

# **INFORMATION COLLECTION BUDGET**

**OF THE  
UNITED STATES  
GOVERNMENT**



**2009**

**OFFICE OF MANAGEMENT AND BUDGET**  
OFFICE OF INFORMATION AND REGULATORY AFFAIRS

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## Preface

### **Over Nine Billion Hours of Paperwork**

The Federal Government's responsibilities and services are supported through the collection of information from the public. The Federal Government collects information for a wide range of important public purposes, including protecting national security; funding government programs and services; ensuring compliance with health, safety, and environmental standards; providing benefits to Americans; evaluating the performance of agency programs; and developing statistical information that portrays the condition and progress of our economy and society.

A well-known example of a Federal information collection is the Census. As mandated by the United States Constitution, the Census Bureau conducts a decennial population count to apportion seats in the U.S. House of Representatives. Census data are also used to inform the allocation of Federal funds, to provide the underlying data for public and private sector research studies, and for other purposes. Other examples of Federal information collections include the Department of Health and Human Services' collection of relevant information from hospitals and doctors; the Environmental Protection Agency's collection of information from individuals and entities engaging in industrial activities; and the Internal Revenue Service's collection of tax information from American workers and businesses.

Information collections can provide useful data, but they can also impose significant burdens and costs. Key purposes of the Paperwork Reduction Act of 1995 (PRA) are to require that any such burdens and costs are justified and to reduce them where appropriate. In the current era, it is exceedingly important to take steps to promote those purposes. The Internet makes such steps far easier to undertake, because cumbersome "paperwork" can be replaced by electronic filing. At the same time, the growing interest in simplification and in pre-populated forms suggests a range of possible ways to reduce burdens and costs.

As this Report shows, the burdens of information collections vary greatly across agencies and programs. In Fiscal Year (FY) 2008, the total paperwork burden was 9.71 billion hours. The Department of the Treasury was by itself responsible for 7.79 billion hours of burden, while the Department of Health and Human Services accounted for 413 million hours, the Federal Trade Commission for 75 million hours, and the Social Security Administration for 36 million hours.

Importantly, the instruments used by Federal agencies to collect information come in many different varieties, including surveys, questionnaires, administrative forms, record-keeping and reporting requirements, and labels (requiring or requesting the public to disclose information is a collection as well). Responding to Federal information collections can be legally required, necessary to receive a public benefit, or purely voluntary. An agency might impose penalties on people who fail to respond; alternatively, it might be conducting a consumer satisfaction survey that people are free to disregard.

Mandatory paperwork burden may impose significant time and resource costs on individuals and entities, including small businesses. The monetary equivalent of over nine billion hours in paperwork has not been calculated, but it is undoubtedly very high. And because the information collected by the Federal Government is often used to inform important decisions involving public health and safety, steps must be taken to ensure that the quality of the information collected is sufficient for its intended use.

The PRA was enacted to address these critical concerns. The PRA lays out broad principles for the collection, management, and dissemination of Federal information. It requires Federal agencies to minimize the burden imposed on the public by their information collections while maximizing the public benefit and practical utility of the information they collect. The PRA puts the Office of Management and Budget (OMB) in charge of administering the Act and reporting to Congress on the effectiveness of its implementation. In keeping with this responsibility, OMB seeks to ensure that the burdens of agency information collections are justified by their usefulness to agency programs and missions. OMB also balances the need for high quality information against the importance of minimizing the burden imposed on the public from collecting the information.

In recent months and years, agencies have been taking a wide range of measures to reduce burdens and to improve the quality of their information collections. OMB strongly encourages these steps. Agencies are increasing their use of the Internet to collect and disseminate information; this step can improve reliability, reduce costs, and thus reduce burdens. Many agencies are using “fillable fileable” forms, which OMB strongly favors where feasible and consistent with law. OMB also favors simplification and pre-population of forms, especially those forms that impose high burdens. With the increasing use of the Internet, more agencies are also engaging in usability testing to improve their websites and electronic forms and questionnaires.

To improve quality, statistical agencies routinely pre-test new surveys to ensure that respondents understand the questions being asked and are able to convey their responses in accordance with the options provided by the agency. Similarly, agencies conducting program evaluations or research studies often engage in small-scale formative or exploratory research to inform larger-scale investigations.

Although Federal agencies continue to reduce burdens and to improve the quality and practical utility of the information they collect, evidence shows that the burden numbers—as represented by the number of hours that the public spends responding to information collections—have been growing significantly in recent years. (See Figure 1 on page 2 of this report.) In FY 2000, the public spent an estimated 7.36 billion hours responding to Federal information collections; in FY 2008, that number grew to an estimated 9.71 billion, an increase of more than 30 percent. The causes of the increase are discussed in detail beginning on page 2 of this report.

OMB recognizes the compelling need to take additional actions to minimize the burden of Federal information collections, and it is committed to working with agencies and the public to promote compliance with the PRA. OMB is also aware of concerns about unintended consequences of the administration of the PRA, including delays in the conduct of surveys and research in contexts in which citizens are asked, but not required, to respond to Federal information collection requests.

In recognizing these concerns, and as part of its continuing effort to improve administration of the PRA, OMB published a notice in the *Federal Register* on October 27, 2009, to solicit ideas from the public on how to strengthen and improve implementation of the PRA.<sup>1</sup> Among other things, OMB solicited comment on how to reduce existing burdens, and whether and how to take account of differences in the nature of information collection requests. For example, it is not clear that voluntary customer satisfaction surveys should be treated in the same way as mandatory requirements to collect information. In addition, OMB asked for comments on new ways to minimize Federal paperwork burden, particularly on small entities; on how to enhance the practical utility of information collected; on how to enhance the accuracy of agency burden estimates; and on how to prevent unintended adverse consequences, such as delays to important surveys or research projects.

After the notice was published, OMB held a meeting with agency Chief Information Officers (CIOs) to discuss how to reduce unnecessary paperwork and improve implementation practices. OMB plans to hold follow-up meetings on this issue. As noted, OMB is interested in uses of the Internet to promote the goals of the PRA, with decreased emphasis on paper in favor of increased use of electronic communication, with “fillable fillable” approaches where feasible, and, where appropriate and consistent with law, with simplification and pre-population of forms, especially those that impose high burdens. OMB will use the information received in response to the *Federal Register* notice, and the ideas generated in meetings with the agencies, to inform and improve its process for evaluating information collections and for promoting compliance with the PRA in general.

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<sup>1</sup> See 74 Fed. Reg. No. 206 (October 27, 2009), available at:  
[http://www.whitehouse.gov/omb/assets/fedreg\\_2010/10272009\\_pra.pdf](http://www.whitehouse.gov/omb/assets/fedreg_2010/10272009_pra.pdf)

## Executive Summary

The Office of Management and Budget (OMB) is required under the Paperwork Reduction Act of 1995 (PRA) to report to Congress on the paperwork burden imposed on the public by the Federal Government and efforts to reduce this burden. For over 25 years, OMB has complied with this requirement by issuing an Information Collection Budget (ICB). The 2009 ICB reports on the paperwork burden imposed on the public during fiscal year (FY) 2008 and highlights other issues concerning implementation of the PRA.

For the second consecutive year, OMB is issuing an Electronic-ICB, instead of the traditional hard copy. The 2009 ICB is available on OMB's website at:

[http://www.whitehouse.gov/omb/infoereg\\_infocoll/](http://www.whitehouse.gov/omb/infoereg_infocoll/)

The decision to issue a paperless ICB is consistent with the E-Government goal of using technology to improve government efficiency. In addition, OMB has streamlined the content of this year's ICB to take advantage of the capabilities of the Office of Information and Regulatory Affairs' (OIRA) Internet-based PRA information management system. This system includes a public website that provides comprehensive PRA information. With this increased transparency, OMB can now use the ICB to highlight information collections with the largest changes in burden. Moreover, the new information management system has generated much of the information presented in this report.

OMB is reporting that, in FY 2008, the public spent an estimated 9.71 billion hours responding to Federal information collections. This represents an increase of 72 million burden hours, or 1 percent, over the estimated 9.64 billion hours that the public spent responding to Federal information collections in FY 2007. The change in estimated paperwork burden during FY 2008 is composed of the following elements:

- New statutory requirements (estimated increase of 138 million hours)
- Discretionary agency actions (estimated increase of 59 million hours)
- Adjustments to agency burden estimates (estimated reduction of 122 million hours)
- Lapse in OMB approval (estimated reduction of 3 million hours)

The Department of the Treasury by itself accounted for 7.79 billion hours of burden in FY 2008, while the Department of Health and Human Services accounted for 413 million hours, the Department of Transportation for 271 million hours, the Department of Labor for 157 million hours, and the Environmental Protection Agency for 150 million hours.

In addition to accounting for the Federal paperwork burden imposed on the public during FY 2008, this report highlights the following issues:

***Discussion of paperwork burden changes (Chapter 1).*** Changes in paperwork burden are caused by many independent factors, some of which are within agencies' control and others that are not. The principal driver of new paperwork burden in FY 2008 was recently-enacted statutes. Chapter 1 discusses the causes of burden changes in detail.

