

11 SUPPORTING STATEMENT A FOR PAPERWORK REDUCTION ACT SUBMISSION

Administrative Procedures for U.S. Fish and Wildlife Service Financial Assistance Programs OMB Control Number 1018-0100

Terms of Clearance: We are requesting clearance for information collection requirements associated with the administration of all U.S. Fish and Wildlife Service (we, Service) financial assistance programs and activities under Office of Management and Budget (OMB) Control Number 1018-0100. With this submission, we are also requesting approval to consolidate the information collections (ICs) previously approved under OMB Control. No. 1018-0007 (exp. 09/30/2022) into 1018-0100.

The Pittman-Robertson Wildlife Restoration Act ([16 U.S.C. 669 et seq.](#)) and the Dingell-Johnson Sport Fish Restoration Act ([16 U.S.C. 777 et seq.](#), except 777e-1) provide authority for Federal assistance to the States for management and restoration of fish and wildlife. These Acts and the regulations in the Code of Federal Regulations (CFR) at [50 CFR 80](#), subpart D, require that States, territories, and the District of Columbia annually certify their hunting and fishing license sales. The U.S. Fish and Wildlife Service (we, Service) uses this data to apportion funds for certain mandatory programs under formulas provided in the Acts. The Service awards these apportioned funds under [Assistance Listing \(CFDA\) programs](#) 15.605, Sport Fish Restoration, 15.611, Wildlife Restoration and Basic Hunter Education, and 15.626, Enhanced Hunter Education and Safety. The Service's Wildlife and Sport Fish Restoration (WSFR) program currently collects those certifications under OMB Control No. 1018-0007, "Annual Certification of Hunting and Sport Fishing Licenses Issued, 50 CFR 80, Subpart D."

The WSFR program continues to enhance use of their "Wildlife Tracking and Reporting Actions for the Conservation of Species (TRACS)" system to collect information electronically from financial assistance applicants and recipients. As of Federal fiscal year 2022, WSFR will begin using Wildlife TRACS to collect State license data and certifications electronically. As this control number includes the Wildlife TRACS system collection, in this revision, we are requesting OMB approval to consolidate the ICs previously approved under OMB Control No. 1018-0007 into this collection. If OMB approves this request, we will discontinue OMB Control Number 1018-0007. Consolidation of OMB approvals for Service financial assistance-related collections into a single collection reduces burden on the public by ensuring consistency in the application and award administration processes across all Service financial assistance programs.

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

The Service issues financial assistance through grants and cooperative agreement awards to commercial organizations, foreign entities, Indian tribal governments, individuals, institutions of higher education, non-profit organizations, and state and local governments under the [Assistance Listing \(CFDA\) programs](#) listed in following table. Due to the significant number of authorities associated with this collection, OMB authorized us to upload a Table of Authorities providing citations and links to each authority in lieu of uploading copies of those. We uploaded the document to the Supplemental Documents as "Attachment A."

CFDA Number	Assistance Listing (CFDA) Title	Financial Assistance Authority	Implementing Regulations
15.605	Sport Fish Restoration	Dingell-Johnson Sport Fish Restoration Act—Sport Fish Restoration (16 U.S.C. §777 et seq., except §§777e-1 and g-1)	50 CFR 80
15.608	Fish and Wildlife Management Assistance	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); Nonindigenous Aquatic Nuisance Prevention and Control Act—State aquatic nuisance species management plans (16 U.S.C. §4724); Nonindigenous Aquatic Nuisance Prevention and Control Act—Regional coordination (16 U.S.C. §4723); Great Lakes Fish and Wildlife Restoration Act (16 U.S.C. §941 et seq.); Great Lakes Fishery Act (16 U.S.C. §953 et seq.)	
15.611	Wildlife Restoration and Basic Hunter Education	Pittman-Robertson Wildlife Restoration Act—Wildlife Restoration and Basic Hunter Education (16 U.S.C. §669 et seq., except as Pub. L. 106-553 is applied)	50 CFR 80
15.614	Coastal Wetlands Planning, Protection and Restoration	Coastal Wetlands Planning, Protection and Restoration Act—National coastal wetlands conservation grants (16 U.S.C. §3954)	50 CFR 84
15.615	Cooperative Endangered Species Conservation Fund	Endangered Species Act—Cooperation with States (16 U.S.C. §1535)	50 CFR 81
15.616	Clean Vessel Act	Section 5604(c) of the Clean Vessel Act—Grant program (33 U.S.C. §1322 note)	50 CFR 85
15.619	Rhinoceros and Tiger Conservation Fund	Rhinoceros and Tiger Conservation Act—Rhinoceros and tiger conservation assistance (16 U.S.C. §5304)	
15.620	African Elephant Conservation Fund	African Elephant Conservation Act—Provision of assistance (16 U.S.C. §4211)	
15.621	Asian Elephant Conservation Fund	Asian Elephant Conservation Act—Asian elephant conservation assistance (16 U.S.C. §4264)	
15.622	Sportfishing and Boating Safety Act	Sportfishing and Boating Safety Act—Boating infrastructure (16 U.S.C. § 777g-1)	50 CFR 86
15.623	North American Wetlands Conservation Fund	North American Wetlands Conservation Act—Approval of wetlands conservation projects (16 U.S.C. §4404)	
15.626	Enhanced Hunter Education and Safety	Pittman-Robertson Wildlife Restoration Act—Firearm and bow hunter education and safety program grants (16 U.S.C. §669h-1)	50 CFR 80
15.628	Multistate Conservation Grant	Pittman-Robertson Wildlife Restoration Act—Multistate conservation grant program (16 U.S.C. §669h-2); Dingell-Johnson Sport Fish Restoration Act—Multistate conservation grant program (16 U.S.C. §777m)	
15.629	Great Apes	Great Ape Conservation Act—Great ape	

