

**Supporting Statement for Paperwork Reduction Act Submission
Federal Aid Grant Application Booklet
50 CFR 80
OMB Control Number: 1018-0109**

Section A. Justification

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

Under the Federal Aid in Wildlife and Sport Fish Restoration Acts (16 U.S.C. 669 and 777), Partnerships for Wildlife Act (16 U.S.C. 3741), Coastal Wetlands Planning, Protection and Restoration Act (16 U.S.C. 3954), Endangered Species Act (16 U.S.C. 1531 et seq.), Clean Vessel Act of 1992 (16 U.S.C. 777), Migratory Bird Treaty Act (16 U.S.C. 703-712), the annual Department of the Interior and Related Agencies Appropriation Acts, 50 CFR 80, and 43 CFR 12, there are issues that the U.S. Fish and Wildlife Service (Service) must consider for each Federal assistance grant issued by the Service. While the issues vary, we require an information collection to satisfy requirements for submitting proposals, budgeting, financial and performance reporting, and certain compliance issues. The Federal Aid Grant Application Booklet (Booklet) combines these information collection requirements into one document for all grant programs managed or tracked by the Division of Federal Assistance.

In this renewal request, we are proposing minimal changes to the Booklet to bring it into accord with our current authorities (such as by adding "Annual DOI Appropriations Acts" to our list of authorizing Acts) and to update contact information.

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

All of the information requirements for potential grantees to apply for and process a federal assistance action are outlined in this booklet, as is eligibility and authorities. Potential grantees will use this document to guide them in the submission

of proposals, budgets, and performance and financial reports. The Service can also use the document as an outreach tool to educate potential grantees on eligibility and requirements for participation in the program.

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 Federal Aid Grant Application Booklet is available for the public to view online at <http://training.fws.gov/fedaid/toolkit/fagabcvr.pdf>, but, at this time, the public cannot submit grant applications to us electronically. The Service, however, is currently moving toward electronic submission of most grant information collections. At present, only the SF-424, Grant Agreement and Amendment to Grant Agreement (approved by OMB under control number 1018-0049), and some financial information are automated. Over the next few years, the Service plans to automate most grant information collections, including all listed in this booklet; the possible exceptions to this will involve scanning color photographs and large maps accompanying grant proposals and applications. Additionally, the Service is working very closely with the implementers of Grants.gov to ensure that we can maximize our use of that site. We are currently posting our new grant announcements on Grants.gov.

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.

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.

Without this information collection, the Service will no longer be able to request and accept proposals for grants in the Federal Assistance programs. There are no legal barriers to automation, and the technical ones are vanishing fast. The Service will be able to automate this process over the next few years.

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 October 1, 2003, we published in the Federal Register (68 FR 56645) a notice soliciting public comment on this information collection for 60 days. The comment period ended on December 1, 2003. We received no comments on this notice.

Additionally, we have conducted outreach to the users of the Booklet to ask about the clarity and usefulness of the Booklet and its instructions and about our burden estimates. The responses we have received supported the format of the Booklet and our burden estimates. The following is a list of people we spoke to about the Booklet:

Carl Magnuson; carlm@wp.state.ks.us
Tom Kohlsaatt; kohlsaatt@scdnr.state.sc.us
Adam Brooks; abrooks@state.mt.us

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 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.

Applicants complete approximately 4,000 applications and 1,750 amendments to grant agreements during any one year period. A grant application packages takes about 80 hours to complete, and an amendment takes about 2 hours to complete. Neither of these time estimates includes any burden hours requested under other OMB approved information collections (such as the SF-424 or previously OMB approved agency forms). We estimate the wage of persons completing these application packages and amendments to be \$25.00 per hour.

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Form Name	Time to Complete Each Response	Total Annual Responses	Total Annual Burden Hours	Value of Each Burden Hour	Dollar Value of Burden Hours
Initial Proposal	80 hours	4,000	320,000	\$25.00	\$8,000,000
Amendment	2 hours	1,750	3,500	\$25.00	\$87,500
TOTALS	--	5,750	323,500	--	\$8,087,500

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.

Service	Printing of Booklets	Mailing	Mgmt of Information Collection	Data Entry	File Maintenance
Non-Electronic Collection Cost	\$500 annually	\$100 annually	No new costs	No new costs	\$10 annually
Electronic Collection	0	0	Negligible	0	Negligible

Cost			e		
Management of Information at \$35/hour	0	0	12 hours for each of 4,000 grant proposals : \$1,680,000 annually	0	0

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

There is an adjustment reported in item 13 of the OMB 83-I because when we last requested approval for this collection in 2002, we calculated the total annual burden hours as 323,500 in the supporting statement, but that figure was incorrectly marked on the OMB Form 83-I as 323,000 hours. Therefore, we are correcting this error by adding the missing 500 hours to the estimate of annual burden hours for this collection.

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

This data is entered into Federal Aid Information Management System (FAIMS) data base and used to generate FWS reports on the programs for internal and external stakeholder use.

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 Service is not seeking a waiver from the requirement to display the expiration date of the OMB approval of the information collection.

18. Explain each exception to the certification statement

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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.

**Section B. Collections of Information Employing Statistical
Methods**

This collection does not use statistical methods.