***Ensuring Agency Compliance with the PRA (Chapter 2).*** OMB and the agencies have devoted significant efforts to reducing and eliminating PRA violations. These efforts continued in FY 2008. In this year's ICB, OMB is reporting 18 violations involving lapses of OMB approval for ongoing collections; this represents the continued success of OMB's adoption in November 2001 of the "zero tolerance" approach to PRA violations. The 18 violations during FY 2008 represent an 81 percent reduction from the 97 violations that were reported for FY 2005, and a 98 percent reduction from the 795 violations that were reported in the ICB for FY 1998. However, the 18 violations is a slight increase in the number of violations (15) that OMB reported in last year's ICB for FY 2007. OMB and the agencies continue to work toward the goal of zero PRA violations.

***Full implementation of OMB's new information management system for the Paperwork Reduction Act (Chapter 3).*** This chapter describes the Internet-based system used to process agency Information Collection Requests and maintain comprehensive PRA data. This system, known as "ROCIS," was implemented prior to the start of FY 2007, and has significantly enhanced OMB's ability to oversee agency PRA activities and report on the effectiveness of the PRA's implementation in the ICB.

***Agency initiatives to reduce paperwork burden (Chapter 4).*** This chapter provides updates on specific burden reduction initiatives reported in previous years, which are aimed at reducing the overall paperwork burden that the agencies impose on the public. OMB has encouraged agencies to develop and follow through on practical initiatives aimed at improving efficiency and reducing the public burden.

## Chapter 1. Information Collection Burden for FY 2008

Under the Paperwork Reduction Act (PRA),<sup>2</sup> the Office of Management and Budget (OMB) oversees agency information collection activities and reports to Congress annually on the effectiveness of the PRA's implementation. The Information Collection Budget (ICB) is OMB's annual report to Congress, providing a detailed accounting of the information collection activities of the Federal Government in a given fiscal year. This report presents the overall paperwork burden that the Federal Government imposed on the American public in FY 2008, and identifies efforts that the Federal agencies are making to reduce burden and collect information more efficiently and effectively.<sup>3</sup>

Information collections are defined by the PRA as “the obtaining, causing to be obtained, soliciting, or requiring the disclosure to third parties or the public, of facts or opinions by or for an agency, regardless of form or format, calling for either answers to identical questions posed to, or identical reporting or recordkeeping requirements imposed on, ten or more persons, other than agencies, instrumentalities, or employees of the United States; or answers to questions posed to agencies, instrumentalities, or employees of the United States which are to be used for general statistical purposes.” The terms “paperwork” and “information collection(s)” have the same meaning for the purposes of this report.

Burden is the time, represented as hours, spent by the public responding to Federal information collections. When an agency estimates, and seeks to reduce, the paperwork burden it imposes on the public, the agency must consider the time that an individual or entity spends reading and understanding a request for information, as well as the time spent developing, compiling, recording, reviewing, and providing the information. Moreover, paperwork burden includes more than just the time necessary to file a tax form or fill out a benefits application; it also includes, for example, the time a business spends keeping records required by Federal regulation or disclosing required information to third parties (such as consumers or employees).

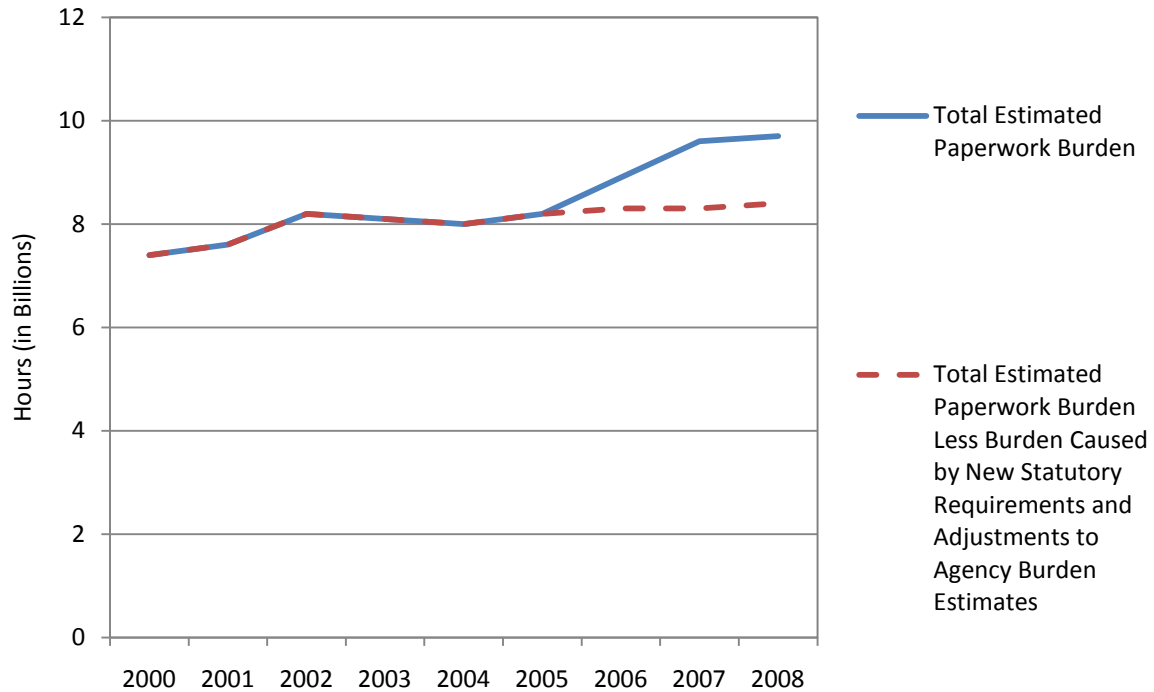
According to agency estimates of PRA burden in FY 2008, the public spent 9.71 billion hours responding to or complying with Federal information collections. This represents a 1 percent increase from the estimated 9.62 billion hours that were reported in FY 2007. Figure 1 shows the trend in total estimated Federal paperwork burden between FY 2000 and FY 2008. As the solid blue line in the figure shows, paperwork burden grew over this period, though it declined in fiscal years 2003 and 2004. The increase in burden between FY 2000 and FY 2008 amounts to an estimated 2.35 billion additional burden hours, or an increase of about 30 percent. In understanding the nature of the paperwork burden trend illustrated in Figure 1, it is important to recognize that burden is changed by a number of independent causes, some of which are within agencies' direct control, and others that are not.

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<sup>2</sup>44 U.S.C. Chapter 35, subchapter I.

<sup>3</sup> The Federal Government's information collection activities are also addressed in OMB's annual report on *Statistical Programs of the United States Government*. In addition, OMB issues a separate annual report on the information security provisions in subchapter III of Chapter 35, which were enacted in the Federal Information Security Management Act of 2002.



**Figure 1. Total Estimated Paperwork Burden Hours (FY 2000 - FY 2008)<sup>4</sup>**

### Causes of Paperwork Burden Change

OMB identifies four major causes of paperwork burden change. They include adjustments to agency burden estimates, new statutory requirements, discretionary agency actions, and lapses in OMB approval. Burden changes due to adjustments to agency burden estimates and new statutory requirements are to a significant degree outside of agencies' direct control, while burden changes resulting from discretionary agency actions and lapses in OMB approval are considered within agencies' direct control. OMB considers these last two categories — discretionary agency actions and lapses in OMB approval — to be the best measure of agencies' effectiveness in managing their paperwork burden because agencies can directly control these. Significant burden reductions might occur with improved management of discretionary agency action.

In addition to showing the recent historical trend in overall paperwork burden, Figure 1 also shows the recent trend—represented by the dashed red line—in the growth in burden caused by discretionary agency actions (which is total burden less additional burden caused by new statutory requirements and adjustments to agency burden estimates). The slope of this line is much flatter

<sup>4</sup>As discussed in Chapter 3 of the 2007 ICB, IRS changed the methodology it uses to estimate individual taxpayer burden, resulting in a very large "adjustment" increase in the estimated burden. (As we explain later in Chapter 1, this type of re-estimate of a collection's burden does not involve any real change in either the burden that a collection imposes on a particular respondent or in the number of individuals or entities who are responding to the collection.) As a result, the total estimated burden for FY 2006 and FY 2007 has different underlying assumptions than the estimates for previous years. Since IRS has not yet re-estimated prior years' burden under the new model, the higher line for FY 2006 and FY 2007 overstates the overall increase in burden.

than the slope of the solid blue line, meaning additional burden associated with discretionary agency actions has increased at a lesser rate than burden associated with the other causes of burden change. The gap between the solid blue line and the dashed red line represents additional burden caused by factors that are largely not within agencies' direct control. The point of distinguishing between these two lines is to note that much of the additional paperwork burden in recent years has been the result of factors that are largely not within agencies' direct control.

Figure 2 on the next page shows burden changes resulting from the causes of burden change tracked by OMB over the last 9 years.

The largest share of the increase in paperwork burden over this period is caused by "adjustments" to agency burden estimates; these adjustments account for an estimated 46 percent of the overall increase. An "adjustment" to a burden estimate is made in one of two situations: (1) when more (or fewer) individuals or entities respond to an information collection than the collecting agency had originally estimated, due to factors outside an agency's control (e.g., the number of respondents to a collection can increase or decrease due to changes in demographics or in the level of economic activity) and (2) when an agency prepares a re-estimate of the amount of burden that a collection imposes (e.g., the agency develops an improved methodology for estimating the burden that a collection imposes, as the IRS did a few years ago, *see supra* note 4). In either situation, when an adjustment is made to the burden estimate for a collection, the agency has not made any change to the collection itself, and thus there has been no real change in the burden that the collection itself imposes on any particular respondent.

