

**Supporting Statement for Paperwork Reduction Act Submission
Annual Certification of Hunting and Sport Fishing Licenses Issued
50 CFR 80
OMB Control Number: 1018-0007**

Section A. Justification

1. Explain why you need to collect this information. Identify any legal or administrative requirements that necessitate this information collection.

The Federal Aid in Wildlife and Sport Fish Restoration Acts (16 U.S.C. 669-669k and 16 U.S.C. 777-777m, respectively), and our regulations at 50 CFR 80.10, require that States certify hunting and sport fishing license sales annually in order for the Fish and Wildlife Service (Service) to apportion funds under the formulas provided in the Acts. Form 3-154a is the Service Part I - Certification form used to certify licenses issued by States annually. State and territorial grantees complete the form. They also complete a Form 3-154b, Summary of Hunting and Sport Fishing Licenses Issued, for license sales and dollar amounts involved. Grant programs administered by our Division of Federal Assistance use the information gathered on these forms to apportion funds under the Acts to State fish and wildlife agencies.

The following changes were made to Forms 3-154a and 3-154b to reduce the burden on respondents and create greater utility for us:

Changes to the Part I--Certification Form (3-154A):

- division name changed to Division of Federal Assistance;
- added a requested format (mm/dd/yyyy) for entering the dates;
- added the word Sport to indicate "Sport Fishing License Holders";
- deleted the words "to gain benefits" in the gathering of information disclosure since we later noted the form is required to gain benefits; and
- added the sentence, "For guidance in completing this form, see Title 50 CFR 80.10."

Changes to the Part II-Summary of Hunting and Sport Fishing Licenses Issued Form (3-154B):

- division name changed to Division of Federal Assistance;
- added a requested format (mm/dd/yyyy) for entering the date;
- added the words "or recreation" to the NOTE section to clarify "sport or recreation fishing";
- revised note 3 to prorate combination licenses based on respective costs of individual licenses;
- deleted the words "from applicants to gain benefits" in the gathering of information disclosure to help ensure that respondents understand that completing Part II (3-154B) is requested of, but not mandatory for, respondents;

- deleted the sentences "Information from this form will be used to apportion funds to States using formulas in the Acts. Your participation in completing this form is required to obtain benefits" to help ensure that respondents understand that completing Part II (3-154B) is requested of, but not mandatory for, respondents;
- added the sentences, "This information is utilized in determining the reasonableness of certified hunting license holders and sport fishing license holders. The information is also utilized by various organizations such as, states, marketing firms, retailers, and special interest groups." We added these sentences to help explain why we are collecting this information; and
- reworded the sentence identifying public burden time and omitted "obtaining signature" to read as such, "one half hour per response, including time for gathering, completing, and reviewing information." We made this change to improve the clarity of this statement.

2. Explain how FWS will use the information. If this is not a new collection, explain how FWS has used the information received.

The information in the Part I - Certification certifies paid hunting and fishing license holders, and Part II - Summary of Hunting and Fishing Licenses Issued summarizes all licenses, paid and unpaid. The Service uses the information to apportion funds under the formulas provided in the Acts. The Service further uses the information in the preparation of statistical information the States use to manage their agencies. Beyond this, the Service uses the data to ground truth statistical survey information gathered elsewhere.

3. Does this information collection use automated, electronic, mechanical, or other technological techniques? Provide the reasons for the decision to adopt this means of collection. Describe any consideration you gave to using information technology to reduce burden on the public.

The Certification (3-154A) and Summary of Hunting and Sport Fishing Licenses Issued (3-154B) are currently available online at <http://forms.fws.gov> as .pdf fillable files. Respondents can complete the certification form online but then they must mail the form to us. We have not yet converted this information collection to an electronic transaction (i.e., the ability to submit the forms electronically) because we do not yet have digital signature capability. When that capability becomes available in the Service, we will consider allowing electronic submission of this form. We do, however, receive much of the summary information electronically, though not all States and Territories submit their summary information in that manner.

