifies the Local communities' efforts to provide support and advocacy for the maintenance and stewardship of the water trail.
6. *Public Information:* The trail and managing agencies must provide evidence of how information about the water trail is accessible to the public.
7. *Trail Maintenance:* The water trail managers demonstrate ability to support sustainable, routine and long-term maintenance investments on the water trail.
8. *Planning:* The water trail managers must describe efforts to maintain a water trail plan that describes a vision, desired future conditions, and strategies to strengthen best management practices.

## **SECTION 3: CONTACT INFORMATION**

### **Justification:**

If the trail is designated as an NWT, the Trail Managing Agency or Organization appears on the NWT certificate, along with the trail's name. If there are multiple agencies or organizations that manage the trail, there is an option to add additional contacts. A public information contact can also be specified.

### **APPLICANT CONTACT INFORMATION**

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**Justification:** According to SEC. 4. (16 USC 1243) of the National Trails System Act, consent must be given by the Federal agency, State, or political subdivision having jurisdiction over the lands involved before a NRT may be established and designated. Trails on privately owned lands must have the written consent of the owner of the property involved before they may be designated NRTs. The appropriate documents must be uploaded as part of the application.

1. All public and private property owners of trail lands or waters must give written consent to the application.
2. Trails on State, local government, or private land (anything other than Federal) must have a letter of support from the State Trails Administrator/Coordinator.

#### **SECTION 5: PHOTO, MAP, AND LOGO**

The photo, map and logo are used in press releases and other forms of communication with the public such as the NWTS website. These items are needed to support long-term efforts of the NWTS and to promote the water trails.

## **SECTION 6: ADDITIONAL SUPPORTING MATERIALS (OPTIONAL)**

**Justification:** The applicant may upload more photos and maps, brochures, letters, or resolutions of support, and additional websites to help clarify and support the application. The materials may also be used on the NRT website once the trail is designated to provide information to the public.

## **SECTION 7: PRINT, SIGN, AND UPLOAD THE SIGNATURE PAGE**

**Justification:** To complete the application process a signature page must be provided. On the signature page, the applicant must certify the following:

1. Duly authorized to represent the agency, organization or individual officially responsible for permitting trail use on this trail;
2. The trail is in existence and will be available for public use, to the best of my knowledge, for at least 10 consecutive years after designation;
3. The trail has been designed, constructed, and is maintained according to best management practices in keeping with the anticipated use(s);
4. The trail follows applicable land use plans and environmental laws; and
5. All public and private property owners of trail lands or waters have been notified and have given their written consent to this application

## **AMENDMENTS AND UPDATES --**

Trail managers of designated NRTs and NWTs are encouraged to keep information for their trails current. Updates may be made on an as needed basis through their online login account. If a trail manager does not have an on online login account they can request access to their trail record(s) by contacting American Trails at [nrt@americantrails.org](mailto:nrt@americantrails.org). An emailed password and trail name will allow the user to log in and make updates to the online database. Updates may only be made to information in Section 1 (basic trail information, trail details, uses and activities, open dates and times of operation), and contact information, primary photo, map, and other materials that they have uploaded.

- 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.**

Forms 10-1002: *Application for Designation -- National Water Trails* and 10-1003: *Application for Designation -- National Recreation Trails* are 100% fillable/fileable and can be submitted electronically into the NRT online database. The forms and supporting documents are stored in a secured database that eliminates manual transfer of information from the application form to an electronic format.



- 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. The information requested is specific to each trail nomination and is not otherwise available to the DOI bureaus.

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

This collection does not affect small businesses or other 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 this information were not collected, DOI agencies would be unable to evaluate the nominations for National Recreation Trails or National Water Trails, and the Secretary of the Interior would be unable to designate new trails as part of the system.

- 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 no special circumstances that would cause us to collect the information in a manner inconsistent 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 October 11, 2019, we published in the Federal Register (84 FR 54921) a notice of our intent to request that OMB approve this information collection. In that notice, we solicited comments for 60 days, ending on December 10, 2019. We did not receive any public comments in response to the notice.