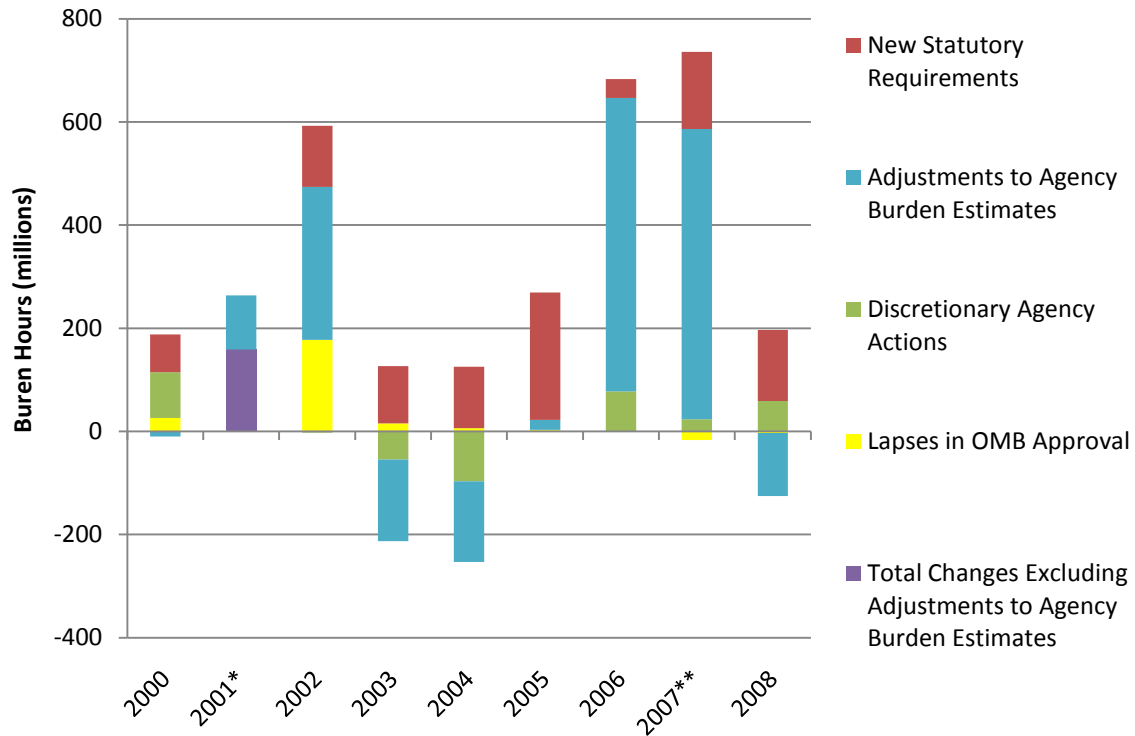
The second largest share of the increase in paperwork burden over this period is caused by new statutory requirements; new statutes account for an estimated 41 percent of the overall increase. These changes in burden occur when new laws are enacted that contain requirements for agencies to collect new information.

The third largest share of the increase in paperwork burden over this period is caused by lapses in OMB approval; this cause of burden change accounted for an estimated 9 percent of the overall increase.<sup>5</sup> These changes in burden occur when previously approved collections go into expiration without an agency discontinuing or renewing them (which results in a burden decrease), or when an expired collection is reinstated (which results in a burden increase). For example, if a collection goes into expiration in one given year, overall burden during that year decreases by the burden total associated with the collection. If the collection is reinstated in the subsequent year, overall burden during that year increases by the collection's total. However, when a collection enters expiration status, it is not always the case that the agency actually ceases using the collection, meaning that even though the burden associated with the collection is removed from OMB's burden accounting system (ROCIS), the burden might still be imposed on the public.

The smallest share of the increase in paperwork burden over this period is caused by discretionary agency actions; discretionary changes account for an estimated 4 percent of the increase. These occur when agencies make a decision to increase (or decrease) the burden that a collection imposes on the public (e.g., by reducing the number of questions on a survey).

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<sup>5</sup> Burden due to lapses in OMB approval increased over this period mostly because of OMB and agency efforts to bring a large number of collections that expired prior to 2000 into compliance, which means they were reinstated.

**Figure 2. Causes of Paperwork Burden Change (FY 2000 – FY 2008)**

\*In FY 2001, OIRA did not disaggregate Changes Due to Agency Action and Changes Due to New Statutes, and Changes Due to Lapse in OMB Approval.

\*\*Almost one half of the change indicated for FY 2007 as due to statute resulted from new IRS Form 8913 (Credit for Federal Telephone Excise Tax Paid), which allows taxpayers to receive telephone excise tax refunds. IRS was required to refund this tax because of court decisions that interpreted tax legislation. Accordingly, OMB is classifying the program change as due to statute, since the burden is legislatively driven.

### Discussion of FY 2008 Paperwork Burden Changes

OMB is reporting that the public spent an estimated 9.71 billion hours responding to Federal information collections in FY 2008. This represents an increase of 72 million burden hours, or 1 percent, from the estimated 9.64 billion hours that the public spent responding to Federal information collections in FY 2007. OMB identifies the following causes for changes in paperwork burden during FY 2008:

- New statutory requirements (estimated increase of 138 million hours)
- Discretionary agency actions (estimated increase of 59 million hours)
- Adjustments to agency burden estimates (estimated reduction of 122 million hours)
- Lapse in OMB approval (estimated reduction of 3 million hours)

Each of these causes of estimated paperwork burden change is discussed in the pages that follow. They are also summarized in Table 2 on page 8 of this report.

**1) New Statutory Requirements (estimated burden increase of 138 million hours in FY 2008).**

Each year, laws are enacted that create new programs for Federal agencies to implement. Quite frequently, these new programs require the need to collect, use, and disseminate new information. Typically, new legislative initiatives and amendments require more, not less, data collection. In FY 2008, an estimated 138 million hours of additional paperwork burden resulted from the implementation of recent statutes. Among other public policy goals, these statutory changes were designed to improve public health, increase retirement savings, stabilize the mortgage and housing markets, and enhance homeland security. Examples of statutory changes that resulted in some of the largest burden increases are provided in Table 1.

**Table 1. Statutes Resulting in Significant Burden Increases in FY 2008**

Statutes	Agency	Burden Hour Increase
Economic Stimulus Act of 2008 (Pub. L. 110-185)	Treasury	128,000,000
Deficit Reduction Act of 2005 (Pub. L. 109-171)	Commerce	27,500,000
Small Business and Work Opportunity Tax Act of 2007 (Pub. L. 110-28)	Treasury	3,519,068
Energy Policy Act of 2005 (Pub. L. 109-58)	Federal Energy Regulatory Commission	1,125,400
Pension Protection Act of 2006 (Pub. L. 109-280)	Labor	522,256
Intelligence Reform and Terrorism Prevention Act of 2004 (Pub. L. 107-173)	Homeland Security	358,652

In FY 2008, the most significant statutory burden increase resulted from the Department of the Treasury's implementation of the Economic Stimulus Act of 2008. Under the statute's tax provision, one-time tax rebates were offered to low and middle income taxpayers. To capture the one-time filers associated with the rebate, IRS estimated an increase in their existing tax filing volume by 14.5 million.

**2) Adjustments to Agency Burden Estimates (estimated burden reduction of 122 million hours in FY 2008).** Although overall Federal paperwork burden increased in FY 2008, burden associated with adjustments to agency burden estimates decreased. In FY 2007, this source of burden was the largest source of additional estimated burden. "Adjustments" differ from other causes of burden change in that the burden imposed on actual respondents for individual information collections does not change. Instead, as explained above, an "adjustment" is made to the estimated burden when an agency prepares a re-estimate of the amount of time necessary for a person to respond to an information collection or when a change in outside factors (e.g., changes in demographics) causes an increase or decrease in the number of individuals and entities who respond to the collection. Changes in the population that must respond to the information collection often

result from demographic trends, economic growth, or natural disasters. For example, even if the program eligibility and information collection requirements for a Social Security benefit program targeted at elderly populations do not change, the burden for the collection may still increase as greater numbers of Baby Boomers reach the target age for program eligibility and apply for benefits.

There are two types of adjustments in burden:

- a) **Agency Re-estimation of Burden.** The first type of a burden adjustment is when an agency has prepared a re-estimate of the burden that is imposed by a collection, with there being no change in the requirements of the collection, or in who is required to respond to the collection, or in the number of individuals or entities that (the agency estimates) will in fact respond to the collection. Rather, in this situation, an agency has re-evaluated its prior burden estimate for the collection and has concluded that its prior estimate was either low or high, and thus the agency revises the estimate accordingly. The agency then includes this revised burden estimate in the agency's ICB submission, as well as in the agency's next request to OMB for approval of the collection (unless the agency has in the meantime further revised the burden estimate).

For example, in FY 2008 the Department of the Treasury re-estimated the burden associated with its Form 5500, an annual information return filed by employee benefit plans. With the information provided by this collection, which has been assigned OMB Control Number 1545-1610, IRS determines if the benefit plan is operating as required under the law or whether the plan should be audited. In developing the burden estimate for this collection, Treasury updated its burden methodology by adopting the Department of Labor's (DOL) burden methodology. This was done because DOL is more informed about the burden imposed by this collection and also to ensure consistency across agency burden estimates. Based on these considerations, Treasury adjusted downward its estimate of the burden by over 1.5 million hours, from over 3.6 million hours to now nearly 2.2 million hours.

