Supporting Statement:
OMB Control Number 0596-0247
Workforce Development Participant Tracking

This supporting statement provides additional information regarding the proposed information collection, Workforce Development Participant Tracking, which is used by the United States Department of Agriculture, Forest Service (FS) and other public management agencies that are authorized to provide workforce development programs. The numbered questions correspond to the order shown on the Office of Management and Budget (OMB) Form 83-1, Instructions for Completing OMB Form 83-I.

A. Justification

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

   Federal land management and other agencies are authorized to offer work and education programs for individuals in natural and cultural resources careers. Many of these programs are implemented through partnerships and include special hiring authorities upon completion of certain requirements. This information collection request will enable participating agencies to capture required and other information that will aid in workforce development and job training for young people, returning veterans and others who are unemployed or underemployed and to monitor compliance with statutory laws and associated hiring authorities.

   Laws, statutes, and regulations listed below authorize federal land management agencies (identified in Table 1 below) to implement work and education programs:

   - 16 U.S.C. §1721 et. seq. – Public Lands Corps Act (PLC)
   - 16 U.S.C. §1701 et. seq.-- Youth Conservation Corps
   - 16 U.S.C. 583k – National Forest System Trails Stewardship Act
   - 16 U.S.C. §1246 – Administration and development of national trails system
   - 16 U.S.C. 498 -- Cooperative Funds Act
   - 16 U.S.C 565a1-a3 – Cooperative Funds & Deposits Act
   - 16 U.S.C 2101-2114 – Cooperative Forestry Assistance Act
   - 54 U.S.C §101702(a) - Cooperative agreements
   - 54 U.S.C. §101701(b). Challenge cost-share agreement authority
   - 43 U.S.C. 1703 -- Service First
   - 16 U.S.C. 2113A -- Good Neighbor Authority
   - 16 U.S.C. 532-539 – National Forest Roads and Trails Act
   - 16 U.S.C. 1011a – Watershed Restoration and Enhancement Act
   - 16 U.S.C. 1641-1650 – Forest and Rangeland Renewable Resources Research Act
   - P.L. 116-152 – Great American Outdoors Act
   - 16 U.S.C. 742a-742j – Fish and Wildlife Act of 1956
   - P.L. 106–393 §605 -- Collaborative Forest Restoration—Secure Rural Schools and

Community Self-Determination Act
- P.L. 102–154 -- Interior and Related Agencies Appropriations Act

Table 1 – Participating Land Management Agencies
Department of Agriculture
- U.S. Forest Service
Department of the Interior
- Office of the Secretary (OS), - Bureau of Indian Affairs (BIA), - Bureau of Land Management (BLM), - Bureau of Reclamation (BOR), - National Park Service (NPS), - Office of Surface Mining Reclamation and Enforcement (OSMRE), - U.S. Fish and Wildlife Service (FWS), and - U.S. Geological Survey (USGS)
U.S. Department of Commerce
- National Oceanic and Atmospheric Administration (NOAA)

Natural and cultural resources and workforce development projects are conducted primarily through partnerships with conservation corps, non-profit organizations, and institutions of higher education. Land management agencies codify agreements, partnerships or contracts with various government and non-government partner organizations, hereinafter referred to as cooperators. Cooperators recruit participants, manage the pay and benefits, and other administrative requirements of the project including tracking hours, demographics, education, and performance outcomes of participants engaged on work projects, support training and workforce development and coordinate project work.

In addition to various cooperative agreement and grant making authorities specific to each of the land management and other affected agencies, some authorities that focus on conservation, preservation and restoration of public lands and waters are available to multiple agencies.

The Public Lands Corps Act (16 USC 1723) grants the Secretaries of the Departments of Agriculture, Interior and Commerce authority to establish Public Lands Corps that:

- Offer meaningful work or service experiences to individuals between the ages of 16 and 30, and veterans up to age 35 inclusive, in a natural or cultural resource setting;
- Provide participants with a combination of work experiences, basic and life skills, education, training, and support services; and,
- Facilitate citizenship and stewardship values and skills through service to their community and the United States.