In addition to the Federal Register Notice, we contacted twenty-one (21) individuals familiar with this collection by email and phone to request feedback on the forms and process we use to collect information. Of the twenty-one of individuals contacted, nine (9) responded. We made attempts by email and phone to contact the remaining individuals; however, zero (0) responded to our follow-up.

The follow table includes the titles and organizations of the individuals providing feedback to our request.

Title	Organization
1. Outdoor Recreation Planner	Bureau of Land Management
2. Assistant General Manager	Midpeninsula Regional Open Space District
3. Administrator	Iron Ore Heritage Trail
4. Refuge Biologist	U.S Fish and Wildlife Service
5. Trails Coordinator	Great Falls, MT Park & Recreation Department
6. Trail Manager	Cannon Valley Trail
7. Director	City of Raton Department of Parks and Recreation
8. Musconetcong Watershed Association Staff	Musconetcong Watershed Association
9. Board Member	Trinity Coalition

## Comments on Form 10-1003, "Application for National Recreation Trail Designation"

### A. Provide feedback on how long it takes to complete the forms.

**Commenter #1:** 1-2 hours, once I had assembled the required information, (maps, photos).

**Commenter #2:** The form takes 3 to 4 hours to fill out.

**Commenter #3:** It's been awhile but I think the entire application took 5 hours or so to complete.

**Commenter #4:** I do not know how long it took me to fill out the application as I filled it out 2 years ago. However, I feel it may have taken at least 30 hours.

**Commenter #7:** Application was appropriate for the significance of the program.

**Commenter #9:** I didn't think that filling out the forms was much of an issue. To be honest I thought it would take more time.

***NPS Response/Action Taken:** Due to the requirements of the programs, previous experiences, and thoroughness of our reviews the estimated average of 3 hours is reasonable to complete all information. Applicants can save and return to an application, so information does not have to be entered all at once. No action needs to be taken.*

### B. Do you think documents in this collection are necessary? Explain why or why not.

**Commenter #2:** I am not exactly sure which documents you refer; certainly a map and photos, at a minimum are necessary.

**Commenter #3:** Yes, but it would be easier if you could just do attachments rather than downloads.

**Commenter #4:** How is the trail used, where is it, how do we maintain it, does the community support it? Providing photos was necessary. I imagine reading only is difficult to get the true flavor of the trail.

**Commenter #5:** I assumed the different descriptions of the trail were for marketing purposes. Also, I felt they were needed to assess how people with disabilities or small children could use them.

**Commenter #7:** Yes, there should be considerable work involved to receive the nomination.

**Commenter #8:** Some might be a little superfluous but I think to make a good inventory of trails you need to have good information.

***NPS Response/Action Taken:** Documentation, such as maps, photos, letters of support, etc., is essential to the review process. Applicants are encouraged to upload as many supporting documents as possible. We may require more documentation in future applications about management practices, management plans, and photos highlighting special features of trails.*

### C. Were the forms you filled out clear and easy to understand? What are some ways that we could enhance the quality, utility, and clarity of the information collected?

**Commenter #1:** They worked fine for me.

**Commenter #2:** Time of operation could use dawn to dusk option or open-ended box. We are open half hour before sunrise to half hour after sunset and the open from to box was formatted for

numbers only. This caused confusion and follow up on the application. Spell check as part of form and word count.

**Commenter #4:** I had no problems with the information you required.

**Commenter #5:** Yes, I feel they were easy to understand.

**Commenter #6:** Forms very user friendly.

**Commenter #7:** I thought they were easy to understand and the fact that the forms were easy to fill out on line made the process easy to accomplish.

**NPS Response/Action Taken:** *Spell check and word count would be beneficial. Will work with database administrator if that can be implemented.*

**4. Provide any other feedback you may have on the forms you were required to fill out during our application process.**

**Commenter #1:** I assume by “hiring”, you mean application. I found maneuvering the website unnecessarily complicated, with getting back to the actual application cumbersome.