CFDA Number	Assistance Listing (CFDA) Title	Financial Assistance Authority	Implementing Regulations
	Conservation Fund	conservation assistance (16 U.S.C. §6303)	
15.630	Coastal	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); Fish and Wildlife Act—Community partnership enhancement (16 U.S.C. §742f(d))	
15.631	Partners for Fish and Wildlife	Partners for Fish and Wildlife Act—Partners for Fish and Wildlife Program (16 U.S.C. §3773)	
15.633	Landowner Incentive*	Revised Continuing Appropriations Resolution, 2007—Landowner Incentive Program (Pub. L. 110-5)	
15.634	State Wildlife Grants	Consolidated Appropriations Act, 2021—State and Tribal Wildlife Grants (Pub. L. 116-260 [H.R. 133—301])	
15.635	Neotropical Migratory Bird Conservation	Neotropical Migratory Bird Conservation Act—Financial assistance (16 U.S.C. §6104)	
15.636	Alaska Subsistence Management	Alaska National Interest Lands Conservation Act—Cooperative agreements (16 U.S.C. §3119)	
15.637	Migratory Bird Joint Ventures	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.639	Tribal Wildlife Grants	Consolidated Appropriations Act, 2021—State and Tribal Wildlife Grants (Pub. L. 116-260 [H.R. 133—301])	
15.640	Latin America and the Caribbean Regional	Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.641	Wildlife Without Borders-Mexico*	Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.643	Alaska Migratory Bird Co-Management Council	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)	50 CFR 92.10-12
15.645	Marine Turtle Conservation Fund	Marine Turtle Conservation Act—Marine turtle conservation assistance (16 U.S.C. §6603)	
15.647	Migratory Bird Conservation	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.648	Central Valley Project Improvement Act	Central Valley Project Improvement Act—Fish and Wildlife Restoration Activities (Pub. L. 102-575, §3406(b)(16), 106 Stat. 4714 and 4719)	
15.649	Service Training and Technical Assistance*	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)	
15.650	Research Grants*	Fish and Wildlife Coordination Act—	

CFDA Number	Assistance Listing (CFDA) Title	Financial Assistance Authority	Implementing Regulations
		Cooperation of agencies (16 U.S.C. §661)	
15.651	Central Africa Regional	Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.652	Invasive Species*	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)	
15.653	National Outreach and Communication	Sportfishing and Boating Safety Act—National Outreach and Communications Program (16 U.S.C. §777g(d))	
15.654	National Wildlife Refuge System Enhancements	Fish and Wildlife Act—Community partnership enhancement (16 U.S.C. §742f(d)); Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); Fish and Wildlife Act—Refuge education program enhancement (16 U.S.C. §742f(e)); National Wildlife Refuge System Administration Act—Administration (16 U.S.C. 668dd(b)(4))	
15.655	Migratory Bird Monitoring, Assessment and Conservation	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)	
15.656	Recovery Act Funds - Habitat Enhancement, Restoration and Improvement*	American Recovery and Reinvestment Act of 2009 (Pub.L. 111–5 [H.R. 1], 123 Stat. 167)	
15.657	Endangered Species Recovery Implementation	Consolidated Appropriations Act, 2021—Administrative Provisions (Pub. L. 116-260 [H.R. 133—301]); Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.658	Natural Resource Damage Assessment, Restoration, and Implementation	Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C §9601 et seq.); Oil Pollution Act (33 U.S.C. §2701 et seq.); Federal Water Pollution Control Act (33 U.S.C. §§1251 et seq.)	
15.660	Candidate Species Conservation	Consolidated Appropriations Act, 2021—Administrative Provisions (Pub. L. 116-260 [H.R. 133—301])	
15.661	Lower Snake River Compensation Plan	Anadromous Fish Conservation Act (16 U.S.C. §757a); Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)	
15.662	Great Lakes Restoration	Federal Water Pollution Control Act—Great Lakes (33 U.S.C. §1268)	
15.663	NFWF-USFWS Conservation Partnership	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); John D. Dingell, Jr. Conservation, Management, and Recreation Act—Prize	

CFDA Number	Assistance Listing (CFDA) Title	Financial Assistance Authority	Implementing Regulations
		Competitions (Pub. L. 116-9, 133 STAT. 788)	
15.664	Fish and Wildlife Coordination and Assistance	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.665	National Wetlands Inventory	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)	
15.666	Endangered Species Conservation-Wolf Livestock Loss Compensation and Prevention	Omnibus Public Land Management Act of 2009—Wolf Livestock Loss Demonstration Project (7 U.S.C. §8351 note)	
15.667	Highlands Conservation	Highlands Conservation Act (Pub. L. 108-421 [H.R. 1964], 118 Stat. 2375)	
15.668	Coastal Impact Assistance*	Outer Continental Shelf Lands Act—Coastal impact assistance program (43 U.S.C. §1356a)	
15.669	Cooperative Landscape Conservation*	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)	
15.670	Adaptive Science	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)	
15.671	Yukon River Salmon Research and Management Assistance	Yukon River Salmon Act (16 U.S.C. §5701 et seq.)	
15.674	National Fire Plan-Wildland Urban Interface Community Fire Assistance	Consolidated Appropriations Act, 2021—Wildland Fire Management (Pub. L. 116-260 [H.R. 133—317])	
15.676	Youth Engagement, Education, and Employment	Public Lands Corps Act—Public Lands Corps program (16 U.S.C. §1723); Fish and Wildlife Act—Community partnership enhancement (16 U.S.C. §742f(d))	
15.677	Hurricane Sandy Disaster Relief Activities-FWS	Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2, 127 Stat. 10, 30, and 39)	
15.678	Cooperative Ecosystem Studies Units (CESU)*	Fish and Wildlife Act—Cooperative research and training programs for fish and wildlife resources (16 U.S.C. 753a)	
15.679	Combating Wildlife Trafficking	Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.680	Mexican Wolf Recovery	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); Endangered Species Act—International cooperation (16 U.S.C. §1537)	
15.681	Cooperative	Fish and Wildlife Act—Community	

CFDA Number	Assistance Listing (CFDA) Title	Financial Assistance Authority	Implementing Regulations
	Agriculture	partnership enhancement (16 U.S.C. §742f(d))	
15.682	Experienced Services	Consolidated Appropriations Act, 2021—Department of the Interior Experienced Services Program (Pub. L. 116-260 [H.R. 133—324])	
15.683	Prescott Marine Mammal Rescue Assistance	Marine Mammal Rescue Assistance Act—John H. Prescott Marine Mammal Rescue Assistance Grant Program (16 U.S.C. 1421f-1)	
15.684	White-nose Syndrome National Response Implementation	Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661); Endangered Species Act—International cooperation (16 U.S.C. §1537)	

* Sunset or otherwise inactive programs; collection limited to recipient reporting

The types of assistance provided under Service financial assistance programs include:

- Mandatory Formula Grants
- Discretionary Project Grants
- Discretionary Cooperative Agreements
- Use of Property, Facilities, and Equipment

Authorities and implementing regulations establish financial assistance program purposes and may specify funding instrument(s), selection criteria, and eligible and ineligible recipients and activities. For competitive programs, the authorities or implementing regulations may establish preferences or ranking factors for the selection of projects. These legal requirements make it essential for an awarding agency to have certain information so that it funds only eligible projects, and, in the case of competitive programs, to select those projects that will result in the greatest return on the Federal investment.

