

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
Neotropical Migratory Bird Conservation Act Program
1018-0113**

Section A. Justification - Information collection requirements for grant programs:

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

1. Congress passed the Neotropical Migratory Bird Conservation Act (Act) in 2000, having the following purposes:

- (1) to perpetuate healthy populations of neotropical migratory birds;
- (2) to assist in the conservation of neotropical migratory birds by supporting conservation initiatives in the United States, Latin America, and the Caribbean; and
- (3) to provide financial resources and to foster international cooperation for those initiatives.

The Act establishes "... a program to provide financial assistance for projects to promote the conservation of neotropical birds." (Sec. 5(a)). Section 5(c) "Project Proposals" describes the information to be included in a project proposal:

To be considered for financial assistance for a project under this Act, an applicant shall submit a project proposal that--

(1) includes--

- (A) the name of the individual responsible for the project;
- (B) a succinct statement of the purposes of the project;
- (C) a description of the qualifications of individuals conducting the project; and
- (D) an estimate of the funds and time necessary to complete the project, including sources and amounts of matching funds;

(2) demonstrates that the project will enhance the conservation of neotropical migratory bird species in the United States, Latin America, or the Caribbean;

(3) includes mechanisms to ensure adequate local public participation in project development and implementation;

(4) contains assurances that the project will be implemented in consultation with relevant wildlife management authorities and other

appropriate government officials with jurisdiction over the resources addressed by the project;

(5) demonstrates sensitivity to local historic and cultural resources and complies with applicable laws;

(6) describes how the project will promote sustainable, effective, long-term programs to conserve neotropical migratory birds; and

(7) provides any other information that the Secretary considers to be necessary for evaluating the proposal.

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

Proposals for funding will be submitted in response to the call for proposals posted on the Division of Bird Habitat Conservation website. These proposals will be reviewed for completeness and eligibility by staff of the Division, and then distributed to the Advisory Group referenced in Sec. 7(b) of the Act. The Advisory Group will then make a recommendation to the Secretary of the Interior regarding which of these proposals should be funded. The Secretary will make the final decision. All proposals will be kept on file at the Division. Information collected under this program will be used to respond to such needs as: GPRA reporting, SF 424s, grant agreements, budget reports and justification, public and private requests for information, data provided to other programs for databases on similar programs, Congressional inquiries and reports required by the Act. This is a request for regular renewal.

3. Does the 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 the burden on the public.

To the extent possible, all information will be exchanged electronically. Potential applicants will access the application materials via the Division website, and submit their completed applications back through it. Subsequent information exchange between the applicant and staff will involve electronic mail. Communication via regular mail and facsimile will also be available to those not having access to electronic media.

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

Not applicable. The information sought is unique to each application for funding. Current programs do not and cannot provide this information.

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

The program will not have a significant effect on small entities. However, some small entities will likely apply for this funding. The Service will attempt to ensure that only a minimum of information is necessary in the grants application for this program.

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 the burden.

The Act program cannot be implemented without proposal applications; they are required by the Act. Applications will be accepted only once per year.

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

Not applicable. No special circumstances are anticipated that will require the collection to be conducted 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.

The 60-day notice for this program information collection was published on Tuesday, April 23, 2002 (67 FR 19771). No comments were provided in response to the information given in the notice, and no comments have been provided as a result of advertising details of the program.

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

We will make no payment or gift to applicants.

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

Not applicable. There is no confidentiality needed or involved in the information provided by the applicants as a result of the information collection.

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 the respondents, and steps taken to obtain respondents' consent.

Not applicable. There are no questions of a personal, or other sensitive, nature required to be answered by the applicants.

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

The summary information on hours provided in the following table was arrived at by estimating the number of U.S. applications that will be submitted for funding by the end of the first grants cycle (1 year). It is impractical to extrapolate from the other regular programs of previous years because they are of different character. The estimated total, annual hourly burden for grant application preparation (1200 hours) is the product of the estimated number of proposals (30) and an estimate of the average time taken to prepare an application (40 hours). The grand total cost per year (\$30,000) is the product of the annual hourly burden and the estimated cost/hour (\$25).

Estimated Applications Annually	Estimated Average Time Prep.	Estimated Annual Burden Hrs.	Estimated Burden Cost/Hr.	Estimated Total Cost/Yr.
30	40 hrs	1200 hrs	\$25.00/hr	\$30,000

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

There are no requirements for costs other than labor-related costs identified in item 12. above.

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.

For FY2002, the Fish and Wildlife Service is authorized to spend \$90,000 to administer the Act program.

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

Not Applicable. No changes in items 13 or 14 were reported.

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

Not applicable. No publication is planned to result from this information collection effort.

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. 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 identified in item 19 of OMB 83-I.

Not applicable. There are no exceptions to the certification statement in item 19 of OMB 83-I.

B. Collection of Information Employing Statistical Methods:

There is no statistical sampling or information program involved in this process.