- b) **Burden Changes from demographic, economic, and other outside factors.** The second kind of a burden "adjustment" is when there has been no change in the requirements of the collection as well as no change in who is required to respond to the collection, but there has been a change in the number of individuals or entities that the agency estimates will respond to the collection – and this change is due to factors outside an agency's control.

A typical example of such an adjustment is when demographic changes result in more (or fewer) people applying for a Federal benefit, and thus in more (or fewer) applications being filled-out and submitted (e.g., the retirement of the Baby Boom generation will result in more individuals applying to participate in Medicare). Another example of such an adjustment is when economic changes result in more (or fewer) people being unemployed (and thus applying for unemployment benefits) or in more (or fewer) businesses being created (and thus filing the related tax forms). In both these types of situations, the agency has not changed the requirements of the collection, and the agency has not redefined who has to respond to the collection. Instead, the

changes in these outside factors either increase or decrease the number of individuals or entities that will respond to the collection.

**3) Discretionary Agency Actions (estimated burden increase of 59 million hours in FY 2008).**

In some areas, agencies have considerable discretion in managing their information collection activities and the burden associated with those activities. For example, in administering a grant program where performance reporting is statutorily required, an agency may have discretion in deciding the frequency or depth of grantee reporting. For burden tracking purposes, OMB classifies these types of changes as “Due to Agency Action.” OMB considers actions within this category of burden change to be the most accurate measure of agency performance with respect to information collection. The additional burden resulting from these kinds of actions was larger in FY 2008 (59 million hours) than it was in FY 2007 (7 million hours).

Although paperwork burden changes due to agency discretionary actions grew in FY 2008, a number of agencies took significant discretionary actions to decrease the burden imposed by their collections. For example, the Department of Transportation (DOT) collects mapping information from operators of pipeline facilities on the characteristics of their pipeline systems. This information informs annual mapping information updates for each mile of pipeline. Operators were previously required to provide detailed maps of their pipeline systems to DOT, which required extensive efforts on their part. During FY 2008, DOT changed the collection to allow operators to submit information annually to update their maps, rather than submit new maps, which is significantly less burdensome to operators. Because the national pipeline transportation system is generally static and does not experience substantial changes from year to year, information updates represent considerable reduction in annual burden. Due to this action, DOT reduced the burden associated with this collection by an estimated 140,000 hours.

**4) Lapse in OMB approval (estimated reduction of 3 million hours).** In FY 2008 there was a reduction in paperwork burden by an estimated 3 million hours due to collections going into expiration status due to a lapse in OMB approval. Burden changes of this nature fall into the category of “discretionary agency actions,” and occur when an agency neither renews nor discontinues a collection before its OMB approval period has expired. When this happens, the burden associated with these collections is removed from OMB’s accounting system until the collection is renewed or discontinued, though it is not always the case that agencies cease using these collections. For a list of these during FY 2008, see pages 95 - 96 of this report.

**Table 2. FY 2008 Burden Changes by Agency (in millions)<sup>6</sup>**

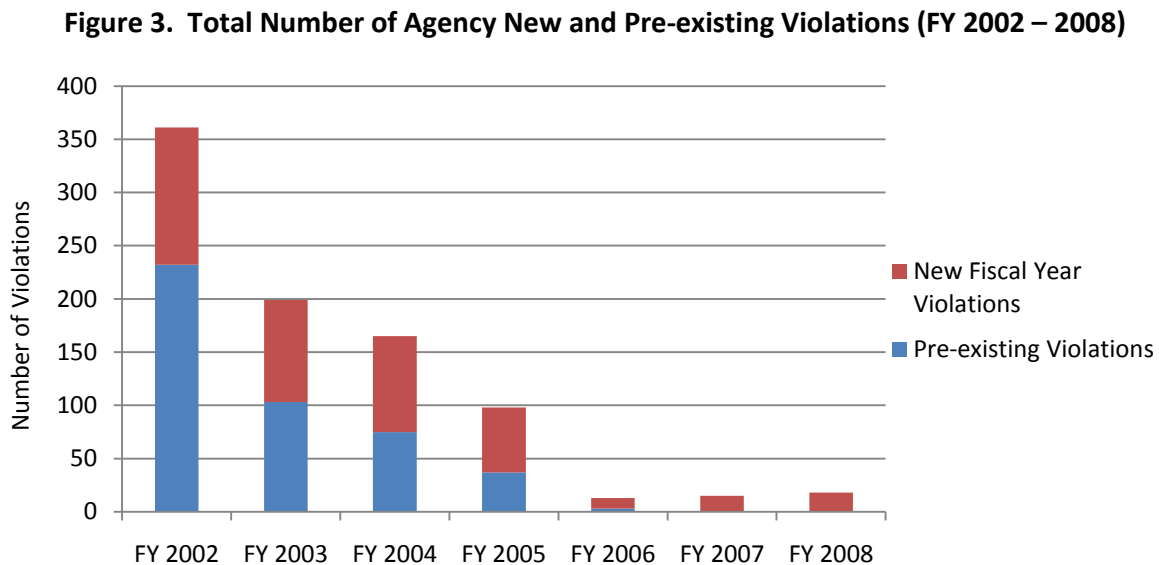
	FY 2007 Paperwork Burden	FY 2008 Total Program Changes		FY 2008 Due to Discretion		FY 2008 Changes Due to New Statutes		FY 2008 Changes Due to Lapses in OMB Approval		FY 2008 Adjustments		FY 2008 Paperwork Burden
			% change from '07		% change from '07		% change from '07		% change from '07		% change from '07	
<b>Government Total</b>	<b>9,642.81</b>	<b>194.16</b>	<b>2.00%</b>	<b>58.71</b>	<b>0.60%</b>	<b>138.22</b>	<b>1.40%</b>	<b>-2.78</b>	<b>0.00%</b>	<b>-122.82</b>	<b>-1.30%</b>	<b>9,713.82</b>
USDA	87.18	2.26	2.60%	2.14	2.50%	0.12	0.10%	0	0.00%	-6.46	-7.40%	82.98
DOC	26.6	28.29	106.40%	0.79	3.00%	27.5	103.40%	0.01	0.00%	0	0.00%	54.89
DOD	43.49	-0.26	-0.60%	-0.48	-1.10%	0.22	0.50%	0	0.00%	1.7	3.90%	44.92
ED	50.45	8.14	16.10%	8.14	16.10%	0	0.00%	0	0.00%	-0.27	-0.50%	58.52
DOE	2.55	-0.05	-2.00%	-0.06	-2.50%	0.01	0.50%	0	0.00%	0.02	0.70%	2.52
HHS	453.66	-34.27	-7.60%	-51.11	-11.30%	1.26	0.30%	15.58	3.40%	-6.73	-1.50%	412.86
DHS	106	9.27	8.70%	8.64	8.20%	0.63	0.60%	0	0.00%	1.06	1.00%	116.36
HUD	27.17	0.37	1.40%	0.02	0.10%	0.36	1.30%	0	0.00%	-0.13	-0.50%	27.41
DOI	11.55	-0.14	-1.20%	-0.12	-1.10%	0	0.00%	-0.02	-0.20%	0.22	1.90%	11.64
DOJ	18.11	-1.61	-8.90%	-1.51	-8.30%	0	0.00%	-0.1	-0.60%	-6.05	-33.40%	10.44
DOL	157.16	1.04	0.70%	0.52	0.30%	0.52	0.30%	0	0.00%	-0.74	-0.50%	157.38
STATE	36.2	12.57	34.70%	12.57	34.70%	0	0.00%	0	0.00%	16.68	46.10%	65.45
DOT	271.37	-4.7	-1.70%	2.53	0.90%	0.21	0.10%	-7.45	-2.70%	1.48	0.50%	268.14
TREAS	7,630.65	183.51	2.40%	77.68	1.00%	105.83	1.40%	0	0.00%	-28.49	-0.40%	7,785.02
VA	5.91	0.12	2.00%	0.12	2.00%	0	0.00%	0	0.00%	-0.22	-3.70%	5.81
EPA	150.16	-0.42	-0.30%	-0.4	-0.30%	0	0.00%	-0.02	0.00%	-1.69	-1.10%	148.05
FAR	28.5	-10.37	-36.40%	0.32	1.10%	0	0.00%	-10.69	-37.50%	0	0.00%	18.13
FCC	147.73	0.14	0.10%	-0.11	-0.10%	0.25	0.20%	0	0.00%	-91.48	-61.90%	56.39
FDIC	6.52	0.38	5.80%	0.37	5.70%	0.01	0.10%	0	0.00%	0.32	4.80%	7.22
FERC	6.8	1.26	18.60%	0.05	0.80%	1.22	17.90%	-0.01	-0.10%	-0.02	-0.40%	8.04
FTC	73.7	0.02	0.00%	0	0.00%	0.02	0.00%	0	0.00%	0.92	1.20%	74.63
EGOV	12.68	-3.85	-30.40%	-3.92	-30.90%	0.07	0.50%	0	0.00%	0	0.00%	8.83
NASA	3.87	-0.82	-21.20%	-0.82	-21.20%	0	0.00%	0	0.00%	0	0.00%	3.05
NSF	7.73	-1.23	-15.90%	-1.23	-15.90%	0	0.00%	0	0.00%	0	0.00%	6.45
NRC	9.75	0.75	7.70%	0.75	7.70%	0	0.00%	0	0.00%	-0.11	-1.10%	10.39
SEC	226.84	2	0.90%	2	0.90%	0	0.00%	0	0.00%	2.1	0.90%	230.94
SBA	1.6	-0.35	-21.70%	-0.28	-17.40%	0	0.00%	-0.07	-4.30%	0.05	3.40%	1.3
SSA	38.9	2.1	5.40%	2.09	5.40%	0.01	0.00%	0	0.00%	-4.95	-12.70%	36.05

<sup>6</sup>Owing to system anomalies, columns for certain agencies do not sum to FY 2008 burden hour totals.