For mandatory formula grant programs, eligible recipients receive funds per the formula set by law or policy. Mandatory grant recipients must submit applications with specific, detailed project information so we may ensure that projects are eligible, are substantial in character and design, and comply with all applicable Federal laws. For discretionary programs, we may award grants and cooperative agreements through a competitive review and selection process or directly to partners working with the Service and other partners on shared purposes and activities. Discretionary program applicants must submit applications with specific, detailed information per program requirements, which for competitive programs we describe in Notices of Funding Opportunity (NOFO), including information to address selection criteria. All award recipients must submit financial and performance reports that contain information necessary for us to monitor expenditures and accomplishments per [2 CFR part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (effective 01/01/2020). This part regulates what Federal agencies and financial assistance applicants and recipients must provide and supports this information collection. Applicants and recipients purchasing real property under their award must also provide information related the requirements in [2 CFR part 200](#) and [2 CFR part 1402](#), Financial Assistance Interior Regulation (effective 01/01/2020).

The Federal Aid in Wildlife Restoration Act ([16 U.S.C. 669 et seq.](#)) and the Federal Aid in Sport Fish Restoration Act ([16 U.S.C. 777 et seq.](#) except 777e-1 and g-1) provide Federal assistance to the States for management and restoration of fish and wildlife. These Acts and our regulations at [50 CFR 80, Subpart D](#)--Certification of License Holders, require that States and territories annually certify hunting and sport fishing license sales in order for the Service to apportion funds under formulas provided in the Acts. The Service awards these apportioned funds under [Assistance Listing \(CFDA\) programs](#) 15.605, Sport Fish Restoration, 15.611, Wildlife Restoration and Basic Hunter Education, and 15.626, Enhanced Hunter Education and Safety.

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 Service provides technical and financial assistance to other federal agencies, States, local governments, Native American Tribes, non-governmental organizations, citizen groups, and private landowners, for the conservation and management of fish and wildlife resources. The process typically begins with the submission of an application in response to a NOFO or directed announcement. The receiving program reviews and prioritizes proposed projects based on the program's selection criteria and following the program's review and selection procedures.

APPLICATIONS

We use the information provided in applications to:

- (1) Determine eligibility under the authorizing legislation and applicable program regulations;
- (2) Determine allowability of major cost items under the Cost Principles at 2 CFR 200;
- (3) Provide prior approval of certain items of cost per 2 CFR 200 requirements;
- (4) Evaluate risk posed by applicants before they receive Federal awards;
- (5) Select those projects that will provide the highest return on the Federal investment; and
- (6) Ensure compliance with applicable laws, such as the National Environmental Policy Act, the National Historic Preservation Act, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

To apply for Federal financial assistance benefits, applicants must submit the following forms and information, as described below (with ROCIS RCF confirmation numbers indicated after form name):

Standard forms (SF) from the SF-424 Series: Applicants must submit the following SF-424 series of forms:

- SF-424, Application for Federal Assistance (201912-1018-001CF and 202001-1018-001CF for 424-Ind);
- SF-424A, Budget Information for Non-Construction Programs (201902-1018-005CF) or SF-424C Budget Information for Construction Program (201902-1018-002CF);
- SF-424B, Assurances for Non-Construction Programs (201902-1018-003CF) or SF-424D Assurances for Construction Programs (202101-1018-001CF/002CF); and the
- SF-LLL, Disclosure of Lobbying Activities, when applicable

(202101-1018-003CF/004CF).

Budget Narrative: Programs may require applicants to submit a budget narrative that explains and justifies specific budget items/costs, including those that require prior approval. The budget narrative details how the SF-424 Budget Object Class Category totals were determined and demonstrates a clear connection between costs and the proposed project activities. It also provides an opportunity for the applicant to describe and estimate the cost for any item under the applicable Federal cost principles requiring the Service's specific written approval. If the entity will use federally funded equipment on the project, it provides a list of that equipment, including the Federal funding source.

Indirect Cost Statement: If requesting reimbursement for indirect costs, all applicants (except individuals applying for funds separate from a business or non-profit organization he/she may operate) must include in their application a statement regarding how they anticipate charging indirect costs.

Negotiated Indirect Cost Rate Agreement (NICRA): When applicable, a copy of the organization's current Federal Agency-approved Negotiated Indirect Cost Rate Agreement is required.

Single Audit Reporting Statement: All U.S. governmental entities and non-profit applicants must submit a statement regarding their single audit reporting status.

Non-Profit Status: For programs that limit eligibility to 501(c) status entities, applicants must provide evidence of their 501(c) tax exemption status as assigned by the Internal Revenue Service.

Overlap/Duplication of Effort Statement: For all discretionary programs, applicants must provide a statement regarding potential overlap or duplication of effort between their submitted project and other sources of funding in terms of activities, costs, and time commitment of key personnel.

Conflict of Interest Disclosures: Applicants must notify the Service in writing of any actual or potential conflicts of interest known at the time of application or that may arise during the life of this award, in the event the Service makes an award to the entity.

Governmental Endorsement: Applicants conducting work outside the United States must include a letter of support from the appropriate in-country local, regional, or national Government wildlife or conservation authority.

Project Narrative: The project narrative may include, as applicable to the program, the following:

- Project summary
- Statement of need
- Project goals and objectives
- Project activities, methods, and timetable
- Stakeholder coordination/involvement details
- Project monitoring and evaluation plan
- Description of entities undertaking the project
- Qualifications of key personnel

- Literature cited
- Project area map, images, GPS coordinates, or other data to demonstrate location and benefits
- Information to support and documentation to demonstrate compliance or ability to comply with 2 CFR 200, program regulations, and other mandatory legal requirements
- Consolidated long-term work plan and accomplishments updates, when award is part of a large scale or long-term effort funded under multiple awards over time.

AMENDMENTS

For many budget and program plan revisions, 2 CFR 200 requires recipients submit revision requests to the Federal awarding agency in writing for prior approval. The Service reviews such requests received to determine the eligibility and allowability of new or revised activities and costs and approve certain items of cost.

REPORTING/RECORDKEEPING

Financial Reports: Recipients are required to submit all financial reports on the Standard Form 425, Federal Financial Report. The Service reported burdens for use of this standard reporting form in our Request for Common Form to OMB on 2/22/2019 (RCF ID: 201902-1018-001CF, expires 02/28/2022). All recipients must submit financial reports in accordance with 2 CFR 200. The frequency of financial reporting varies depending on award-specific terms and conditions. All recipients must submit reports at least annually and no more frequently than quarterly. We may require interim reports more frequently than quarterly as a specific condition of award except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes, and preferably in coordination with performance reporting.