**Commenter #2:** During application process- Highlight and emphasize that a separate state recommendation must be requested and procured prior to submitting the application. The state contacts should be reviewed and updated prior to opening the application period. The contact listed for California was incorrect and it took me a while to track down the correct person. If memory serves California wants the trail manager not the trails administrator to review the application, because the trail administrator reviews grant requests and they don't want to seem biased if they later must review a grant proposal. You still have the trails administrator listed.

**Commenter #3:** I had no problem with filling out the information. It was straight forward. It takes some time to line up the letters of support, etc., but I think that is necessary. It shouldn't be too easy. It should be something that the trail organization has to work a bit for in order to get a national brand.

**Commenter #4:** The only problem I ran into was that I was building the application in parts, not exactly in order. I was filling out parts as I was waiting for letters of support, etc. I did not expect that when I filled out and signed the Signature Form that it would automatically submit the application for me. It was not clear in that aspect. I recommend adding a final webpage in the application that states, “By clicking submit, you are submitting your application to the NRT Committee” or something similar.

**Commenter #5:** Very thorough.

**Commenter #6:** No additional comments.

**NPS Response/Action Taken:** We have discussed and plan on making improvements to the language for applying to ensure that all the necessary information is provided when submitting an application.

## Comments on Form 10-1002, "Application for National Water Trail Designation"

### A. Provide feedback on how long it takes to complete the forms.

**Commenter #8:** Not long, 2.5 hours.

**Commenter #9:** Not long. It was helpful to do in Word first.

**NPS Response/Action Taken:** *Due to the requirements of the programs and thoroughness of our reviews, detailed information is essential. Several hours seems reasonable to complete all information. Applicants have the opportunity to save and return to an application; so information does not have to be entered all at once. No action needs to be taken.*

### B. Do you think documents in this collection are necessary? Explain why or why not.

**Commenter #8:** At the time of applying, it wasn't evident how important documentation was, but became important when working with reviewers.

**Commenter #9:** Yes, how else would you know about the trail?

**NPS Response/Action Taken:** *Documentation, such as maps, photos, letters of support, etc., is essential to the review process. Applicants are encouraged to upload as many supporting documents as possible. Documentation is essential to a strong application and makes the burden of review less of reviewers and applicant.*

### C. . Were the forms you filled out clear and easy to understand? What are some ways that we could enhance the quality, utility, and clarity of the information collected?

**Commenter #8:** The forms were straight forward, but a lot of pre-work had to be done before accessing the application. The application website isn't very user friendly to save and come back to. A checklist of documents and information would be helpful.

**Commenter #9:** Yes, but I missed a few required documents because they were not well defined that they were need.

**NPS Response/Action Taken:** *We have had discussions of providing an applicant check list and will work with database administrator to see what kind of technical changes can be made to make more user friendly.*

### D. Provide any other feedback you may have on the forms you were required to fill out during our application process.

**Commenter #8:** No

**Commenter #9:** The decision timeline and process was not very clear. I would like to better understand how and when decisions on the applications are made.

*NPS Response/Action Taken: We can do a better of job contacting applicants with updates when appropriate.*

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

As an acknowledgement of achieving designation, each trail manager receives a congratulatory letter from the Secretary of the Interior, an 11 inch by 14 inch certificate of designation framed on a plaque, and 4-6 trail markers. Estimated value: \$59 per NRT; \$75 per NWT.

**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) (FOIA). The NPS Privacy Act Officer has determined a Systems of Records Notice is not required for this collection of information.

**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.**

Questions of a sensitive nature are not asked.

**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 we will receive **28 annual responses** totaling **185 annual burden hours**. The total dollar value of the annual burden hours for this collection is expected to be **\$7,669** (rounded). We used the hourly rates (including benefits) for workers listed in Table 1 of the Bureau of Labor Statistics (BLS) News Release USDL-19-2195, December 18, 2019, Employer Costs for Employee Compensation—December 2019 (<https://www.bls.gov/news.release/pdf/ecec.pdf>), to calculate the total annual burden.