The Public Lands Corps Act is inclusive of the Indian Youth Service Corps and Resource Assistants opportunities. Public Lands Corps members become eligible for noncompetitive and direct hire eligibilities for Federal jobs upon meeting certain program requirements successfully such as number of hours worked on public lands and minimum education.

The Youth Conservation Corps (16 USC 1703) authorizes the Secretary of the Departments of Agriculture and Interior to implement summer employment for youth between the ages of 15 and 18. YCC projects enable the further development and maintenance of the natural resources by America's youth, and in so doing to prepare them for the ultimate responsibility of maintaining and managing these resources for the American people.

Partnerships with organizations and institutions of higher education facilitate scholarship and internship programs designed to attract outstanding students to public land management careers.

This information collection request establishes policies and procedures for the implementation of a form or system to ensure uniform collection of information regarding tracking and monitoring work accomplished and participant engagement to determine the completion of requirements for non-competitive hiring eligibility as defined in the Act and to comply with statutory reporting requirements.

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.**

   a. **What information will be collected - reported or recorded? (If there are pieces of information that are especially burdensome in the collection, a specific explanation should be provided.)**

      While certain authorities may require reporting and data collection, a primary source requirement for most users of this data collection is the Public Lands Corps Act. USC §1727a requires annual reporting to Congress that includes the following data on Corps activities:

      i. number of participants enrolled in the Corps and the length of the term of service for each participant;
      ii. projects carried out by Corps participants, categorized by type of project and Federal agency;
      iii. total amount and sources of funding provided for the service of participants;
      iv. type of service performed by participants and the impact and accomplishments of the service; and
      v. any other similar data determined to be appropriate by the Chief Executive Officer of AmeriCorps or the Secretaries.

      The previous information collection included two forms: FS-1800-0026 (MS Excel form for record keeping for smaller programs) and FS-1800-0026a (MS Excel form for bulk upload of data to electronic agency portals). The bulk upload form was developed at the request of, and in collaboration with partners to make transfer of information from their tracking systems to the agency portals possible. In this information collection request, we are asking to replace the original FS-1800-0026 form, which is rarely used, with a fillable pdf common form (FS-1800-0026b) that can be used for reporting individual participants. The data collected on both forms is the same with slight variations in the order or item name.

This extension also includes an update of the race and ethnicity collection to align with Statistical Policy Directive 15. The agency uses this data in the many ways. End of year reporting, including breakdown of work performed by unit, forest, region, partner, and type of work, allows the program to be responsive to data requests and program review by both internal and external partners. Data is summarized and shared at all levels, from individual units and partners to agencies, departments, and Congress. Agencies use individual participant data to communicate with individuals directly about hiring certificate eligibility and workforce opportunities; demographic and location data to evaluate access and participation; partner data, including agreement numbers, in combination with demographic data, to confirm partners are complying with regulations (e.g., related to Public Lands Corps) and assess evaluation metrics, for example.

A complete list of the information collected for the *Workforce Development Participant Tracking Form* is outlined in Table 2 inclusive of designation whether data is an additive request.

Table 2. Information Collected in the Workforce Development Participant Tracking Form

Item Collected	**Use of information**	**New Data Field (Yes or No) and/or Changes**
Partner Name (required), Address (optional), Points of Contact (one email required, all other optional)	Identify Cooperators who comply with data reporting requirements.	No
System for Awards Management (SAM) Unique Entity Identification (UEI) Number (required)	Verify identification of cooperator and status in SAM system	No
Submission Date	Verify compliance with reporting timeline requirements defined in agreement or grant instrument.	Deleted from data collection.
Master Agreement Number (required)	Track Cooperators with master agreements with agency	No
Status (optional)	Track Cooperator status	No
Services Provided (optional)	Allows Cooperator to identify the types of services they provide	No
Remarks (optional)	Allows Cooperators to provide	No