Performance Reports: (Quarterly and/or Annually) All recipients must submit performance reports in accordance with 2 CFR 200. We use performance reports as a tool to ensure that the recipient is accomplishing the work on schedule and to identify any problems that the awardee may be experiencing in accomplishing that work. This information is necessary for the Service to track accomplishments and performance-related data. Performance reports must include:

- A comparison of actual accomplishments to the goals and objectives established for the reporting period, the results/findings, or both;
- If the goals and objectives were not met, the reasons why, including analysis and explanation of cost overruns or high unit costs compared to the benefit received to reach an objective;
- Performance trend data and analysis to be used by the awarding program to monitor and assess recipient and Federal awarding program performance; and
- Consolidated long-term work plan and accomplishments updates, when award is part of a large scale or long-term effort funded under multiple awards over time.

The frequency of performance reporting varies depending on award-specific terms and conditions. All recipients must submit reports at least annually and no more frequently than quarterly. We do not require interim reports more frequently than quarterly, except in unusual circumstances per 2 CFR 200. For example, where more frequent reporting is

necessary for the effective monitoring of the Federal award or could significantly affect program outcomes.

Recordkeeping Requirements: Recipients must retain financial records, supporting documents, statistical records, and all other records pertinent to a Federal award per 2 CFR 200 requirements.

REAL PROPERTY REPORTING/RECORDKEEPING

Reporting: Service recipients purchasing real property under their award in which the Federal government retains an interest must report on the status and request approval to dispose of those per 2 CFR 200 and 2 CFR 1402 using the Standard Form 429, Real Property Status Report series of forms. The Service reported burdens for use of this series of standard reporting forms in our Request for Common Forms to OMB on 2/22/2019 (RCF ID: 201902-1018-004CF, expires 2/28/2022).

Recordkeeping Requirements: For real property acquisition awards in which the Service will retain an interest, we require recipients to submit certain data, including:

- Transactions, such as dates, method of transfer, title holder, and seller
- Identifiers, such as State and Federal Record ID, parcel number, and property name
- Values, such as appraised value, purchase price, and other cost information, and acres or acre feet
- Encumbrances
- Partners
- Copies of any options, purchase agreements, mineral assessment reports, and draft conservation easements
- Documentation to demonstrate compliance with 2 CFR 1402.

REVISION WITH THIS SUBMISSION:

STATE FISH AND WILDLIFE AGENCY HUNTING AND SPORT FISHING LICENSE CERTIFICATION (OMB Control No. 1018-0007)

With this submission, we are also requesting approval to consolidate the information collection (ICs) previously approved under OMB Control. No. 1018-0007 (exp. 09/30/2022) into 1018-0100. If OMB approves this request, we will discontinue OMB Control Number 1018-0007. Consolidation of OMB approvals for Service financial assistance-related collections into a single collection reduces burden on the public by ensuring consistency in the application and award administration processes across all Service financial assistance programs.

Respondents are the states, the Commonwealths of Puerto Rico and the Northern Mariana Islands, the District of Columbia, and the territories of Guam, the U.S. Virgin Islands, and American Samoa (states). Annually states provide hunting and sport fishing license data and certification per 50 CFR 80 requirements. The Service uses the reported data to run the formulas in the Federal Aid in Wildlife Restoration Act (16 U.S.C. 669 et seq.) and the Federal Aid in Sport Fish Restoration Act (16 U.S.C. 777 et seq. except 777e-1 and g-1) for apportioning Wildlife Restoration and Sport Fish Restoration program funds among the states. The Service awards these apportioned funds under Assistance Listing (CFDA) programs 15.605, Sport Fish Restoration, 15.611, Wildlife Restoration and Basic Hunter Education, and 15.626, Enhanced Hunter Education and Safety. The Service also publishes the collected data for the public on

the [Wildlife and Sport Fish Restoration Program web page](#). During Fiscal Year 2020, we apportioned \$601,827,014 under the Wildlife Restoration Program and \$369,725,164 under the Sport Fish Restoration Program. Currently respondents report this data using Service form 3-154 (cleared by OMB under 1018-0007 through 9/20/22). We are currently building a module in our Wildlife TRACS system to collect the required information from states electronically. The Wildlife TRACS module will collect the same information as currently collected on Service form 3-154. We will continue to use Service form 3-154 until the module is complete and ready for use. We will transition from the form to the system module no later than 9/20/2022. We will provide screenshots as a non-substantive change once the module is complete. We anticipate collection in Wildlife TRACS will reduce reporting errors, expedite apportionment, enhance recordkeeping, and reduce data processing burdens on the Service.

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.

The Service's primary collection method for the information detailed in this supporting statement is electronic. The Service instructs applicants and recipients to submit applications, revision requests, and reports electronically in the Department's grants management system (currently [HHS' GrantSolutions](#)). Applicants also have to option to submit applications through Grants.gov, which a system-to-system interface then brings into GrantSolutions. The Service manages all awards in and through GrantSolutions, including review and approval workflow, delivery of notices of award and amendment to recipients, maintaining award documentation, establishing reporting schedules and monitoring recipient compliance with those, and delivery and receipt of communications with the recipients regarding revisions or other concerns.

Some Service programs also use the electronic system [Wildlife Tracking and Reporting Actions for the Conservation of Species \(TRACS\)](#) to facilitate the collection of certain information under this clearance. In response to a 2005 OMB Program Assessment Rating Tool (PART) review, the Service's Wildlife and Sport Fish Restoration (WSFR) Program, together with state agency recipients, developed and established a program strategic plan, performance measurements and the Wildlife TRACS system to support and enhance the collection of certain information under this collection. This includes performance and real property reporting, and annual state hunting and fishing license certifications data. The Office of Management and Budget Circular A-11, Preparation, Submission, and Execution of the Budget (effective 7/10/2020) and 2 CFR 200 place emphasis on Federal agencies improving Federal program efficiency and effectiveness, assuring public accountability, and focus on results. The use of TRACS to support this information collection reflects improvements we are making to shift to results-oriented accountability for our awarding programs, including requiring data-driven program design and recipient performance measurement and reporting per 2 CFR 200 requirements.

Wildlife TRACS allows recipients to submit required project performance and real property reporting data electronically directly in the system, eliminating the need for recipient submission of paper reports and ensures completeness and accuracy of those reports. Wildlife TRACS also facilitates review and acceptance of performance and real property reports and expedites availability of data used to measure and monitor recipient and program performance. The system provides an electronic submission, review and approval workflow for both respondents and the Service, which reduces the delays associated with manual processing of paper

documentation across multiple work sites. The system provides data entry tools and business workflows for ease of use and streamline review and approval procedures. The Service delivers Wildlife TRACS user training, guidance, and other tools to State, tribal, commonwealth, territory, and District of Columbia personnel and continues to improve system functionality to further support Federal awarding program performance monitoring, analysis, and reporting. For taxonomy identification of species, habitat identification, and other conservation information purposes, the system uses data from other available science-based databases. The WSFR program maintains contracts with third parties for Wildlife TRACS development, hosting, and other information technology needs. These contracts are not sole-source; others could provide these services, as needs and processes dictate. The Service maintains Wildlife TRACS data on a cloud server ensuring secure long-lasting storage. Technical and informational support will continue indefinitely.

