Please read the instructions at the end of the form while completing this form. This form must be completed and returned before starting the information collection clearance review process, For additional forms or assistance in completing this form, please contact the NPS Information Collection Program at NPS\_ICR@nps.gov.

|  |
| --- |
| **Park / Program**  |
|  |
| **OMB Control Number**  |
| a. 1 0 2 4 - \_\_ \_\_ \_\_ \_\_ Expiration Date: \_\_/\_\_/\_\_ NPS form Number(s): 10- \_\_ \_\_ \_\_b. [ ]  New collection  |
| **Type of Information Collection Request (check one)** |
| 1. [ ]  New collection
2. [ ]  Revision of a currently approved collection
3. [ ]  Extension, without change, of a currently approved collection
4. [ ]  Reinstatement, without change, of a previously approved collection
5. [ ]  Reinstatement, with change, of a previously approved collection
6. [ ]  Existing collection in use without an OMB control number
 |
| **Type of Information Collection** |
| 1. ☐ Survey/Questionnaire/Evaluation
2. ☐ Comment Card
3. ☐ Public Facing Form/Application
4. ☐ Mobile App
5. ☐ Permit
6. [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Financial accounting information (FBMS code) for FRN Publication.** |
| **Org Code****Functional Area****Work Breakdown Structure (WBS)** |

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| --- |
| **Title of submission** |
|  |
| **Abstract (not to exceed 250 words)** |
|  |
| **Affected public** |
| [ ]  Individuals or households[ ]  Business or other for-profit[ ]  Not-for-profit institutions [ ]  Farms[ ]  Federal government [ ]  State, Local or Tribal Government**Will this collection have an economic impact on a small entity?** [ ]  **Yes** [ ]  **No** |
| **Obligation to respond** |
| [ ]  Voluntary[ ]  Required to obtain or retain benefits.[ ]  Mandatory |

|  |
| --- |
| **Estimated Annual Respondent Burden (time to complete the information request)** |
| 1. Number of Responses per Respondent \_\_\_\_\_\_
2. Number of Respondents : \_\_\_\_\_
3. Total Annual Responses: \_\_\_\_\_ (Multiply Row 1 and 2)
4. Time per response (minutes) \_\_\_\_\_
5. Annual Burden (hours) : \_\_\_\_\_ (Multiply Row 3 and 4)/ (Divide total by 60 minutes)
 |
| **Purpose of information collection** |
| 1. [ ]  Form or application
2. [ ]  Survey or questionnaire
3. [ ]  Program planning or management
4. [ ]  Regulatory or compliance
5. [ ]  Visitor use information.
 |
| **Frequency of reporting or recordkeeping (check all that apply)** |
| [ ] On occasion [ ]  Monthly [ ]  Quarterly [ ]  Weekly [ ]  Semiannually [ ]  Annually [ ]  Biannually [ ]  Other (describe) |
| **Does this information collection employ statistical methods?**  |
| [ ]  Yes [ ]  No |
| **Agency contact (person who can best answer questions regarding the content of this submission)** |
| **Name:****Title:** **Phone:****Email :** |

**Please return completed Form 10-1900 to**

***NPS\_ICR@nps.gov***

**NPS Information Collection Program**

|  |
| --- |
| **Certification of Paperwork Reduction Act Submissions**On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.Note: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. The certification is to be made concerning those regulatory provisions as outlined in the instructions.The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:* + 1. It is necessary for the proper performance of agency functions.
		2. It avoids unnecessary duplication.
		3. It reduces the burden on small entities.
		4. It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
		5. Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
		6. It indicates the retention period for recordkeeping requirements;
		7. It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
1. Why the information is being collected;
2. Use of information;
3. Burden estimate;
4. Nature of response (voluntary, required for a benefit, or mandatory); Nature and extent of confidentiality; and
5. Need to display currently valid OMB control number;
	* 1. It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
		2. It uses effective and efficient statistical survey methodology; and
		3. It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.Name of Requestor:       Date of submission:       |

# **Instructions for completing the NPS Information Collection Request Form**

Please answer all questions and have the Senior Official or designee sign the form. These instructions should be used in conjunction with 5 CFR 1320, which provides information on coverage, definitions, and other matters of procedure and interpretation under the Paperwork Reduction Act of 1995.