Item Collected	Use of information	New Data Field (Yes or No) and/or Changes
	additional remarks if desired	
Participant ID (required)	Unique identifier for each participant	No
Participant Name (required)	Verify participant of record identify.	No
Phone (required)	Facilitate further contact with individual participants.	No
Email (required)	Facilitate further contact with individual participants and confirm unique individual.	No
ZIP code (required)	Geospatial data to allow the agency to understand access to programs	No
Month/Year of Birth (required)	Determine eligibility for Public Lands Corps, Resource Assistants, and other special hiring authorities.	No
Acknowledgement of Parental Consent for Minors (if applicable)	Indicator of parental consent for collection of data from participants under the age of 18.	No
Sex (required)	Monitor and report demographic data of participants.	No
Race and Ethnicity columns (at least one required) – **SEE REQUEST TO USE MINIMUM R/E CATEGORIES BELOW TABLE 2**	Monitor and report compliance with Statistical Policy Directive 15.	Yes. Race and Ethnicity combined and response options expanded to comply with guidance. Original Ethnicity column and Race 1, 2, 3 columns deleted.
Education Level Completed (required)	Confirm participant education levels to aid in effective workforce development hiring by Federal agencies of special hiring authorities.	No
Most recent post-secondary institution attended 1, 2 (optional)	Monitor where participants attended institutions of higher education.	No
Course of study 1, 2 (optional)	Identify the college major of the participant to track college majors of participants in support of job opportunities in the federal government.	No
Military/Veteran (optional)	Compare workforce development participants to current Civilian Labor and Agency workforce	No
Disability (optional)	Compare workforce development participants to current Civilian Labor and Agency workforce	No
AmeriCorps (optional)	Monitor and report engagement of	No

Item Collected	Use of information	New Data Field (Yes or No) and/or Changes
	AmeriCorps members by type and eligibility for education awards.	
Skills, Certifications, Competencies (optional)	Aid hiring managers to recruit qualified candidates with special hiring authorities.	No
Project ID (required)	Unique project identifier	No
Project Title (required)	Permit agency staff to distinguish between projects with similar activities and track associated hours work for purpose of verifying hiring eligibility.	No
Description (optional)	Opportunity for partner to describe the project	No
Fiscal Year (required)	Track and verify fiscal year	No
Start Date (required)	Track and verify project timeline and participant engagement in the program.	No
End Date (required)	Track and verify project timeline and participant engagement tracks in the program.	No
Project Point of Contact Name. Spaces for first and last name. (required)	Facilitate access for additional information as needed.	No
Email (required)	Facilitate access for additional information as needed.	No
Federal Agency (required)	Support aggregation of data about work and participants by federal agency as required by statute.	No
Agency Office (required)	Inform agency planning for better outcomes, reporting, and tracking.	No
Reporting Unit (required)	Field units where work is conducted will inform agency planning for better outcomes, reporting, and tracking.	No
Program (required)	Allows agency and Cooperators to track participants and accomplishments by program.	No
Position Type (required)	Aggregate types of positions for reporting compliance.	No
Agreement Number (required)	Identify the grant or agreement number associated with the project.	No
Type of Work (required)	Permit aggregation of types of work performed across participating agencies.	No
Hours Worked (required)	Aggregate types of positions for reporting compliance.	No

Item Collected	Use of information	New Data Field (Yes or No) and/or Changes
Legal Hire Authority (deleted)	Track hiring authorities associated with project	Question deleted (duplicative)
Hiring Certificate Type (required)	Permit agency staff to distinguish between projects with similar activities and track associated hours work for purpose of verifying hiring eligibility.	No
Hiring Certificate Status (required)	Permit aggregation of types of work performed across participating agencies.	No
Hiring Certificate Issue Date (required)	Alignment with participant record on participant Information tab ensures quality control.	No.
Additional Remarks (optional)		No
Resource Assistants Program required)	Indicator to allow database to track hours specific to RAP	Deleted on common form. Remains on bulk upload form.