Use of GrantSolutions, Grants.gov, and Wildlife TRACS to support the administration Service of financial assistance programs and award actions reduces burdens on the applicants and Service staff and facilitates efficient records management. For Wildlife TRACS, we are using electronic models and tools to increase usability and intuitive processes to increase the efficient input of data. Collecting this information electronically is superior to paper submissions as it improves accuracy and consistency and increases the quality, amount, and speed at which data is available for analysis and reporting.

We estimate we receive these percentages of responses electronically each year:

- Applications - 95%
- Amendments - 95%
- Quarterly Reports - 95%
- Annual Reports - 95%
- Real Property Reporting - 95%

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 collected is specific to each project. Due to the unique nature of each program, no other division of the Service or any other Federal agency collects this information required to provide a specific benefit to the public.

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

We have made efforts to keep the amount of information requested to a minimum and to standardize the application process across all Service financial assistance opportunities, which reduces burden on respondents who apply for multiple funding opportunities, eliminating disparate processes. The information has to be sufficient to fulfill the trust responsibilities of the Service and be sufficient to make competitive funding decisions. We do not believe the amount of information requested will have a significant impact on small entities, as they provide the minimum amount of information needed for the Service to make funding decisions.

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.

Congress provides funds annual to implement activities and projects through financial assistance. Failure to collect the information or collecting the information less frequently would prevent the Service from fulfilling responsibilities as outlined in the Congressional appropriations language for each program. Failure to collect state hunting and sport fish license certifications may result in inaccurate apportionments to states. Failure to respond may result in grant funds being partially or totally withheld pending receipt of the required certification. This information collection allows us to establish proper legal obligations to ensure that we expend Government funds properly and comply with OMB requirements regarding the management of Federal financial assistance.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner not consistent with OMB guidelines:

- * **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.**

We do not collect information under this clearance in a manner inconsistent with OMB guidelines. Per 2 CFR 200, we must not post notices of funding opportunity for less than 30 calendar days unless the Department head or delegate determines exigent circumstances require a shorter posting time. Regulations at 2 CFR 200 also limit the Federal awarding agency from collecting financial and performance reports from recipients no more frequently than quarterly except in unusual circumstances, when more frequent reporting is necessary for the effective monitoring of the Federal award or in circumstances that could significantly affect program outcomes.

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 9, 2020, we published in the *Federal Register* ([85 FR 64158](#)) a notice of our intent to request that OMB approve this information collection. In that notice, we solicited comments for sixty (60) days, ending on December 8, 2020. We received one comment in response to the notice that did not address the information collection requirements. The commenter expressed general concerns about lack of transparency in Federal financial assistance funding, specifically funding awarded to a state fish and game agency and foreign assistance. The Service complies with all Federal financial assistance public transparency requirements. Data on all Service financial assistance programs are available at <https://beta.sam.gov/>. Data on all Service award actions are available at <https://www.usaspending.gov/>. Data on the Service's foreign assistance authorities and activities are available at <https://www.foreignassistance.gov/>. The Service also issues press releases for a wide variety of financial assistance programs. The Wildlife and Sport Fish Restoration Program routinely issues press releases for the mandatory formula grants to states awarded under the Pittman-Robertson Wildlife Restoration Act and the Dingell-Johnson Sport Fish Restoration Act. The public can access Service press release archives at <https://www.fws.gov/news/>.

In addition to the Federal Register Notice, we consulted with the below listed five (5) individuals familiar with this collection of information to validate our time burden estimates and asked for comments on the questions below:

Organization/Company	Title
California State Coastal Conservancy	Project Manager
California Waterfowl Association	Program Supervisor
Ducks Unlimited, Louisiana	Programs Manager
Ducks Unlimited, Pennsylvania	Programs Manager
Ducks Unlimited, South Dakota	Programs Manager

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

Comment 1: Commenter finds questions clear and clearly related to on the ground activities.

Comment 2: Commenter agrees the collection is necessary, valuable, and has practical utility for evaluating and prioritizing proposals. They do not find any unnecessary questions. Commenter expressed that reporting on number of individuals by species is difficult/challenging when data gaps exist but understands why this information is collected.

Comment 3: Commenter believes information requested addresses the goals of the program. The commenter also expressed concerns with the program's public access

requirements unrelated to the information collection.

Comment 4: Commenter finds providing budget cost category totals separately from budget justifications seems redundant and more time consuming than if applicants could present those together. The commenter also expressed frustration with the level of budget detail required in a [NAWCA U.S. standard grants] application; they felt the level of detail was more appropriate for post-award audits, not estimated budgets, and made several suggestions for how the program might resolve this issue. The commenter also expressed concern with the program's herbicide use reporting requirements unrelated to the information collection.

FWS Response to Comments: No change required. The Service makes awards based on the applicant's final approved application and budget. Service programs request the level of detail needed to ensure proposed costs appear necessary and reasonable, and that certain costs are approved in writing per the 2 CFR 200 prior approval requirements. The requesting program will consider commenter recommendations related to their specific application requirements. If the program implements any changes to their application requirements based on commenter feedback that affects burden estimates, we will update those in a future renewal of this collection. The requesting program will respond directly to the commenter(s) on those comments and any others unrelated to the information collection.

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

Comment 1: It takes 150-200 hours to develop budget and prepare a [NAWCA U.S. standard grants] proposal.

Comment 2: It takes ~40-60 hours to prepare a [NAWCA U.S. standard grants] proposal. We find this timing appropriate and not too burdensome. The commenter did note that significantly more time is spent developing and planning eligible projects before the proposal preparation stage can begin.

Comment 3: It takes an average of ~205 hours to prepare a proposal [NAWCA U.S. standard grants], which varies depending on the number of projects, partners, region, and whether a proposal is brand new or in an area with previously awarded proposals.

FWS Response to Comments: Based on comments received and follow up conversations with respondents, we determined that they have included time for activities related to project development and planning that occur before proposal preparation begins in their estimate for how much time it takes to complete a proposal. This includes activities such as meeting with landowners and partners to identify tracts eligible to include in a project proposal. The Service determined that the current burden estimate of 203 hours to complete a NAWCA US Standard Grant application package is too high and does not represent an average for all applicants, as we calculated it based it on a misunderstanding of the reporting requirement. Based on recent discussions with commenters, we reduced the application burden estimate for the NAWCA U.S. standard grants from 203 hours to 100 hours. We believe this is a more accurate estimate of the average amount of time it takes to prepare a NAWCA U.S. standard grant application.