**1. Park / Program originating request:** Provide the name of the park or program originating the request.

**2. OMB Control Number:** a. If the Information Collection in this request has previously received or now has an OMB control or comment number, enter the number. Provide the expiration date of a currently approved collection.

**Agency form number(s)**: Provide any form number the agency has assigned to this collection of information (if applicable). Separate each form number with a comma.

b. Check "New" if the information collection in this request has not previously received an OMB control number.

**3. Type of information collection request (check one):** a. Check "New collection" when the collection has not previously been used or sponsored by the agency.

b. Check "Revision" when the collection is currently approved by OMB, and the agency request includes a material change to the collection instrument, instructions, its frequency of collection, or the use to which the information is to be put.

c. Check "Extension" when the collection is currently approved by OMB, and the agency wishes only to extend the approval past the current expiration date without making any material change in the collection instrument, instructions, frequency of collection, or the use to which the information is to be put.

d. Check "Reinstatement without change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is no change to the collection.

e. Check "Reinstatement with change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is a change to the collection.

f. Check "Existing collection in use without OMB control number" when the collection is currently in use but does not have a currently valid OMB control number.

**4. Type of Information Collection (check one**): a. Check "Survey/ Questionnaire/ Evaluation" when the method of collecting information is either by way of a survey, questionnaire, or evaluation.

b. Check “Comment Card” when using comment cards to gain feedback from respondents.

c. Check "Public-facing Form/Application" when employing a form or an application to evaluate public responses.

d. Check “Mobile app” if employing a mobile application to collect information from the public.

e. Check “Permit” if the application to collect information from the public is used for a permitting system.

f. Check “Other” if the information collection doesn’t fall under any of the above categories and also describe the type of Information Collection in the space provided.

**5. Financial accounting information:** Provide the NPS cost center (org code), functional area (Work Breakdown Structure code), and fund that will be used to pay for the publication of required federal register notices (NOTE: for non-federal entities please contact your NPS sponsor).

**6. Title:** Provide the official title of the information collection. If an official title does not exist, provide a description that will distinguish this collection from others.

**7.** **Abstract (not to exceed 250 words):** Describe briefly to what purpose the information collected will be utilized within your program and a brief description of the respondents. Describe any legal authorities or policy guidelines that which the information collection derives its function.

**8. Affected public:** Mark all categories that apply

**Will this collection have an economic impact on a small entity?** Indicate if this information collection will have a significant impact on a substantial number of small entities by marking “Yes”.

**Small entities:** A small entity may be (1) a small business that is deemed to be independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.

**9. Obligation to respond:** Mark all categories that apply.

a. Mark "Voluntary" when the response is entirely discretionary and has no direct effect on any benefit or privilege for the respondent.

b. Mark "Required to obtain or retain benefits" when the response is elective but is required to obtain or retain a benefit.

c. Mark "Mandatory" when the respondent must reply or face civil or criminal sanctions.

**10.** **Estimated Annual Respondent Burden (time to complete the information request):**

**Estimate burden**: One of the goals of the PRA is for the federal government to consider and account for the impact on the public when asking for information. This impact is called burden and includes the value of both the time and the effort required to fulfill a collection along with the financial cost.

The PRA requires that agencies [estimate the burden](https://pra.digital.gov/burden/estimation/) to understand what is involved for the public to comply with a request.

Some common burden activities include:

* Reviewing instructions.
* Compiling materials necessary for collection.
* Acquiring, installing, and utilizing technology and systems.
* Adjusting existing ways to comply with previous instructions and requirements.
* Searching data sources.
* Completing and reviewing collected information.
* Compiling and sending information.

1.Number of Responses per Respondent:Enter the number of responses per respondent. If a respondent needs to fill out the information collection more than once annually, report the number of times.