NOTE ON REQUEST TO USE MINIMUM RACE AND ETHNICITY (R/E) CATEGORIES. This information collection requests an exemption from OMB in order to use the Minimum R/E Categories in order to reduce reporting burden on the agency and the public. Most Cooperators use the bulk upload form to submit data directly into the agency portals, and in the bulk upload form, a drop-down list is needed to validate data before loading. The common form (PDF) provides the more detailed Minimum Race and Ethnicity Question with check boxes so respondents can see additional detail. Partners have already reconfigured their own data collection systems to accommodate the data we are asking them to provide. Asking all agency cooperators to use the standard race and ethnicity question would require them to substantially revise processes for data collection. It would also require substantial revision to the electronic portals, at significant cost to the agencies involved.

b. From whom will the information be collected? If there are different respondent categories (e.g., loan applicant versus a bank versus an appraiser), each should be described along with the type of collection activity that applies.

The Forest Service and other Federal Land Management agencies will request this information from cooperators with whom contracts, grants or agreements are established to host workforce development and training experiences and potentially stakeholders engaged in these experiences.

c. What will this information be used for - provide ALL uses?

This information will permit the government to monitor and ensure the programmatic integrity of federal resources obligated to cooperator; inform the effectiveness of Agency efforts to meet the intent of workforce and job training objectives; verify eligibility of participants for special hiring authorities; and contribute to Congressional reporting requirements as defined in statute. See Table 2: Information Collected.

d. How will the information be collected (e.g., forms, non-forms, electronically, face-to-face, over the phone, over the Internet)? Does the respondent have multiple options for providing the information? If so, what are they?

Most respondents report directly in the web-based portals that are accessible through login.gov, either through the user interface or by using the bulk upload form. The fillable pdf common form makes reporting accessible to Cooperators who do not have access to the agency portals.

e. How frequently will the information be collected?

Cooperators are generally required to submit this data annually to comply with agency annual reporting requirements, however, agencies may require cooperators to submit the data more frequently while others may implement a policy that will permit cooperators to input data throughout the fiscal year cycle on web-based portals.

f. Will the information be shared with any other organizations inside or outside USDA or the government?

Aggregated information of certain non-PII data could be shared with participating cooperators, and other federal agencies that support workforce development, job training, and entities conducting data analytics and evaluations of these programs. No personally identifying information will be shared with other entities.

g. If this is an ongoing collection, how have the collection requirements changed over time?

This is an ongoing collection going through a second renewal process. This renewal will provide a common form, useable by Cooperators who work across land management agencies, and simplify the bulk upload form by deleting duplicate columns. This renewal will also retire FS-1800-0026, the original workforce participant tracking form.

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.**

The information collection primary collection is through web-based Portals on federal agency servers that are accessible to cooperators through login.gov. The form as a secondary source will be available to respondents who may not have access to a Portal platform hosted by the agency or is unable to access the Portal through login.gov.

The development of web-based Portals permits cooperators to directly enter responses thereby resulting in great efficiency, timely reporting, verification of participant eligibility and completion of the program hours, and reduced paperwork burden for all parties. Giving cooperators control to enter data through login.gov will allow cooperators to utilize one account for secure, private access to participating government agencies and will protect users' information with the highest standards of digital security and user experience.

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 are no existing forms suitable for the purpose of monitoring workforce development and job training partnerships which must be implemented through partnership organizations. No other information collection has been identified that gathers the same or similar information included in this collection. Further, there is currently no information collected from Partners and/or other entities regarding participant records or progress as it relates to workforce development and special hiring authorities.

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

   This information collection has little impact on small businesses or other entities. Smaller entities will have fewer participants to report, so the reporting burden should be commensurate with the organizational capacity. The transition to the web-based platform will streamline reporting requirements and subsequently minimize burden for all parties. consolidate and streamline reporting and tracking to minimize burden.

6. **Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

   The information collection will ensure uniformity of data and program monitoring of workforce development and job training programs and will enable federal agencies to comply with reporting requirements in federal statutes.

