

SUPPORTING STATEMENT A

RENEWAL OF INFORMATION COLLECTION REQUEST
(NON-SUBSTANTIVE CHANGE)

For the

Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation)
John S. McCain III National Center for Environmental Conflict Resolution (National
Center)

Training Services Participant Questionnaire
(Control Number 3320-0006, Expires 2027)

May 2025

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1. Circumstances that Make the Collection of Information Necessary

The Udall Foundation is authorized by Congress to:

- Award [Scholarships](#), [Fellowships](#), and [Internships](#) for study in fields related to the environment and to Native Americans and Alaska Natives in fields related to health care and Tribal public policy.
- Connect youth to the Nation's public lands and natural resources to foster greater understanding, appreciation, stewardship, and enjoyment of those lands and resources through photography, positive outdoor experiences, and environmental education through the [Stewart L. Udall Parks in Focus® Program](#).
- Provide funding to the [Udall Center for Studies in Public Policy](#) to conduct policy research and outreach on the environment and related themes.
- Provide funding to the [Native Nations Institute for Leadership, Management, and Policy](#), a program of the Udall Center, for research, education, and outreach on Native American and Alaska Native health care issues and Tribal public policy issues.
- Provide funding through the Udall Center to [The University of Arizona Libraries, Special Collections](#) to serve as the repository for the papers of Morris K. Udall and Stewart L. Udall and other such public papers as may be appropriate and assure such papers' availability to the public.
- Provide impartial collaboration, consensus-building, training, and conflict resolution services on a wide range of environmental, natural and cultural resources, Tribal, and public lands issues, conflicts, and disputes involving the Federal Government through the [John S. McCain III National Center for Environmental Conflict Resolution](#) (National Center).

The enabling legislation for the Udall Foundation establishes that it is the purpose of the Udall Foundation, in part, to:

establish as part of the Foundation the John S. McCain III National Center for Environmental Conflict Resolution to assist the Federal Government in implementing section 4331 of title 42 by providing assessment, mediation, and other related services to resolve environmental issues, conflicts, and disputes involving agencies and instrumentalities of the United States.

The National Center's evaluation program serves several purposes:

1. To assess the effectiveness and quality of its services and to generate ongoing improvements in its levels of service.
2. To fulfill its statutory responsibilities.
3. To support the development of evaluation capabilities in environmental collaboration and conflict resolution at other federal agencies.
4. To evaluate and report annually on its progress in meeting its strategic goals, strategic objectives, and performance goals, as required by the Government Performance and Results Modernization Act of 2010.
5. To contribute data on progress toward achieving its performance and financial goals, as reported to Congress and the public in the Udall Foundation's *Annual Financial Report*.

This collection is necessary to evaluate the performance of the training program established by the Udall Foundation's enabling legislation, referenced above, the Government Performance and Results Act of 1993 (GPRA), the Government Performance and Results Modernization Act of 2010, and Executive Order No. 13450, Improving Government Program Performance.

2. Purpose and Use of the Information Collection

As part of the evaluation process for the National Center's Training program area, one questionnaire will be administered. The questionnaire will go to the participant at the conclusion of the training. The responses to these questionnaires have historically been used to measure and report on performance and to comply with Government Performance and Results Modernization Act of 2010 requirements as data reported to OMB in the Udall Foundation's *Annual Performance Report* and *Annual Financial Report*.

Participants will be asked to complete a questionnaire after the training. Participants will be asked to evaluate the trainer and the effectiveness of the training. Data and information from this questionnaire will also be used to determine the practical usefulness of any improvements in skills and knowledge that participants gained from the training sessions. A design overview is contained in Attachment B.

These evaluations support the National Center's program evaluation and have the practical utility of supporting achievement of the National Center's goals and continuous improvement of service delivery. These goals are to assist parties in resolving federal environmental disputes in a timely and constructive manner; to increase the appropriate use of ECCR, particularly within the federal government; to improve the ability of federal agencies and other interested parties to engage in ECCR effectively; and to promote collaborative problem solving and consensus building during the design and implementation of federal environmental policies to help prevent and reduce the incidence of future environmental disputes.

The National Center's evaluation results have and will continue to be made available to program administrators, users, practitioners, and researchers who are interested in learning what factors most influence successful outcomes in specific situations.

3. Use of Improved Information Technology and Burden Reduction

The questionnaires will be administered electronically (e.g., via SurveyMonkey) at the conclusion of each session. The responses collected are incorporated into the performance data reported to Congress annually in the Udall Foundation's Performance and Accountability Report (PAR). The PAR is made available to the public on the Udall Foundation's website:
<https://udall.gov/AboutUs/BudgetAndPerformance.aspx>.

4. Efforts to Identify Duplication and Use of Similar Information

No other source currently exists that can be used to obtain information on the quality of National Center training services.