## Chapter 2. Paperwork Reduction Act Compliance

The PRA assigns each agency's Chief Information Officer the responsibility for ensuring that their agency complies with the PRA. OMB's Office of Information and Regulatory Affairs (OIRA) is responsible for approving information collection requests under the PRA. To help the public and the agencies monitor compliance with the information collection provisions of the PRA, OMB publishes a list of violations in the ICB (see Appendix B).

OMB tracks the number of information collections that expire each month and determines whether the collections are violations. Figure 3 shows the total number of agency violations that occurred during recent fiscal years, and the total number of pre-existing violations carried over from the previous fiscal year, due to lapses in OMB approval. Like last year, this year there were no pre-existing violations that carried over from the previous fiscal year. OMB is reporting 18 violations during FY 2008 resulting from a lapse of OMB's approval for an ongoing collection. To put this number into perspective, it is useful to consider that, as of November 2009, there were over 8,700 active OMB Control Numbers in the inventory of approved information collections. Moreover, OIRA desk officers review and approve approximately 3,500 information collection requests each year. OMB has continued to see dramatic improvement in the number of violations since implementing a "zero tolerance" approach to violations of the PRA. Figure 3 illustrates this improvement.



### Achieving Zero Violations

As Figure 3 also shows, agencies have made great progress in reducing the number of violations that occur and in resolving them more promptly. However, it is still the case that a number of collections become violations each year because agencies do not submit to OMB, on a timely basis, requests for renewal of OMB approval under the PRA. Thus, even if these violations are resolved



quickly, agencies are nevertheless out of compliance with the law for relatively brief periods of time.

Table 3 rates each of the 29 agencies for their compliance. As was also the case for FY 2007, the Department of Transportation was the only agency to report five or more violations for FY 2008 (DOT had six violations, as compared with seven for FY 2007), and thus DOT is the only agency to receive an OMB rating of “poor” (for FY 2006, no agencies reported five or more violations). The number of agencies having between one and four violations (indicating that they “need improvement”) increased from five in FY 2007 to nine in FY 2008. As a result of this increase, the number of agencies rated as “good” (zero violations) decreased from 22 to 19 (FY 2007 compared with FY 2008). The number of violations for FY 2008 (18) is a slight increase from the number of violations reported in last year’s ICB for FY 2007 (15). OMB is committed to working with agencies to reduce the number of new violations and resolve pre-existing ones.

**Table 3: Total Number of Expirations Reported as Violations, FY 2008<sup>7</sup>**

<b>Good</b>	<b>Need Improvement</b>	<b>Poor</b>
<b>0 Violations</b>	<b>1 to 4 Violations</b>	<b>5 or More Violations</b>
DOC	DOJ	Transportation
DOL	FAR	
State	GSA	
E-Gov	HHS	
USDA	Interior	
EPA	MSPB	
FCC	NASA	
FDIC	OPIC	
FERC	USAID	
DHS		
DOD		
Education		
FTC		
HUD		
NRC		
NSF		
SEC		
Treasury		
VA		

<sup>7</sup>This list includes both violations that occurred in FY 2007 as well as those violations which occurred prior to FY 2006 but were discovered in FY 2007.

## Steps to Improve Agency Compliance

In addition to routine efforts to inform agency staff of the steps they can take to avoid incurring PRA violations, OMB has taken action in recent years to minimize violations further, including:

- **January 2007:** OMB enhanced the electronic database of information collections to enable agencies to prepare a watchlist of all the information collections that will expire in the next 150 days. This watchlist provides the agency with ample time to prepare a 60-day *Federal Register* notice, incorporate any public comments from the Notice into the collection, submit the collection to OMB for a 30-day review period, and receive clearance for the collection. Moreover, this watchlist specifically flags those information collections which the agency has not yet submitted to OMB for renewal so that agencies can focus on those information collections which most urgently require their attention.
- **April 2007:** OMB provided instructions to the agencies on how to use the watchlist and encouraged agencies to use this feature as a management tool to prevent future violations.
- **February 2008:** In the memorandum that OIRA sent to agencies that described their requirements for submission of ICB documents, OMB asked agencies to identify all violations that occurred in the past fiscal year.
- **November 2009:** OIRA held a meeting with agency Chief Information Officers (CIOs) and PRA clearance officers to discuss OMB's October 27, 2009 *Federal Register* notice, "Improving Implementation of the Paperwork Reduction Act." The meeting focused on ways in which to improve implementation of the PRA. Follow-up meetings regarding this initiative are expected in the coming months.
- **Annually:** An agency-by-agency compilation of expirations reported as violations is displayed in the Information Collection Budget.

## Chapter 3. OMB's New PRA Information System

In July 2006, OMB implemented a new Internet-based system to track Information Collection Requests (ICRs) submitted to OIRA by agencies under the PRA. The system is co-sponsored by the Regulatory Information Service Center (RISC) within the General Services Administration and OIRA. The system itself is referred to as "ROCIS" (RISC and OIRA Consolidated Information System).<sup>8</sup>

The introduction of ROCIS has greatly improved the ability of the agencies and OMB to meet their PRA responsibilities. Specifically, ROCIS provides the following capabilities:

- online creation and submission of all agencies' PRA requests;
- receipt and tracking of OIRA's review and decision process;
- electronic access to virtually all OIRA historical and current records related to PRA reviews;
- improved ability to search, identify, segment, aggregate, and analyze burden data (e.g., by affected segment of the public, small entities, lines of business, forms, electronic capability, topic, etc.);
- easier end-of-FY preparation of the ICB; and
- expanded public Internet display and search capability of data and documents associated with PRA reviews at [www.RegInfo.gov](http://www.RegInfo.gov), which is the public website associated with the ROCIS database.

ROCIS replaced a mainframe application that was designed in the early 1980s and was last significantly updated in 1995. There are many differences between the former system and the new one. The former system gave online access only to OIRA, while ROCIS expanded that access to hundreds of agency users throughout the Federal Government. Also, the underlying database was redesigned to capture data at a lower level, adding dozens of new data fields and allowing more meaningful aggregation of burden hours and costs by information collection and by affected users.

The mainframe application program was completely rewritten for a web environment and the document collection system was overhauled so that all documents associated with ICR reviews are now collected electronically. In addition, the public website ([www.RegInfo.gov](http://www.RegInfo.gov)) was redesigned to provide the public with new reports, complete disclosure of the information provided by agencies for each ICR, and advanced search capabilities.

To make the new ROCIS system as complete as possible, data that had been collected for over 25 years were migrated from the previous mainframe application. Many data fields that had been newly created for ROCIS had never been collected previously. Some of these new data fields are used in the creation of the ICB. As a consequence, the reports used for last year's ICB were based on ICRs that were submitted mostly under the old system, and they did not have the new ROCIS

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<sup>8</sup>The ICR module was the third component of ROCIS to be implemented, following the introduction of the first two modules: the Regulatory Agenda and Regulatory Review. The Regulatory Agenda model is used to prepare the semiannual Unified Agenda of Federal Regulatory and Deregulatory Actions, and the Regulatory Review model is used to track OIRA's review of draft agency regulations pursuant to Executive Order 12866.

data fields. In an effort to address this problem, a set of spreadsheets was generated from ROCIS containing raw ICR data, which the agencies were asked to review and apportion into "old" and "new" columns. The ICB reports for FY 2007 reflect this process and thus are not easily aligned with data from earlier or later time periods.

Going forward, an increasing percentage of the ICRs that form the basis for the ICB reports will have been submitted under the ROCIS, and the resulting reports will reflect an increasing degree of consistency and alignment with the rest of the ROCIS data.

ROCIS will make OMB's review of information collections more efficient and allow OMB to track more accurately the burden imposed by the Federal Government. The new system will also:

- provide the public with a direct link to forms and other instruments maintained by Business Gateway's Forms.gov, an online catalog of forms;
- provide greater public access and transparency to OMB's review process (which will benefit the public and the Congress);
- help OMB monitor the impact of agency information collections on privacy; and
- help ensure agency compliance with Information Resources Management requirements.

## Chapter 4. Agency Initiatives to Reduce Burden

OMB regularly works with the agencies to examine ways to minimize the Federal paperwork burden on the public. One way that OMB formalizes this process is through the ICB report; for the 2007 ICB, as we have done over a period of years, OMB requested that agencies (with total burden equal to or in excess of 10 million hours) develop initiatives that will result in a cumulative burden reduction level of approximately 1 percent of total agency burden.<sup>9</sup> This chapter provides status updates on the burden reduction initiatives that were first published in the 2007 ICB and updated in last year's ICB.

The nature of these burden reduction initiatives varies across government agencies. However, all initiatives are designed to improve program performance by enhancing the efficiency of agency information collections, reduce the burden per response on the public, or lead to a comprehensive review of an entire program, including regulations and procedures. Agencies were asked to provide a description of the initiative; a total estimate burden reduction; a date of completion; a list of information collections affected; and potential hurdles to accomplishing the initiative, including statutory or policy barriers. This chapter contains a summary of initiatives that agencies planned to implement in FY 2008 and beyond.