**Table 12.1 Estimated Annual Respondent Burden**

	Annual Respondents	Total Annual Responses	Avg. Time per Response (hours)	Total Annual Burden Hours*	Hourly Labor Costs (including benefits)	\$ Value of Burden Hours
<b>Application for Designation -- National Recreation Trails</b>						
Individual	1	1	8	8	37.03	\$296
Private Sector	5	5	8	40	34.77	\$1,391
State, Local, or Tribal Governments	6	8	8	64	51.66	\$3,306
<b>Subtotal</b>						<b>0</b>
<b>Application for Designation -- National Water Trails System</b>						
Individual	1	1	11	11	37.03	\$407
Private Sector	2	2	11	22	34.77	\$765
State, Local, or Tribal Governments	3	3	11	33	51.66	\$1,705
<b>Subtotal</b>						<b>\$2,877</b>
<b>Amendments/Updates -- National Recreation Trails</b>						
Individual	1	1	0.5	1	37.03	\$37
Private Sector	1	1	0.5	1	34.77	\$35
State, Local, or Tribal Governments	3	3	0.5	2	51.66	\$103
<b>Subtotal</b>						<b>\$175</b>
<b>Amendments/Updates -- National Water Trails System</b>						
Individual	1	1	0.5	1	37.03	\$37
Private Sector	1	1	0.5	1	34.77	\$35
State, Local, or Tribal Governments	1	1	0.5	1	51.66	\$52
<b>Subtotal</b>						<b>\$124</b>
<b>Combined Total</b>	<b>22</b>	<b>28</b>		<b>185</b>		<b>\$7,669</b>

\* Rounded to match ROCIS

**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.**

We have not identified any non-hour costs.

**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.**

We estimate that the annual cost to the Federal Government to administer this information collection is **\$61,204** (see Tables 14.1 and 14.2). . To determine average hourly rates, we used Office of Personnel Management Salary Table 2019-RUS ([https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/RUS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/RUS_h.pdf)). The benefits rate was calculated from Bureau of Labor Statistics (BLS) News Release USDL-19-2195, December 18, 2019, Employer Costs for Employee Compensation—December 2019 (<https://www.bls.gov/news.release/pdf/ecec.pdf>). We multiplied hourly rates by 1.6 to account for benefits.



**Table 14.1 Annual Costs to the Federal Government**

Personnel	GS Level	Hourly Rate	Hourly Rate incl. benefits (1.6 x hourly pay rate)	Total estimated staff time (hours)	Annual Cost*
<b>National Recreation Trails</b>					
Administrative Technician	07/05	22.84	36.54	80	\$2,923
Program Specialist	12/05	40.51	64.82	280	\$18,150
Program Leader	13/05	48.17	77.07	40	\$3,083
Outdoor Recreation Planner	12/05	40.51	64.82	360	\$23,335
<b>Subtotal</b>				<b>760</b>	<b>\$47,491</b>
<b>National Water Trail System</b>					
Administrative Technician	07/05	22.84	36.54	20	\$731
Outdoor Recreation Planner	12/05	40.51	64.82	100	\$6,482
<b>Subtotal</b>				<b>120</b>	<b>\$7,213</b>
<b>TOTAL</b>				<b>880</b>	<b>\$54,704</b>

**Table 14.2 Operational Expenses**

Activity	Costs
Materials, printing, and shipping (20 sites x \$75)	\$1,500
Website and database Management	\$5,000
<b>Total</b>	<b>06,500</b>

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

There are no programmatic changes associated with this renewal.

**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.**

Upon designation as a NRT, the database of designated trails is available online at <http://www.americantrails.org/NRTDatabase/> which also shows NWTs. Upon designation as a NWT, information and best management tools are available online at [www.nps.gov/watertrails](http://www.nps.gov/watertrails). Application forms are completed as part of an ongoing program; there is no ending date. No other information is published.

**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 forms 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.