   If federal agencies are unable to collect data regarding workforce development projects and participants hosted in collaboration with cooperators as required by statute, designated agencies will be unable to comply with Congressional guidance and legislative requirements to submit performance data.

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 secret, 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.**

The request for collection of information is conducted in a manner consistent with the guidelines in Title 5 CFR 1320.6. There are no special circumstances related to this information collection.

8. **If applicable, provide a copy and identify the date and page number of publications 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 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 record keeping, 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 3 years even if the collection of information activity is the same as in prior periods.

The FRN for OMB 0596-0247 published on August 18, 2025, with citation 90 FR 40051. The Forest Service received one comment from a member of the public, stating “no changes are proposed to make this system work better” and expressing no support for the extension: “private indeustry (sic) could do it better.”

This information collection is an extension of an existing data collection that was developed in collaboration with partners, who requested the bulk upload format which is provided. If we make substantial changes at this point, it would require our partners to make substantial changes to the systems they use to carry data over to the form. The web-based portal itself was not created by the government, but by a consultant (private industry).

The Forest Service holds partner trainings and office hours (primarily in the spring and fall of each year) to share information about the system and the bulk upload form and to solicit feedback about its use. The agency also meets with Department of Interior partners to discuss both the web-based portals and data collection forms. When end-of-year accomplishment data is collected in the online database, the Forest Service works directly with partners through email, calls and Teams meetings to discuss and troubleshoot any concerns with the process and/or data requested. FS staff updates tip sheets for completing the bulk upload form, creating an account in login.gov, and logging in to VSPortal. We also provide more in-depth tip sheets as requested (e.g., descriptions of the type of work field in the bulk upload form).

Utah Conservation Corps staff noted the form is easy to use and the instructions are clear. “This year’s sheet was much better than last year.” They already collect the data requested for AmeriCorps and other organizational reporting. Staff noted it took them about 8 hours to complete the form (including corrections) and noted the demographic tab took a few hours. UCC would prefer to report quarterly. Response: There is a lot of variation in time to complete the bulk upload form depending on the size of the organization, their familiarity with the reporting system, and whether they have a process to transfer data from their own databases into the bulk upload form. (The bulk upload form was specifically requested by partners because they can write code to carry data from their system to the form. UCC does not use that process.). The system is open year-round so partners can report quarterly if they prefer. We only require annual reporting. The processing time used in burden calculations is an estimated average.

University of North Carolina, Asheville, reported it took 20-30 minutes to complete the form, and National Forest Foundation reported it took about 30 minutes. These are smaller partners, but they enter the data by hand (not code). National Forest Foundation said the instructions are clear.

The National Park Service said most of the data requested is already collected through standard program operations, reporting, and participant onboarding and tracking processes, with minimal additional data gathered in real time as project activities occur. Once data is compiled, completing the bulk upload typically on average takes 30–180 minutes, depending on the number of participants and the level of data cleaning required and if the bulk upload form is being use vs entering the data manually. The annual frequency of data collection is appropriate and aligns well with program reporting cycles, does not create an undue administrative burden, and was strongly requested by partner organizations.

Environment for the Americas said the instructions for the form are clear; however, entering park details, intern information and hours separately manually can be time-consuming upwards to 2 to 3 hours depending on the number of positions. Having a single, consolidated form is helpful. The data requested is already collected as part of our existing program and participant tracking processes. No issues with the data collected. Data is uploaded at the start of the internship, with hours attached at the end of the program. The annual frequency of data collection is sufficient.

Conservation Legacy (one of the Forest Service's largest partners) reported that the bulk upload form is familiar and usable for experienced users. Most of the required data is now integrated into existing program and participant data collection systems we have. Consistency in data fields over time has been helpful. Completing the bulk upload is time-intensive and highly dependent on data cleanup and preparation. The process often takes several hours due to the need to pull multiple reports, reconcile data across tabs, review validation errors, and address backend value changes that are not always communicated. The annual frequency of data collection is appropriate and works well. More frequent uploads would not meaningfully reduce workload and could complicate tracking, particularly since reported hours are cumulative.