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

Comment 1: Commenter expressed desire to use banked restoration or enhancement funding to use as match on future projects, which is unrelated to the information collection.

Comment 2: Commenter asked program to consider allowing ranges for the required

estimates of “numbers affected” for specific species, for areas where data gaps exist, which is unrelated to the information collection.

Comment 3: Commenter made several comments unrelated to the information collection. These were specific to the NAWCA U.S. standard grant program regarding: suggestions for simplification of proposed budget requirements; requesting program consider changing the requirements for reporting quantitative species data; the challenges they have had providing the requested information while not exceeding the program’s associated page limit; and areas where additional guidance/instructions would be helpful to applicants.

FWS Response to Comment: No change required. If the program implements any changes to their application requirements based on commenter feedback that affects burden estimates, we will update those in a future renewal of this collection. Program will respond directly to the commenter(s) on comments unrelated to the information collection.

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

Comment 1: Commenter had no suggestions for minimizing burden. They reported that the time and effort it takes to collect and provide information for proposals is okay. Removing requirements would reduce the information needed for evaluating and ranking proposals.

Comment 2: Commenter made a series of comments unrelated to this collection specific to the NAWCA U.S. standard grants programs regarding the ever-increasing requirements related to Federal financial assistance in the context of the parallel increases in cost of conservation and made several suggestions for how the program might reduce those burdens.

FWS Response to Comment: No change required. The requesting program will consider commenter recommendations related to their specific application requirements. If the program implements any changes to their application requirements based on commenter feedback that affects burden estimates, we will update those in a future renewal of this collection. We note that the program may be limited in making such changes, as the Service collects information from the public to implement financial assistance programs per the requirements in 2 CFR 200 and the program’s establishing legislation. The requesting program will respond directly to the commenter(s) on those comments and any others unrelated to the information collection.

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

We do not provide any payments or gifts to respondents.

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 Privacy Act (5 U.S.C. § 552a) and the Freedom of Information Act (5 U.S.C. 552). We maintain certain information in a secure System of Records ([Interior, DOI-89, Grants and Cooperative Agreements: FBMS](#), 78 FR 43775).

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly

considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

We do not ask questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- * Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.
- * If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.
- * Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here.

We estimate that we will receive **16,024 responses** totaling **391,670 burden hours** with a total dollar value of the annual burden hours as **\$18,122,686 (rounded)**, as detailed below.

NOTES:

- The estimated dollar value of a burden hour varies by respondents.
- We rounded total annual responses and total annual burden hours to match ROCIS.
- We used a placeholder burden of “1” where it is possible to receive a submission, but it is not routine to receive one every year.

DOMESTIC ENTITIES BURDEN CALCULATION HOURLY RATES:

We used Table 1 from the of Bureau of Labor Statistics (BLS) News Release [USDL-21-0437](#), March 18, 2021, Employer Costs for Employee Compensation—December 2020, to calculate the total annual burden:

- Individuals – the hourly rate for all workers is listed as \$38.60, including benefits.
- Private Sector – the hourly rate for all workers is listed as \$36.23, including benefits.
- Government – the hourly rate for all workers is listed as \$53.47, including benefits.

FOREIGN ENTITIES BURDEN CALCULATION HOURLY RATE:

The Service receives applications from and awards funds to entities across North America, Asia, Latin America, Pacific Islands, and Africa. For burden calculations for foreign entities, we were unable to locate comparable wage information for the same or similar groups as domestic entities in the BLS News Release. We used the most current data (2016) in the [Conference Board's International Labor Comparisons, "Hourly compensation costs in manufacturing, in US dollars and as a percent of costs in the United States"](#) to establish hourly rates for non-domestic entities. The 2016 hourly rate in manufacturing for the U.S. is \$39.03.

For the “NAWCA Canada/Mexico Standard Grant” ICRs, we calculated foreign entity burden rates using the listed manufacturing rates for Canada (\$30.08, or 77% of the U.S. rate) and Mexico (\$3.91, or 10% of the U.S. rate). We calculated burdens for entities from each country separately, as the hourly wage rate for Canada is currently ~10 times higher than the rate for Mexico.

For the “International Affairs” and “All Other Programs” foreign entity ICRs, we calculated the foreign entity burden rate using the listed manufacturing rate for Taiwan (\$9.82, or 25% of the U.S. rate).

Summary of Burden Totals:

Program	Annual No. of Respondents	Total Annual Responses	Annual Burden Hours	Dollar Value of Annual Burden Hours
12.1 NAWCA	397	568	18,100	\$633,390.52
12.2 NMBCA	128	146	4,622	\$96,763.42
12.3 International Affairs	598	819	18,533	\$449,710.85
12.4 All Other Programs	13,532	14,435	349,743	\$16,906,889.53
12.5 1018-0007 License Certification	56	56	672	\$35,931.84
TOTAL:	14,711	16,024	391,670	\$18,122,686.16

CFDA numbers corresponding to tabs 12.1-12.4 on burden calculations in “Attachment B” (Excel spreadsheet uploaded to supplementary documents):

12.1 NAWCA

CFDA Number and Title
15.623 North American Wetlands Conservation Fund (NAWCA)

12.2 NMBCA

CFDA Number and Title
15.635 Neotropical Migratory Bird Conservation (NMBCA)

12.3 INTERNATIONAL AFFAIRS

CFDA Number and Title
15.619 Rhinoceros and Tiger Conservation Fund
15.620 African Elephant Conservation Fund
15.621 Asian Elephant Conservation Fund
15.629 Great Apes Conservation Fund
15.640 Wildlife Without Borders- Latin America and the Caribbean
15.641 Wildlife Without Borders-Mexico (no new funding; collection limited to recipient reporting)
15.645 Marine Turtle Conservation Fund
15.651 Wildlife Without Borders-Africa
15.679 Combating Wildlife Trafficking

12.4 ALL OTHER PROGRAMS

CFDA Number and Title
15.605 Sport Fish Restoration
15.608 Fish and Wildlife Management Assistance
15.611 Wildlife Restoration and Basic Hunter Education
15.614 Coastal Wetlands Planning, Protection and Restoration
15.615 Cooperative Endangered Species Conservation Fund
15.616 Clean Vessel Act
15.622 Sportfishing and Boating Safety Act
15.626 Enhanced Hunter Education and Safety