4. Describe efforts to identify duplication. Show why similar information already available cannot be used or modified.

There are no other forms currently in use that collect similar information.

5. If the collection will have a significant impact on small entities, such as small businesses, describe methods used to minimize burden on them.

The collection of information has no significant impact on small businesses. Data is collected from State and Territorial grantees only.

6. Describe the consequences to Federal programs or policies if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

States and Territories submit both Part I - Certification and Part II - Summary of Hunting and Sport Fishing Licenses Issued annually. Failure to submit these certifications may result in grant funds being partially or totally withheld pending receipt of this certification.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

There are no special circumstances that would require this information to be collected in a manner inconsistent with OMB guidelines.

8. Cite and provide a copy of the 60-day Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received on the 60-day notice, and describe actions taken by FWS in response to those comments. Specifically address comments received on cost and hour burden. Describe your efforts to consult with persons outside of FWS to obtain their views on the availability of data; frequency of collection; clarity of instructions, disclosure, or reporting format; and data elements to be recorded, disclosed, or reported. Consultation should include obtaining their views on the amount of burden to be imposed and ways to minimize the burden. If circumstances prevent this consultation, describe them.

On May 8, 2003, we published in the Federal Register (68 FR 24752) a notice requesting public comment on this information collection. We received one comment on the notice. The comment stated that it would "strongly urge USFWS to continue to collect information for Hunting and Sport Fishing Licenses issued. This information collection is necessary in order to determine who is hunting, what animals are being hunted, when the animals are hunted, the number of animals hunted, etc... all this information is pertinent to future management processes." We are doing exactly as the commenter requests by requesting renewal of OMB approval for these forms.

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

No gifts or payments, other than grant money awarded to grantees, will be made to respondents.

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

There is no assurance of confidentiality. Once submitted, this form becomes public information and is not protected under the Privacy Act.

11. Provide justification for any questions of a sensitive nature. Include the reasons why the questions are necessary, the specific uses for the information, the explanation given to respondents, and steps taken to obtain respondents' consent.

None of the information collected on Forms 3-154a and 3-154b is considered to be sensitive.

12. Provide estimates of the hour burden of the information collection. Include an estimate of the dollar value of the burden hours.

Form Name	Completion Time per Form	Annual Responses	Annual Burden	Dollar Value of Annual Burden Hours (@ \$20.00 per hour)
Certification Part I (3-154A)	½ hour	56 forms	28 hours	\$560.00
Certification Part II (3-154B)	½ hour	56 forms	28 hours	\$560.00
TOTALS	--	112 forms	56 hours	\$1,120.00

13. Provide an estimate for the total annual non-hour dollar cost burden to respondents or recordkeepers. Do not include the cost of burden hours described in items 12 and 14.

There is no non-hour dollar cost burden to respondents; there are no filing fees.

14. Provide estimates of the annual cost to the Federal Government. Include a description of the method used to estimate cost, which should include quantification of hours, operational expenses, and any other expense that would not have been incurred without this collection of information.

Estimated Cost to Federal Government Per Form	Number of Forms Processed Annually	Total Annual Cost to Federal Government
\$7.00	56	\$392.00

The estimated cost to Federal government per form (\$7.00) was calculated using information provided by Federal Aid Regional Offices.

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

There are no program changes or adjustments reported in items 13 or 14 of the OMB 83-I; we are requesting the same number of burden hours that we currently have approved.

16. For collections whose results will be published, outline the plans for tabulation and publication.

There are no plans for publication of the results of this information collection. The information collected is for grant administration purposes, not for any statistical data or other data that would lend itself to publication.

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 expiration date of the OMB approval of this information collection, together with the OMB control number, will be displayed on Forms 3-154A and 3-154B.

18. Explain each exception to the certification statement identified in item 19 of OMB 83-I.

There are no exceptions to the certification statement contained in Item 19 of OMB Form 83-I for the information being collected on Forms 3-154A and 3-154B.

Section B. Collections of Information Employing Statistical Methods

This collection does not use statistical methods.