5. Impact on Small Businesses or Other Small Entities

Although some of the participants in the training sessions will be small entities, most will be government employees and individuals. Moreover, the total number of expected respondents per year is estimated

to be relatively small (See Section 12). The questionnaires will be administered electronically, which should modestly reduce respondent burden. Individuals will not be requested to complete a questionnaire more than once, and therefore the number of times an individual is requested to complete a questionnaire cannot be reduced.

6. Consequences of Collecting the Information Less Frequently

Evaluation of the training programs would not be possible without the information that can be obtained only by administering questionnaires to all participants. Only descriptive information about the training programs is available from other sources (e.g., the number of training courses and number of participants). Such information cannot be used as a surrogate for program/service quality and cannot substitute for information obtained through surveys of users and participants.

With respect to the frequency of information collection, the information will be collected only once for each event. The frequency cannot be further reduced without negatively impacting the value of the data.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

The collection of information does not involve any special circumstances.

8. Federal Register Notice

A comprehensive Federal Register Notice was published on September 15, 2023, at 88 FR 63630. It opened a 60-day public comment period. The notice described in detail the need for and use of the information. The notice also provided access to copies of the proposed questionnaires via the Udall Foundation website (<https://www.udall.gov/ICR>). No comment(s) were received in response to the 60-day public comment notice.

On March 28, 2024, a second Federal Register Notice was published to announce that the National Center forwarded no information requests to OMB. The second notice opened a 30-day public comment period.

9. Payment/Gifts to Respondents

The collection of information does not provide any payment or gift to respondents.

10. Confidentiality Protocols

No identifying information is collected from respondents on the evaluations and no identifying information is maintained or associated with individual responses. Respondents are informed as part of the evaluation process that the responses are confidential and no identifying information is recorded.

11. Justification for Sensitive Questions

The required information collection does not involve asking questions of a sensitive nature.

12. Hours Burden of the Collection of Information

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) Occupation Code 11-9199 for Managers, All Other because this was the occupational group most closely related to those that would be completing these evaluations, given the wide range of potential training / project participants in this field, and wage data from May 2024, which is \$86.15 per hour (75th Percentile). To account for fringe benefits and overhead, the rate was multiplied by two, which is \$172.30. The estimate of the annualized cost to respondents for hour burden is \$172.30 multiplied by 55 hours, or \$9,476.50.

[May 2024 National Occupational Employment and Wage Estimates \(bls.gov\)](https://www.bls.gov/news.release/occ202405.pdf)

Form Name	Form Number	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Annual Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
Training Services Participant Questionnaire	3320-0006	600	1	0.18	55	\$172.30	\$9,476.50
Total		600	1	0.18	55	\$172.30	\$9,476.50

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There are no other costs to respondents and record keepers.

14. Annualized Costs to the Federal Government

The annualized costs to the federal government for the hour burdens are based on an average wage rate of \$49.67/hour labor rate for the Udall Foundation employee who will be conducting the activities (Project Manager, GS-equivalent level 12). The estimate of three minutes to review each questionnaire, five minutes per questionnaire for data entry and verification activities, and additional time for analysis and reporting activities is based on the experience of employees reviewing and processing the surveys historically.

One employee is responsible for these activities; the details and summary of the associated costs to the government are reflected in the chart below. The rate of \$49.67 is based on the current rate of pay for the assigned employee.

Evaluation of the Training Processes - Agency Cost (Annualized)					
Questionnaire/Activity	Minutes per Questionnaire	Number of Questionnaires	Total Hours	Labor Rate per Hour	Cost
<i>Administer Questionnaires</i>					
Participants End of Process	3	216	10.8	\$49.67	\$535.79
<i>Data Entry and Verification</i>					
Participants End of Process	5	216	18	\$49.67	\$894.06

<i>Analysis and Reporting</i>					
Case-level Reporting			12	\$49.67	\$596.04
Program-level Reporting			8	\$49.67	\$397.36
<i>Oversight</i>					
Project Manager			10	\$49.67	\$496.70
<i>Supplies</i>					\$50
TOTAL					\$2,969.95

15. Reasons for Program Changes/Adjustments

There is a change to the estimated burden change due to a change in agency estimate and updating to more current labor rates. The overall number of questions remains the same, the estimated total number of respondents has been calibrated to targets in the Udall Foundation's Strategic Plan.

16. Plans for Tabulation and Publication

To comply with the Government Performance and Results Act, the agency is required to produce an *Annual Performance Plan (Performance Budget)*, linked directly to the goals and objectives outlined in the agency's five-year *Strategic Plan*. The agency is also required to produce an *Annual Performance and Accountability Report*, evaluating progress toward achieving its performance commitments. Results of evaluating training services will be included in the agency's *Annual Performance and Accountability Report*. Simple summaries and tabulations of information will be used.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

The OMB approval number and expiration date will be displayed on each evaluation questionnaire.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.