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<sup>9</sup>Agencies with total burden hours less than 10 million hours provided initiatives, but they were not subject to the 1 percent target.

## Update on Burden Reduction Initiatives

### Department of Agriculture

Status: **IN PROGRESS**

<b>Office:</b>	Animal and Plant Health Inspection Service (APHIS)
<b>Initiative Title:</b>	Providing Online Access to Permit Applications (ePermits)
<b>Description:</b>	The ePermits system is a large initiative that has been in development for several years and is being implemented in multiple phases. The ePermits system is an ongoing effort to improve citizens' knowledge of and access to USDA by enhancing service delivery and improving internal efficiency by promoting technology-based solutions. The next phase will bring even more services to accommodate our customers and will enable Federal regulatory officials to issue, track, and rapidly verify the validity of import permits, thus reducing data-entry, processing, and delivery time and expense.
<b>Estimated Burden Reduction:</b>	9,073 hours
<b>Collection(s) Affected:</b>	0579-0049, 0579-0054, 0579-0076, 0579-0129, 0579-0261, 0579-0285, 0579-0293, 0579-0015, 0579-0094, 0579-0145, 0579-0167, 0579-0183, and 0579-0245
<b>Expected Date of Completion:</b>	FY2008: 0579-0129, 0183, 0145, 0076, and 0015 FY2009: 0579-0285, 0049, 0261, and 0293 FY2010: 0578-0054 and 0245
<b>Hurdles to Completion:</b>	None
<b>Status:</b>	In Progress. 0579-0015, 0049, 0076, 0094, 0129, 0145, 0183, 0261, 0285, and 0293 have been completed with a reduction of 4,160 hours.

### Department of Agriculture

Status: **IN PROGRESS**

<b>Office:</b>	Food and Nutrition Service (FNS)
<b>Initiative Title:</b>	FNS Burden Reduction Initiative
<b>Description:</b>	This initiative targets FNS information collections that are used to assure program eligibility, monitor income security, and comply with legislation and agency regulations. FNS will systematically review ICRs as they come up for review to attempt to improve program performance. Specifically, this initiative aims to cut redundancy, promote automation efforts, and partner with other agencies where feasible. FNS plans to accomplish the reduction within four years.
<b>Estimated Burden Reduction:</b>	820,000 hours

<b>Collection(s) Affected:</b>	0584-0006; 0584-0012, 0584-0026; 0584-0043; 0584-0064; 0584-0293; and 0584-0535
<b>Expected Date of Completion:</b>	FY 2011
<b>Potential Hurdles to Completion:</b>	None
<b>Status:</b>	The initiative is ongoing. While FNS continues to seek opportunity to reduce burden in the renewal process, increasing program caseload results in higher burden-hour totals for many collections. Implementation of the 2008 Farm Bill will likely impact information collection burden related to the Special Supplemental Nutrition Program and Food Distribution Program.

**Department of Agriculture****Status: IN PROGRESS**

<b>Office:</b>	Rural Development
<b>Initiative Title:</b>	Rural Development Guaranteed Loans
<b>Description:</b>	The initiative will create a common platform for Rural Development guaranteed loan programs, including a common set of forms. The use of common forms across four loan programs will create efficiencies in reporting and reduce burden to lenders and borrowers.
<b>Estimated Burden Reduction:</b>	29,716 hours
<b>Collection(s) Affected:</b>	0570-0016, 0570-0017, 0570-0018, 0570-0050 0572-0122, 0575-0137
<b>Expected Date of Completion:</b>	December 31, 2008
<b>Potential Hurdles to Completion:</b>	Completion of rulemaking.
<b>Status:</b>	The proposed rule was published on September 14, 2007. The commenting period ended on November 13, 2007. Rural Development received approximately 60 comments and is in the process of addressing the comments and making adjustments to the rule as necessary.  Based on its review of the interim rule and its consideration of the comments received, Rural Development has determined that a better alternative exists to the implementation of its guaranteed loan programs than would be achieved under the interim rule. While Rural Development supports a "common regulatory platform" as a desirable structure, it now believes the platform found in 7 CFR part 5001 is not the best approach.  Rural Development takes the position that, with some refinement

and enhancement, a common regulatory structure for guaranteed loans utilizing the current Business Program regulations will result in a better and more efficient regulatory structure than would be achieved through the implementation of 7 CFR part 5001.

The interim final rule published on December 17, 2008 (73 FR 76698), delayed until February 17, 2009, (74 FR 2823), further delayed until March 9, 2009 (74 FR 7179), further delayed until June 1, 2009 (74 FR 9759), and further delayed until October 1, 2009 (74 FR 25617) was withdrawn as of September 21, 2009, (74 FR 48005).

**Department of Agriculture**
**Status: IN PROGRESS**

<b>Office:</b>	Rural Development Utilities Programs
<b>Initiative Title:</b>	Streamline Telecommunications Program Contracts
<b>Description:</b>	This is an ongoing effort to collapse twelve current contracts into four master contracts: equipment, construction, services, and software, will be implemented in phases over the next several years. This will then allow for the borrower to have a greater flexibility to adapt project information in completing a contract which in turn may reduce their overall burden.
<b>Estimated Burden Reduction:</b>	TBD
<b>Collection(s) Affected:</b>	0572-0059, 0572-0107, 0572-0118, 0572-0023, 0572-0074
<b>Expected Date of Completion:</b>	December 2009
<b>Potential Hurdles to Completion:</b>	Working with multiple industry groups to obtain their views and to incorporate their input will take a considerable amount of time.
<b>Status:</b>	The equipment contract has been modified and is currently being reviewed for final approval. The next step will be to prepare a notice for public comment.

The Agency has begun to consult with industry groups to solicit their ideas on construction contract issues. This contract revision is expected to take a considerable amount of time due to varied opinions on how to proceed. All options will be considered which could include, but not limited to incorporating and/or substituting existing industry contract standards and, dividing the existing contract into two parts: one for an outside plant and another for towers and buildings.

In 2008, RUS met with industry groups on revising contract forms. As a result of this meeting, RUS began to explore the possibility of using industry contract forms as replacement for RUS Standards



Contract Forms. Most of 2008 time was spent on researching the viability of this alternative as opposed to revising all current contracts used by the Agency. In consultation with the Independent Telephone Industry, RUS determined that RUS Contract Forms *are* the standard industry forms and that the forms are utilized even when non-loan funds are used. RUS also learned that using industry forms would involve a multi-year effort in preparing associated documents to ensure compliance with Federal Government's laws and regulations. Both alternatives have been considered and the Agency has determined that effort will be focused on revising the current contracts.

**Department of Commerce****Status: IN PROGRESS**

<b>Office:</b>	NOAA National Marine Fisheries Service
<b>Initiative Title:</b>	National Permit System (NPS)
<b>Description:</b>	The NPS will be a centralized database with Web-based permit application capability. Features directly affecting public burden are: <ol style="list-style-type: none"> <li>1) Harmonization and linkage of appropriate data residing in stovepipe regional permit, dealer, and vessel databases.</li> <li>2) Standardization of permit applications renewals, and electronic submission of fees.</li> <li>3) Use of common components and data throughout the permit process that reduces the burden of duplicative submission of recurrent data. Unique electronic signatures will be employed to unequivocally identify permit holders.</li> </ol>
<b>Estimated Burden Reduction:</b>	20,786 hours annually: an average of 10 minutes' savings on vessel, operator and dealer permit applications, of which there were 124,718 in 2006.
<b>Collection(s) Affected:</b>	0648-0194, -0202, -0203, -0204, -0205, -0206, -0269, -0272, -0304, -0316, -0327, -0334, -0393, -0398, -0401, -0471, -0490, -0512, -0513, -0514, -0545, -0569.
<b>Expected Date of Completion:</b>	September 2010
<b>Potential Hurdles to Completion:</b>	Data load programs are being modified to incorporate the feedback from the regional reviews; with the amount of users and data growing for the NPS system, the team has made performance modification to key areas of the system which are more frequently utilized. Additional performance improvements will be made as the need arises
<b>Status:</b>	In Progress. Funding has been secured to create a data center to house the NPS application within the office of the NMFS Chief Information Officer. The Data Center will be completed by the end of calendar year 2009. Implementation efforts have been completed for all permits within the Pacific Islands and Southwest regional

offices as well as the High Seas Permits issued by the Office of International Affairs. Negotiations are underway with all other regional offices to complete the implementation efforts in the Northeast, Southeast, Northwest, and Alaska.

**Department of Education****Status: IN PROGRESS****Office:** Office of Planning, Evaluation, and Policy Development**Initiative Title:** *EDFacts*

**Description:** *EDFacts* continues the development of an Education Data Exchange Network (EDEN), providing State Education Agencies (SEAs) and the Federal Government with the capacity to transfer and analyze information about education programs. When fully implemented, EDEN will not only provide timely performance data to education decision makers and grant managers, but will also streamline the data collection process and reduce reporting burden.

**Estimated Burden Reduction:** 463,224 burden hour reduction in FY 2008.

**Collection(s) Affected:** 1870-0500, 1820-0644, 1810-0614, 1810-0021, 1810-0519, 1810-0618, 1810-0646, 1810-0650, 1810-0674, 1810-0675, 1810-0676, 1820-0043, 1820-0517, 1820-0518, 1820-0521, 1820-0621, 1820-0624, 1820-0659, 1850-0067, 1855-NEW, 1865-0002, 1885-0553, 1890-0007.

