

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

**High-Level Survey to Assess Current Capacity to  
Manage Wildlife Diseases by State, Tribal, and Territorial Governments  
Under the American Rescue Plan Act of 2021  
OMB Control Number 1018-New**

**Terms of Clearance:** This is a request for emergency approval by the Office of Management and Budget (OMB) of a new information collection associated with a one-time survey in response to the American Rescue Plan Act. We attached a justification for the emergency clearance request as a supplemental document in ROCIS.

**Justification**

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

In response to the American Rescue Plan Act (ARPA; Public Law 117-2, Section 6003(3), March 11, 2021), the U.S. Fish and Wildlife Service (Service, we) will seek OMB approval of an emergency clearance of a one-time high-level survey of States, Federally recognized Tribes, and territorial governments. The purpose of this one-time survey is to provide a snapshot of agencies' current capacity to conduct surveillance for and manage wildlife diseases. The survey is needed to establish a baseline understanding of national readiness to assess key components of a program and it is not intended to assess all aspects of a program, nor compare among programs.

This one-time survey is a companion information collection to a new financial assistance program, the Zoonotic Disease Initiative (ZDI), to be added to our existing information collection OMB Control No. 1018-0100. This new financial assistance program will begin in 2022, and the survey will inform program creation and evaluation for the ZDI. This ZDI will enhance Tribes', States', and territories' preparedness in the face of wildlife disease.

**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 information to be requested from State, Tribal, and territorial governments in the one-time survey includes the following:

- Name of agency/organization;
- Business email address of respondent; and
- Conditions of wildlife disease program, to include whether the agency has:
  - An approved wildlife health management plan;
  - A dedicated wildlife health professional within their jurisdiction and if yes, the number of wildlife health professionals within their jurisdiction;
  - A rating of the level of legislative authority their organization has to manage wildlife diseases;
  - Whether any other organizations within their region also has the same or similar

- responsibilities as their agency;
- Access to diagnostic services;
- The level of resources available to investigate to wildlife disease outbreaks;
- The level of resources available to manage to wildlife disease outbreaks;
- Established networks, memorandums of agreements, and/or working relationships with core partners;
- Current level of capacity to participate in One Health disease investigations and responses;
- A mechanism to communicate diagnostic results within and outside their jurisdiction;
- A mechanism to communicate the risks of wildlife disease with stakeholders and partners;
- Ability to provide training for wildlife health staff in your jurisdiction;
- Current level of capacity for wildlife health management in your agency or jurisdiction; and
- The importance of their wildlife health capacity in achieving their agency's/entity's mission.

This one-time survey is a companion information collection to a new financial assistance program, the Zoonotic Disease Initiative (ZDI), to be added to our existing information collection OMB Control No. 1018-0100. This new financial assistance program will begin in 2022, and the survey will inform program creation and evaluation for the ZDI.

**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 survey will be conducted electronically through Microsoft Forms.

**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. Due to the unique nature of this program, no other Federal agency collects this information from States, Tribes, or territorial governments.

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

This information collection is directed to States, Tribes, and territorial governments. It will not impact 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 we did not collect the information, the Service would be unable to assess the readiness of wildlife agencies to respond adequately to wildlife disease in order to prevent the next pandemic.

**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 requiring collection of 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 March 29, 2022, we published in the *Federal Register* (87 FR 18029) a notice of our intent to request OMB approve our request for emergency clearance of this information collection. In that notice, we solicited comments for 60 days, ending on May 31, 2022.

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

We will not provide any payment 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 may be shared in accordance with the Freedom of Information Act, the Privacy Act of 1974 and the routine uses listed in INTERIOR/FWS-27 Correspondence Control System (June 4, 2008) [73 FR 31877](#).

**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 will not ask any 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 **630 responses** (50 States, 574 Tribes, and 6 territories) totaling **210 annual burden** hours for this information collection. The total dollar value of the annual burden hours is approximately **\$11,542** (rounded).

Table 1 from the of Bureau of Labor Statistics (BLS) News Release [USDL-22-0469](#), March 18, 2022, Employer Costs for Employee Compensation—December 2021, lists the hourly rate for government workers as \$54.96, including benefits.

**Table 12.1**

Requirement	Average Number of Annual Respondents	Average Number of Responses Each	Average Number of Annual Responses	Average Completion Time per Response	Estimated Annual Burden Hours*	Hourly Rate	\$ Value of Annual Burden Hours
<b>Survey Instrument</b>							
Government	630	1	630	20 min	210	\$ 54.96	\$ 11,541.60
<b>Totals:</b>	<b>630</b>		<b>630</b>		<b>210</b>		<b>\$ 11,541.60</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.

There is no annual non-hour cost burden associated with 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 Federal cost to administer these interviews is **\$6,185** (rounded). This includes Fish and Wildlife Service salary costs to inform and guide project coordination, administration, and deliverable review.

We used the Office of Personnel Management Salary Table [2022-DCB](#) (Washington-Baltimore-Arlington, DC-MD-VA-WV-PA) to determine average hourly Federal wages. In accordance with BLS News Release [USD-22-0469](#), March 18, 2022, Employer Costs for Employee Compensation—December 2021, we multiplied individual hourly wages for the Federal employees by 1.59 to calculate the fully burdened hourly rate shown below.

Action	Position/Grade	Hourly Rate	Hourly Rate with Benefits	Total Hours	Total Cost
Develop Survey	Grant Specialist GS-13/9	\$ 64.83	\$ 103.08	15	\$ 1,546.20
Contact Respondents	Grant Specialist GS-13/9	64.83	103.08	20	2,061.60
Analysis	Grant Specialist GS-13/9	64.83	103.08	25	2,577.00

<b>Total:</b>	<b>\$ 6,184.80</b>
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**15. Explain the reasons for any program changes or adjustments in hour or cost burden.**

This is a request for approval of a new OMB control number in conjunction with an emergency clearance request in response to the American Rescue Plan Act (Public Law 117-2, Section 6003(3), March 11, 2021).

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

We will not publish the results of the survey.

**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.**

Not applicable.

**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.