2. Number of Respondents: note the number of annual respondents to the information collection

3. Total Annual Responses: multiply 1 and 2. Number of Responses per Respondent and Number of Respondents

4. Time per response (Minutes): note the time taken to complete the response, including the burden activities described above.

5. Annual Burden (Hours): multiply 3 and 4, the Total Annual Responses to Time per Response; then divide it by 60.

**11. Purpose of information collection:** Mark categories that apply

a. Mark "Form or application" when the purpose is to obtain or retain a benefit.

b. Mark "Survey or questionnaire" when the data is collected chiefly for analytical use.

c. Mark "Program planning or management" when the purpose relates to progress reporting, financial reporting and grants management, procurement and quality control, or other administrative information that does not fit into any other category.

d. Mark "Regulatory or compliance" when the purpose is to measure compliance with laws or regulations.

e. Mark “Visitor use information” when the purpose is to detail visitor interaction with park or program resources

**12. Frequency of reporting or recordkeeping (check all that apply):** Mark the categories that apply to your information collection.

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**13. Statistical Method:** Check "Yes" if the information collection uses statistical methods such as sampling or imputation.

Generally, check "No" for applications and audits (unless a random auditing scheme is used).

Check "Yes" for statistical collections, most research collections, and program evaluations using scientific methods. For other types of data collection, the use of sampling, imputation, or other statistical estimation techniques should dictate the response for this item. Ensure that supporting documentation is provided by Section B of the Supporting Statement.

**14. Agency contact:** Provide the name, title, email address, and telephone number of the agency person best able to answer questions regarding the content of this submission.

**15. Certification for Paperwork Reduction Act Submissions:** The Senior Official or designee signing this statement certifies that the collection of information encompassed by the request complies with 5 CFR 1320.9. Provisions of this certification that the agency cannot comply with should be identified here and fully explained in item 18 of the attached Supporting Statement. NOTE: The Office that "develops" and "uses" the information to be collected, is the office that "conducts or sponsors" the collection of information. (See 5 CFR 1320.3(d)).

# **Certification Requirement for Paperwork Reduction Act Submissions**

5 CFR 1320.9 reads "As part of the agency submission to OMB of a proposed collection of information, the agency (through the head of the agency, the Senior Official, or their designee) shall certify (and provide a record supporting such certification) that the proposed collection of information-­

"a) is necessary for the proper performance of the functions of the agency, including that the information to be collected will have practical utility;

"b) is not unnecessarily duplicative of information otherwise reasonably accessible to the agency;

"c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including concerning small entities, as defined in the Regulatory Flexibility Act (5 U.S.C. § 601(6)), the use of such techniques as:

"1) establishing differing compliance or reporting requirements or timetables that take into account the resources available to those who are to respond;

"2) the clarification, consolidation, or simplification of compliance and reporting requirements; or collections of infor­mation, or any part thereof;

"3) an exemption from coverage of the collection of information or any part thereof;

"d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are to respond;

"e) is to be implemented in ways consistent and compatible, to the maximum extent practicable, with the existing reporting and recordkeeping practices of those who are to respond;

"f) indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;

"g) informs potential respondents of the information called for under §1320.8(b)(3); [see below]

"h) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;

"i) use effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and

"j) to the maximum extent practicable, uses appropriate information technology to reduce the burden and improve data quality, agency efficiency and responsiveness to the public."

NOTE: 5 CFR 1320.8(b)(3) requires that each collection of information:

"3) informs and provides reasonable notice to the potential persons to whom the collection of information is addressed of:

"i) the reasons the information is planned to be and/or has been collected;

"ii) the way such information is planned to be and/or has been used to further the proper performance of the functions of the agency;

"iii) an estimate, to the extent practicable, of the average burden of the collection (together with a request that the public directly to the agency any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden);

"iv) whether responses to the collection of information are voluntary, require to obtain or retain a benefit (citing authority), or mandatory (citing authority);

"v) the nature and extent of confidentiality to be provided if any (citing authority); and

"vi) the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number."