**Expected Date of Completion:** School Year 2009-2010

**Potential Hurdles to Completion:** Changes at the State level can impact the potential success of this initiative.

**Status:** 1875-0240 (the main *EDFacts* collection) had a reduction of 462,000 hours in October 2007 since the biennial CDRC was no longer collected at that time; however, the CDRC portion to this collection will be added back into the *EDFacts* for FY 2010.

1850-0067 had a reduction of 1,224 hours due to the non-fiscal data moving to *EDFacts*. This occurred in March 2008.

Therefore, burden was reduced by 463,224 hours in FY 2008 (with the understanding that the Civil Rights Data Collection (CDRC) burden hours will be coming back in FY 2010).

**Department of Education****Status: IN PROGRESS****Office:** Office of Management**Initiative Title:** Information Collection Transformation Process (ICTP)

<b>Description:</b>	The FY 2007 ICTP initiative established the expectation that RIMS and ED Principal Offices (POs) would review all submitted information collection (IC) revisions to “reduce duplication, consolidate collections, and collect information more efficiently.” Additionally, it was anticipated that a burden reduction of 433,700 hours – or approximately one percent of ED burden at the time -- would be realized by FY2009. It is not possible, of course, to ensure that each and every information collection renewal will result in a burden reduction due to actions outside the Department's control (e.g., new legislation regarding additional data collection for instance).
<b>Estimated Burden Reduction:</b>	433,700 hours (1% reduction)
<b>Collection(s) Affected:</b>	Various
<b>Expected Date of Completion:</b>	FY 2009
<b>Potential Hurdles to Completion:</b>	A review of this complexity is resource- and time-intensive and involves coordination among numerous ED offices.
<b>Status:</b>	<p>The Department is pleased to report total burden reductions of 1,760,339 hours from several revisions. The reduction in hours from revised Information Collection Requests (ICRs) was primarily due to reductions from the FSA regulatory collections, which consisted of 921,277 burden hour reductions. This exceeds the goal of 433,700 burden hour reductions. The Department of Education has met this initiative.</p> <p>The major reductions occurred with four FSA collections: 1845-0020, 1845-0022, 1845-0038, and 1845-0053. All four were a result of changing regulations which reduced the burden significantly.</p> <p>Although this burden initiative has been met at the conclusion of FY2008, RIMS continues to review all IC submissions and works with POs to identify any areas where burden reduction may be realized.</p>

**Department of Energy****Status: IN PROGRESS**

<b>Office:</b>	Office of Procurement and Assistance Management
<b>Initiative Title:</b>	Federal Financial Assistance Management Improvement Act
<b>Description:</b>	The Department will continue to work to improve and standardize its financial assistance reporting requirements as part of the government-wide Grants.gov initiative. The office is actively involved in the implementation of the Federal Financial Assistance Management Improvement Act in an effort to streamline and simplify the application process and the administration of grants in

the area of financial assistance. The Grants.gov initiative allows potential applicants to search the website to easily find and apply for financial assistance opportunities. As a result of this initiative, application forms previously used by the Department in financial assistance have been replaced by standardizes Government-wise electronic forms maintained by the Grants.gov Project Office resulting in a burden reduction for applicants of financial assistance.

**Estimated Burden Reduction:** 7,918 hours

**Collection(s) Affected:** 1910-0400

**Expected Date of Completion:** Completed (in second quarter of FY 2009).

**Potential Hurdles to Completion:** None.

**Status:** The Department has continued its efforts to improve its financial assistance requirements by complying with the Grants.gov initiative. This initiative remains in progress. As a result, no further burden reduction updates or estimates can be provided.

**Department of Health and Human Services      Status: COMPLETED**

**Offices:** Centers for Medicare and Medicaid Services (CMS), Food and Drug Administration (FDA), Administration for Children and Families (ACF), National Institutes of Health (NIH), Substance Abuse and Mental Health Services Administration (SAMHSA), Office of the Secretary (OS)

**Initiative Title:** Departmental Targeted Plan for 1% Reduction in Burden Hours

**Description:** This initiative aimed to achieve the maximum possible burden reduction among the Department of Health and Human Services' (HHS) largest collections. The plan began with an analysis of all information collections that have the largest number of burden hours in order to identify opportunities for burden reduction within each collection. The initiative focused on improving the efficiency of information collections by eliminating or revising obsolete forms, promoting where feasible the increased use of electronic reporting and electronic signatures for larger collections, working with agency legislative staff to identify statutory paperwork burden, and identifying data collections which can support decreased frequency of reporting requirements.

**Estimated Burden Reduction:** 5,316,000 hours

**Collection(s) Affected:** 0910-0001, 0910-0014, 0910-0037, 0910-0073, 0910-0119, 0910-0130, 0910-0152, 0910-0230, 0910-0309, 0910-0381, 0910-0435, 0910-0442, 0910-0485, 0910-0520, 0910-0537, 0910-0538, 0910-

0578, 0910-0560, 0925-0001, 0930-0158, 0938-0008, 0938-0022, 0938-0550, 0938-0062, 0938-0214, 0938-0279, 0938-0302, 0938-0463, 0938-0565, 0938-0566, 0938-0612, 0938-0679, 0938-0685, 0938-0739, 0938-0753, 0938-0760, 0938-0761, 0938-0907, 0938-0920, 0938-0949, 0938-0957, 0938-0964, 0938-0978, 0938-0989, 0938-0999, 0970-0148, 0970-0166, 0980-0140, 0990-0260, 0990-0294

**Expected Date of Completion:** 2010

**Potential Hurdles to Completion:** Complete.

**Status:** Complete.

**Department of Homeland Security**

**Status: IN PROGRESS**

**Office:** Federal Emergency Management Agency (FEMA)

**Initiative Title:** Web-Based (e-Grants) Application and Reporting

**Description:** FEMA is working to integrate an agency-wide eGrants on-line application that will be available to the public via the Internet. The consolidation will carry a universal OMB control number thus eliminating the need for various information collection requests. FEMA will standardize the application and reporting requirements across grant programs.

**Estimated Burden Reduction:** 300,458 hours

**Collection(s) Affected:** 1660-0025, 1660-0018, 1660-0058, 1660-0061, 1660-0071, 1660-0072, 1660-0073, 1660-0076, 1660-0017, 1660-0085, 1660-0075

**Expected Date of Completion:** 2010

**Potential Hurdles to Completion:** FEMA's ability to effectively coordinate with the various programs on the need to develop fewer eGrants applications and reporting mechanisms, aimed at having one web-based application able to accommodate an efficient move toward the implementation of a DHS-wide electronic grant system and adequate funding. FEMA currently is moving forward with this process and will publish a 60-day FRN for part of the e-grant initiative by middle November 2009. This 60-day FRN is to allow non-disaster grants to be electronically applied for.

**Status:** In Progress

**Department of Homeland Security**

**Status: IN PROGRESS**

**Office:** U.S. Citizenship and Immigration Services (USCIS)

<b>Initiative Title:</b>	Business Transformation – Account Based Processing
<b>Description:</b>	The U.S. Citizenship and Immigration Services (USCIS) Business Transformation Project is an account based, electronic processing initiative that eliminates the need for applicants, employers, and attorneys to file redundant biographical or corporate data when requesting benefits on their own behalf or on behalf of another petitioner. Customers will create online accounts, which will store customer centric data typically required to be filed with each form. Burden reduction occurs when data is re-used between applications and petitions.
<b>Estimated Burden Reduction:</b>	USCIS Business Transformation and transition to an account based structure presently includes four distinct initiatives: Digitization, Secure Information Management (SIMS), Enumeration, and Biometric Storage System (BSS). 1,564,296 hours
<b>Collection(s) Affected:</b>	1615-0082, 1615-0013, 1615-0003, 1615-0040, 1615-0043, 1615-0009, 1615-0010, 1615-0015, 1615-0048, 1615-0079, 1615-0001, 1615-0012, 1615-0018, 1615-0095, 1615-0020, 1615-0023, 1615-0029, 1615-0030, 1615-0090, 1615-0032, 1615-0064, 1615-0005, and 1615-0044
<b>Expected Date of Completion:</b>	FY 2014
<b>Potential Hurdles to Completion:</b>	Redesign of all forms currently used and concurrent redesign, development, and implementation of supporting IT systems. Funding limitations and deployment risks require incremental implementation.
<b>Status:</b>	The schedule for finalizing USCIS Business Transformation has been extended due to several work stoppages that occurred at the beginning of the Contract. These included work stoppages to resolve a bid protest, to modify the contract to include check points and gate reviews, and to write into the Contract new DHS oversight requirements for contracts of this size and scope.