AmeriCorps reported the instructions are clear and suggested adding a column for participant names on the project participant tab. They reported most of the data is "already collected in a format that is easy to pull through existing internal reporting mechanisms. The exception would be tracking participant certifications…" They reported that this year it took them 20 hours to complete the form but "this was due to staff turnover and [is] not anticipated in years to come." Current staff had to work back through 2024 data to learn the system. They also reported a desire to collect data more frequently. Response: As noted above, the system is open for data entry throughout the year, so partners who want to report more frequently can do so. We will adapt our training to make this more clear next year. In 2025, we were not able to host a spring partner training which could have mediated the time AmeriCorps staff used to go back through 2024 data. Staff will follow up to better understand the length of time AmeriCorps needed to complete the form this year.

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

Payments or gifts will not be made to respondents of this information collection.

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

The data collected for the information collection would fall under the Forest Service's and partner agencies' End-User Computer Environment (or EUCE) information system. EUCE is an accredited system with a corresponding, signed, and approved Privacy Impact Assessment (PIA). The EUCE PIA is required by OMB Memorandum 03-22, which provides guidance for implementing the privacy provisions of the E-Government Act of 2002. The password protected file will be stored on a fully encrypted laptop, only accessible by authorized agency employees working as part of the administration of the Volunteer and Service program in the Forest Service's Washington Office and other agency offices participating in the effort for their volunteer and service programs.

Each form will show the presence of Privacy Act statement and Burden Statement as assurance to respondents. Collection and use are covered by Privacy Act System of Records DOI-05 and OPM/GOVT-1 and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested. Authority includes Public Law (PL) 91-357; 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, as amended by 13478, 9830, and 12107. The Government-wide Systems of Records satisfies some requirements under the Privacy Act and DOI specific Systems of Records satisfies other requirements.

Volunteer records are covered under DOI-05, Interior Volunteer Services File System, 66 FR 28536 (May 23, 2001); modification published 86 FR 50156 (September 7, 2021).

Records on Federal employees are covered under OPM/GOVT-1, General Personnel Records, 77 FR 79694 (December 11, 2012); modification published 87 FR 5874 (February 2, 2022) and 88 FR 56058 (August 17, 2023). Records involving the administrative or operational relationships between the employee and the office in which the employee works are covered under DOI-58, Employee Administrative Records, 64 FR 19384 (April 20, 1999); modification published 73 FR 8342 (February 13, 2008), and 86 FR 50156 (September 7, 2021).

Records on applicants for Federal employment are covered under OPM/GOVT-5, Recruiting, Examining, and Placement Records, 79 FR 16834 (March 26, 2014); modification published 86 FR 68291 (December 1, 2021) and 87 FR 5874 (February 2, 2022).

DOI Personal Identify Verification (PIV) credentials are covered under DOI-47, HSPD-12: Logical Security Files (Enterprise Access Control Service/EACS) 72 FR 11040 (March 12, 2007); modification published 86 FR 50156 (September 7, 2021).

These SORNs may be viewed on the DOI SORN website at https://www.doi.gov/privacy/sorn.

11. **Provide additional justification for any questions of a sensitive nature, such as sexual behavior or 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.**

    This information request does not contain questions of a sensitive nature.

12. **Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form.**

    The annual number of respondents was estimated as the current number of Partners supporting PLC projects; each would respond annually. The time per response was estimated by taking the average of the times it took for several Forest Service partners to individually complete the form. This estimated response time was multiplied by the estimated number of annual responses to result in the estimated total annual burden on respondents. The cost per hour used is the mean average hourly wage for Business Operation Specialists (https://www.bls.gov/oes/current/oes131199.htm) and was multiplied by the Estimated Annual Burden hours for an estimate of the total cost. See Table 3. This is a significant reduction in burden from the last review because the first two years of data allowed us to more accurately estimate the number of respondents.