15.628 Multistate Conservation Grant
15.630 Coastal
15.631 Partners for Fish and Wildlife
15.633 Landowner Incentive (no new funding; collection limited to recipient reporting)
15.634 State Wildlife Grants
15.636 Alaska Subsistence Management
15.637 Migratory Bird Joint Ventures
15.639 Tribal Wildlife Grants
15.643 Alaska Migratory Bird Co-Management Council
15.647 Migratory Bird Conservation
15.648 Central Valley Project Improvement Act
15.649 Service Training and Technical Assistance (standing down CFDA; collection limited to recipient reporting)
15.650 Research Grants (no new funding; collection limited to recipient reporting)
15.652 Invasive Species (standing down CFDA; collection limited to recipient reporting)
15.653 National Outreach and Communication
15.654 National Wildlife Refuge System Enhancements
15.655 Migratory Bird Monitoring, Assessment and Conservation
15.656 Recovery Act Funds - Habitat Enhancement, Restoration and Improvement (no new funding; collection limited to recipient reporting)
15.657 Endangered Species Recovery Implementation
15.658 Natural Resource Damage Assessment, Restoration and Implementation
15.660 Candidate Species Conservation
15.661 Lower Snake River Compensation Plan
15.662 Great Lakes Restoration
15.663 NFWF-USFWS Conservation Partnership
15.664 Fish and Wildlife Coordination and Assistance
15.665 National Wetlands Inventory
15.666 Endangered Species Conservation-Wolf Livestock Loss Compensation and Prevention
15.667 Highlands Conservation
15.668 Coastal Impact Assistance (sunset; collection limited to recipient reporting)
15.669 Cooperative Landscape Conservation (no new funding; collection limited to recipient reporting)
15.670 Adaptive Science
15.671 Yukon River Salmon Research and Management Assistance
15.674 National Fire Plan-Wildland Urban Interface Community Fire Assistance
15.676 Youth Engagement, Education, and Employment
15.677 Hurricane Sandy Disaster Relief Activities-FWS
15.678 Cooperative Ecosystem Studies Units (standing down CFDA; collection limited to recipient reporting)
15.680 Mexican Wolf Recovery
15.681 Cooperative Agriculture
15.682 Experienced Services
15.683 Prescott Marine Mammal Rescue Assistance
15.684 White-nose Syndrome National Response Implementation

12.5 STATE AGENCY HUNTING AND SPORT FISHING LICENSE CERTIFICATION

Respondents are the states, the Commonwealths of Puerto Rico and the Northern Mariana Islands, the District of Columbia, and the territories of Guam, the U.S. Virgin Islands, and American Samoa (states). Annually states provide hunting and sport fishing license data and certification to the Service. The Service uses the reported data to run the formulas for apportioning Wildlife Restoration and Sport Fish Restoration funds. The Service awards those funds to states under Assistance Listing (CFDA) programs 15.605, Sport Fish Restoration, 15.611, Wildlife Restoration and Basic Hunter Education, and 15.626, Enhanced Hunter Education and Safety.

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.

Respondents and record keepers have no non-hour cost burden under this collection.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

The total estimated annual cost to the Federal Government for this collection is **\$ 2,448,564 (rounded)**.

The total estimated annual cost to Federal Government for processing State fish and wildlife agency hunting and sport fishing license certifications is **\$1,253 (rounded)**. We used the Office of Personnel Management Salary Table [2021-DCB](#) to determine the hourly wage rate for a GS-13, step 5 (\$56.31). We used BLS News Release [USDL-21-0437](#), March 18, 2021, Employer Costs for Employee Compensation—December 2020, to calculate the fully burdened rate ($\$56.31 \times 1.59 = \89.53). We receive 56 responses each year, which take approximately 15 minutes each for staff to review, perform data entry, and maintain files, for a total processing time of 14 hours annually. The total annual cost is estimated to be \$1,253.42 ($14 \times \89.53).

The total estimated annual cost to the Federal Government for processing and reviewing applications, amendment requests, real property records and reports received under of this collection is **\$2,447,311 (rounded)**. While Service staff across the United States perform the work, we used the Office of Personnel Management Salary Table [2021-DCB](#) as the basis for an average salary rate. We used BLS News Release [USDL-21-0437](#), Employer Costs for

Employee Compensation—December 2020 (released March 18, 2021), to calculate the fully burdened rates for each staff member (hourly rate multiplied by 1.59 to account for benefits).

Position	Grade/ Step	Hourly Rate	Hourly Rate (Incl. Benefits)	% of Time Spent on Collection	Weighted Average (\$/HR)
Clerical, unskilled	GS-07/05	\$ 26.69	\$ 42.44	10%	\$ 4.24
Skilled, craft, and technical	GS-13/05	56.31	89.53	85%	76.10
Management/Professional	GS-15/05	78.27	124.45	5%	6.22
Total Weighted Average (\$/HR)					\$ 86.56

Salary Costs: \$2,447,310.88 broken down as follows:

- Applications: 9,496 hours x \$86.56 = \$821,973.76
- Amendments: 3,663 hours x \$86.56 = \$317,069.28
- Reports: 15,114 x \$86.56 = \$1,308,267.84

For applications, we estimate Federal staff will spend 9,496 hours (2 hours per application x 4,748 applications) to:

- (1) develop and post application instructions;
- (2) review applications;
- (3) perform data entry; and
- (4) maintain files.

For amendments, we estimate a total of 3,663 hours (1 hour per amendment x 3,663 amendments) for staff to:

- (1) review the revision request;
- (2) perform data entry; and
- (3) maintain files.

For reports, we estimate a total of 15,114 hours (2 hours per report x 7,557 reports) for staff to:

- (1) review the reports;
- (2) perform data entry; and
- (3) maintain files.

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

With this submission, we are reporting a decrease of (-604) annual responses and an increase of 127,808 in annual burden hours. It also includes a net decrease of (-70) in the total Information Collections (ICs) under this Clearance Number. Details for these changes can be found on the “Changes” worksheets within “1018-0100 Attachment B – Burden Spreadsheet 05052021.xlsx” uploaded as a supplementary document to the ICR in ROCIS.

With this renewal, we are removing 103 ICs and adding 33 new ICs, for a total of 104 ICs. Our previous clearance had a total of 174 ICs. There are several reasons for these changes, explained as follows:

Since our previous clearance, four Assistance Listings have been archived (15.625, 15.644, 15.672, and 15.673), two programs are now inactive (15.652 and 15.678), and three new programs have been established (15.682, 15.683, and 15.684).

We established bureau-wide “Completion Time per Response (Hours)” standards for all Quarterly Performance Reporting and Annual Performance Reporting burden estimates and revised burden estimates accordingly. Those are 6 hours reporting/2 hours recordkeeping for Quarterly Performance and 24 hours reporting/8 hours recordkeeping for Annual Performance. Application of this standard is the primary reason for the overall increase in total burden hours, as some programs had significantly lower “Completion Time per Response (Hours)”. We found programs reported 2, 8, or 10 hours per Quarterly Performance Report, and 8, 30, 32, 40, and 80 hours per Annual Performance Report. However, we found no justification for the variances. No Service program has performance reporting burdens so substantively different from any other program that they require individualized performance reporting burden calculations. As such, we believe the bureau-wide completion time per response averages we are using more accurately represents the reporting requirements for all programs within a reasonable tolerance range. Also, the use of bureau-wide standards also reduces bureau burdens associated with preparing data to support future renewals of this clearance.

We revised all ICRs with “International” in the title to “Foreign”, which more accurately identifies them as ICRs for foreign entity burdens.

We removed 58 ICs that are duplicative of burdens reported by the Service under a Request for Common Form, as follows:

- Removed 29 “Annual Financial Report” ICs duplicative of burdens we reported in the FWS Request for Common Form SF-425 entries (RCF ID: 201902-1018-001CF, expires 2/28/2022). Use of the SF-425 for financial reporting is mandatory for all recipients.
- Removed 29 “Annual Property Report” ICs duplicative of burdens we reported in the FWS Request for Common Form SF-429 entries (RCF ID: 201902-1018-004CF; expires 2/28/2022). As of 2019, the Department of the Interior requires all recipients to use the SF-429, Real Property Status Report form family to request and report on real property acquired under awards ([2 CFR 1402](#), 84 FR 45635, Aug. 30, 2019).

We are consolidating burdens for an additional 45 ICs with other ICs as follows:

- Merged the burdens for the 9 “NAWCA U.S. Small Grant” amendment and performance reporting ICs with those reported under “NAWCA U.S. Standard Grant” ICs, renamed the consolidated ICs to just “NAWCA” to reflect that the method for calculating burdens for those is the same for both subprograms, and removed the NAWCA U.S. Small Grant ICs.
- Merged the burdens for the 24 “Cooperative Endangered Species Conservation” (CESC) ICs with those reported under “Wildlife Without Borders” ICs, renamed the consolidated ICs to “International Affairs” to reflect consolidation of burden reporting for all programs managed by the Assistant Director-International Affairs, and removed the CESC ICs.
- Merged the burdens for 3 “Endangered Species Conservation” (ESC) and 9 “Sport Fish Restoration” (SFR) ICs with those reported under “Fish and Wildlife Management” ICs, renamed the consolidated ICs to “All Other Programs” to reflect consolidation of burden reporting for all Service programs that use the same method for calculating burdens, and removed the ESC and SFR ICs.

Consolidation of these ICs will greatly reduce bureau resources needed to preparing data and documentation for future clearance renewals. In our previous renewal, these programs had to be presented separately as we consolidated five separate Service financial assistance program Clearance Numbers (1018-0100, 1018-0109, 1018-0123, 1018-0147, and 1018-0154) under

Clearance Number 1018-0100. However, continuing to maintain those historical ICs separately for each of those clearance numbers is counterproductive to our goal of streamlining the clearance process for all Service financial assistance programs under a single clearance number. With this renewal, we request to make corrections that were not previously apparent, refine burden estimates to reflect averages at the new bureau-wide scale, and simplify/reduce the number of total ICRs as described in more detail in the following paragraphs. We believe these changes are necessary to reduce agency burdens associated with maintain this clearance over time.

We are requesting to add 33 ICs as follows:

- For the North American Wetlands Conservation Fund (NAWCA) program, we are adding 4 ICs for reporting burdens for “Private Sector-Mexico” entities. The previous clearance reported burdens for Canadian and Mexican participants together. The difference in the estimated hourly labor costs between the two countries is so large we believe it more accurate to calculate burdens for those separately.
- For Neotropical Migratory Bird Conservation Act (NMBCA) program, we are adding 12 ICs to report burdens for domestic individuals, private sector, and government separately from those for foreign entities. The previous clearance reported burdens for all participants together under an “International” category.
- For the International Affairs programs, we are adding 4 ICs to report burdens for domestic individuals, which was not included in the previous clearance. We are adding 12 ICs to report burdens for foreign individuals, private sector, and government separately from those for domestic entities. The previous clearance reported burdens for all participants together under an “International” category.
- We are requesting to consolidate OMB Control No. 1018-0007 into this collection (See Terms of Clearance), which adds one more IC. Under this collection, states use Service form 3-154 (cleared by OMB under 1018-0007 through 9/20/22). We are currently building a module in our Wildlife TRACS system to collect the required information from the states electronically. The Wildlife TRACS module will collect the same information as currently collected on Service form 3-154. We will continue to use Service form 3-154 until the module is complete and ready for use. We will transition from the form to the system module no later than September 20, 2022. We will provide screenshots as a non-substantive change once the module is complete. We anticipate collection in Wildlife TRACS will reduce reporting errors, expedite apportionment, enhance recordkeeping, and reduce data processing burdens on the Service.

For the North American Wetlands Conservation Fund (NAWCA) program, we made these other changes:

- For IRCs referencing Canada and Mexico, we removed “U.S.” from the ICR title (e.g., “Amendments - NAWCA U.S. Standard Grant (Mexico - Government)”), as it is inaccurate. The U.S. Standard Grant subprogram does not award funds to Mexico or Canada.
- For U.S. Standard Grant Applications, we reduced the burden estimates from 203 hours to a more accurate 100 hours. As required for renewal, we requested feedback on this collection from a limited number of stakeholders. Based on their responses, we determined that the estimate of 203 hours to complete a US Standard Grant application is inaccurate. We found that the previous estimate included time for applicants to plan and develop a project before starting the application, such as meeting with landowners and partners to identify properties eligible to include in a project proposal. We do not agree that these activities should be included in the estimate for preparing and

submitting an application.

For the NMBCA and International Affairs programs, we made minor adjustments to the response numbers for all ICs based on current application and award data (FY19 and FY20 participants).

For all programs, we increased performance reporting burden hours due to the anticipated increase in those resulting from Service implementation of the Foreign Aid Transparency and Accountability Act (Pub. L. 114–191), OMB Memorandum M-18-04, "Monitoring and Evaluation Guidelines for Federal Departments and Agencies that Administer United States Foreign Assistance," and OMB revisions to 2 CFR part 200 related to evidence-based assessment of program performance (85 FR 49506, published August 13, 2020).

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.

The information collected is for financial assistance administration purposes. We will not publish the results of this information collection as a whole. Federal awarding agencies are required to publish certain award information to USASpending.gov. Service programs may also publish summary reports of their annual award activity and program outcomes for Congress and for the public. Published information will not include protected private or other sensitive information (e.g., land ownership, sensitive species habitat data), or information that would violate Federal, State, or local laws or policies. The WSFR program publishes state hunting and sport fishing license certification data and resulting annual apportionment totals for the public on the [WSFR program website](#).

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.

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.