Table 3. Estimated burden hours and costs

A	B	C	D	E	F	G
Estimated Annual Number of Respondents	Estimated Annual Number of Responses per Respondent	Estimated Total Annual Responses (A x B)	Estimated Response Time (hours)	Estimated Annual Burden Hours (C x D)	Cost Per hour	Total Cost (E x F)
247	1	247	2	500	44.41	$21,938.54

Record-keeping burden:
Partners are required to maintain records regarding PLC participants for a period of 3 (three) years after a participant receives a certificate of eligibility, signaling completion of a PLC project.

13. **Provide estimates of the total annual cost burden to respondents or record keepers resulting from the collection of information, (do not include the cost of any hour burden shown in items 12 and 14). The cost estimates 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.**

(a) There are no non-hour costs.

(b) There are no capital operation and maintenance costs.

14. **Provide estimates of annualized cost to the Federal government**. **Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.**

Estimates of annualized cost to the Federal government is totaled at $17,862.50 as demonstrated in Table 4. This is a significant reduction from the previous estimate and annual reporting is sufficient because the previous estimate assumed bi-annual reporting (twice as many hours) and the first two years of data allowed us to more accurately estimate the number of respondents. The method used is a calculation of the number of hours a comparable GS-9 Program Analyst would spend collecting and analyzing PLC participant data for PLC projects from Partners. Average GS-9 wage step 5 is $45.22 per hour; this figure is multiplied by the number of hours such analysts would need to compile and review PLC participant data over the course of a year. Wages include 36.25% for benefits calculations.

To calculate approval and monitoring per applicant, the method used is a calculation of the number of hours a GS-13 Program Coordinator normally spends to review, analyze, and approve PLC participant data for PLC projects from Partners. Average GS-13 wage is $77.97 per hour; this figure is multiplied by the number of hours such analysts would need to complete the review of PLC participant data over the course of a year. Wages include 36.25% for benefits calculations.

No other expenses would have been incurred without the collection of information.

Table 4. Estimated cost to Government

(a) Description of the Collection Activity	**(b) Forms Processing Time per Applicant**	**(c) Estimated Average Income per Hour of Processor**	**(d) Total Estimated Cost per Applicant (b) x (c)**	**(e) Applicants per year**	**(f) Subtotal (d) x (e)**
Workforce Development Participant Tracking Form	35 minutes (.58 hour)	GS-09 $45.22/ hour	$26.23	250	$6,557.50
Totals		----	----	----	$6,557.50

(a) Description of the Collection Activity	**(g) Approval and Monitoring per applicant**	**(h) Estimated Average Income per hour of Supervisor**	**(I) Total Estimated Cost per Applicant (g) x (h)**	**(j) Applicants per year**	**(k) Subtotal (i) x (j)**
Workforce Development Participant Tracking Form	35 minutes (.58 hour)	GS-13 $77.97/ hour	$45.22	250	$11,305
TOTALS		---	----	----	$11.305

(a) Description of the Collection Activity	**(l) Sub-total Item f**	**(m) Sub-total Item k**	**(n) Total Estimated Cost**
TOTALS	$6,557.50	$11,305	$17,862.50

15. **Explain the reasons for any program changes or adjustments reported in items 13 or 14 of OMB form 83-I.**

    Based on past performance and submission rates as well as data regarding partners who are likely to respond, we were overestimating Forest Service reporting in previous submissions.

16. **For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

Results of this information collection may be aggregated and released to the public through annual accomplishment reports, social media, briefing/white papers, and/or updates/newsletters to validate return on investment for workforce development and job training programs hosted by federal agencies and to inform policy regarding developing, implementing, and managing said programs. No personally identifiable information will be released unless permission is expressly granted by the cooperator or participant.

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.**

    The valid OMB control number and expiration date will be displayed on all information collection instruments.

18. **Explain each exception to the certification statement identified in item 19, "Certification Requirement for Paperwork Reduction Act."**

    There are no exceptions to the certification statement. The agency can certify that the collection of information encompassed by this request complies with 5 CFR 1320.