**Department of Justice****Status: IN PROGRESS**

<b>Office:</b>	Federal Bureau of Investigation
<b>Initiative Title:</b>	Uniform Crime Reporting Program
<b>Description:</b>	The Attorney General designated the FBI to acquire, collect, classify, and preserve national data on criminal offenses as Part of the Uniform Crime Reports, under Title 28, Section 534, U.S. Code. Acquisition, Preservation, and Exchange of Identification Records; Appointment of officials. As states become eligible to submit data to the National Incident-Based Reporting System (NIBRS)

<b>Estimated Burden Reduction:</b>	electronically, states will no longer need to submit the data via manual forms. UCR is in the process of updating its 1965 database system to make it electronic and reduce the burden for next year. Decreased from 97,927 hours to 35,000 hours (see explanation below in Status)
<b>Collection(s) Affected:</b>	1110-0001
<b>Expected Date of Completion:</b>	FY 2012
<b>Potential Hurdles to Completion:</b>	None.
<b>Status:</b>	In Progress. Estimated burden reduction reduced from 97,927 hours to 35,000 hours due to an increase in the number of state agencies anticipated to send data to the Department each year electronically, resulting in a reduction to the original burden reduction estimate. The Department anticipates the burden to level out at 35,000 when the UCR Program's automation is completed.

**Department of Labor****Status: IN PROGRESS**

<b>Office:</b>	Office of the Chief Information Officer
<b>Initiative Title:</b>	Internal E-Government Evaluation (formerly called Internal E-Government Scorecard)
<b>Description:</b>	As part of an agency-wide program for managing its E-government program, the Department of Labor's (DOL) Office of the Chief Information Officer included Paperwork Reduction Act (PRA)-related rating elements in its semiannual internal E-Government program evaluations. As part of this review, DOL sub-agencies could not receive a satisfactory rating unless, among other things, they are effectively implementing the PRA. In order to ensure each sub-agency explored opportunities for practical burden reduction, one rating element in the evaluation requires a plan to reduce burden by at least 1% of the sub-agency's over all burden hours. From this effort, the Department identified four activities to reduce overall burden: 1) revise the Annual Information Return/Report (Form 5500 series) and add a short form which could be filed by many small employee benefit plans; 2) discontinue the Equal Opportunity Survey since it lacked utility; 3) Phase III of the Occupational Safety and Health Administration's (OSHA) Standards Improvement Project which seeks to reduce burden by examining the potential for streaming training requirements and eliminating various other outdated requirements; and 4) streamline reporting and recordkeeping requirements for seven Workforce Investment Act programs currently approved under three OMB control numbers into one collection of information.

<b>Total Burden Reduction to Date:</b>	248,000 hours (increase from 233,000 hours)
<b>Total Estimated Burden Reduction:</b>	1.1 million hours (decrease from 1.7 million hours)
<b>Collection(s) Affected:</b>	1210-0110, 1215-0196, 1218-0205, 1205-ONEW (1205-0420, 1205-0240, 1205-0392), 1218-0061, 1218-0085, 1218-0092, 1218-0108, 1218-0126, 1218-0133, 1218-0170, and 1218-0185.
<b>Expected Date of Completion:</b>	Ongoing (see Status below).
<b>Potential Hurdles to Completion:</b>	Rulemaking process, new developments, and stakeholder acceptance.
<b>Status:</b>	Two initiative milestones have been completed:

1) 1210-0110: In November 2007, DOL revised its Form 5500 series and introduced a shortened form (5500-SF) reducing burden by 23,000 hours. A further burden reduction of 15,000 hours was achieved in FY 2008 due to the broader use of the Short Form 5500 annual report (Form 5500-SF).

2) 1215-0196: On September 30, 2006, DOL discontinued the Equal Opportunity Survey (See OMB Notice of Action dated 09/08/2006) reducing public paperwork burdens by 210,000 hours.

One initiative milestone is delayed but in progress:

3) The Standard Improvement Project – Phase III (1218-0205, 1218-0061, 1218-0085, 1218-0092, 1218-0108, 1218-0126, 1218-0133, 1218-0170, and 1218-0185): The Advance Notice of Proposed Rulemaking for 29 C.F.R. § 1910.132 was published on December 21, 2006 (71 FR 76623). The Standard Improvement Project – Phase III is currently on OSHA’s regulatory agenda; the Agency anticipates publishing a Notice of Proposed Rulemaking (NPRM) during the second quarter of FY 2010. Some of the aforementioned OMB control numbers will not have a significant reduction. However, at this time the NPRM projects over a one million hour reduction as a result of removing a training certification from 1218-0205 (Personal Protective Equipment (PPE) for General Industry (29 C.F.R. subpart I)).

One initiative milestone is delayed:

4) 1205-ONEW (1205-0420, 1205-0240, 1205-0392): DOL planned to implement a collection titled, “Workforce Investment Streamlined Performance Reporting System (WISPR),” in Program Year 2009.

Status Update: Implementation of WISPR was deferred in Program



Year 2009 because of priorities associated with the implementation of the American Recovery and Reinvestment Act of 2009, and the need to brief the new policy leadership of the agency on the program and budget implications of implementing WISPR.

ETA is currently assessing the best approach to performance reporting in light of the amendments to the Trade Act of 1974 enacted by the Trade and Globalization Adjustment Assistance Act of 2009 and the prospect of near-term reauthorization of Workforce Investment Act. The new schedule for WISPR implementation will be reviewed in the context of these developments in collaboration with states and other key stakeholders.

**Department of Labor****Status: IN PROGRESS**

**Office:** Occupational Safety and Health Administration

**Initiative Title:** Standard on Mechanical Power Presses

**Description:** The Occupational Safety and Health Administration (OSHA) is updating the Mechanical Power Press Standard (29 C.F.R. § 1910.217) to address industry concerns that it is out-of-date and could be less burdensome. One provision in this standard requires employers to conduct inspections and prepare certification records of mechanical power presses. Any modification to the frequency of inspection or removal of the certification records will significantly reduce the burden hours. OSHA published the Advance Notice of Proposed Rulemaking on June 4, 2007 (72 FR 30729); has completed analyzing public comments and expects to publish the Notice of Proposed Rule Making in 2009.

**Total Burden Reduction to Date:** None.

**Total Estimated Burden Reduction:** 1,373,054 hours

**Collection(s) Affected:** 1218-0229

**Expected Date of Completion:** FY 2009

**Potential Hurdles to Completion:** Regulatory delays and stakeholder acceptance.

**Status:** The milestone is delayed but in progress. As noted in the “potential hurdles”, DOL recognized this initiative might be subject to regulatory delays. Higher priority regulatory items and resources have kept the agency from taking on this initiative; however, Mechanical Power Presses remains on DOL’s regulatory agenda.

**Department of State****Status: IN PROGRESS**

**Office:** Bureau of Educational and Cultural Affairs (ECA/EC/PS)

<b>Initiative Title:</b>	Annual Report by Sponsors of J-1 Exchange Visitor Program
<b>Description:</b>	The Exchange Visitor Program Annual Report form provides a means for sponsoring organizations to report a summary of exchange visitor activity and an accounting of the number of Forms DS-2019 used. It also provides a means for the Department to maintain appropriate oversight of the Exchange Visitor Program. This report will be integrated into the electronic SEVIS system (Student and Exchange Visitor Information System). The ability to provide information electronically will reduce the administrative and financial burdens on the sponsors when submitting their annual report.
<b>Estimated Burden Reduction:</b>	500 hours
<b>Collection(s) Affected:</b>	1405-0151
<b>Expected Date of Completion:</b>	October 2010
<b>Potential Hurdles:</b>	Revision of Form DS-3097 to meet electronic requirements and Implementation by DHS in the Student and Exchange Visitor Information System (SEVIS) II.
<b>Status:</b>	In Progress

**Department of Transportation****Status: IN PROGRESS**

<b>Office:</b>	Federal Motor Carriers Safety Administration (FMCSA)
<b>Initiative Title:</b>	Electronic On-Board Recorders (EOBRs) for Hours-of-Service Compliance
<b>Description:</b>	FMCSA proposed to amend the Federal Motor Carrier Safety Regulations (FMCSRs) to incorporate new performance standards for EOBRs installed in commercial motor vehicles (CMVs) in a Notice of proposed rulemaking (NPRM). One provision of the NPRM would require certain motor carriers with severe Hour-of-Service (HOS) noncompliance records (i.e., the most chronic violators who have a demonstrated history of poor HOS compliance) to install and use EOBRs to record and manage their drivers' HOS in accordance with the regulations in the proposed Appendix C of 49 CFR Part 385. Under the proposed rulemaking, FMCSA would also provide partial relief from HOS supporting documents requirements for certain motor carriers that voluntarily use EOBRs and encourage EOBR use by motor carriers of property that have CMVs equipped with sleeper berths. DOT published an NPRM on January 18, 2007; development of the final rule is still in progress.
<b>Estimated Burden Reduction:</b>	665,000 hours
<b>Collection(s) Affected:</b>	2126-0001

**Expected Date of Completion:** February 2010  
**Potential Hurdles:** Finalization of regulation.  
**Status:** In Progress.

**Department of Transportation****Status: IN PROGRESS**

**Office:** Federal Motor Carriers Safety Administration (FMCSA)  
**Initiative Title:** Unified Registration System  
**Description:** FMCSA proposed the Unified Registration System (URS) that would apply to almost every motor carrier, freight forwarder, and broker required to register with DOT operating along the U.S.-Mexico international border. Section 13908 of the Interstate Commerce Commission Termination Act of 1995 (ICCTA) directed the Secretary of Transportation to create a single, on-line Federal system to replace the systems for issuing DOT numbers, licensing and registration, and financial responsibility.  
**Estimated Burden Reduction:** 162,210 hours  
**Collection(s) Affected:** 2126-0013, 2126-0016, 2126-0017, 2126-0018 and 2126-0019  
**Expected Date of Completion:** May 2009  
**Potential Hurdles:** Unknown.  
**Status:** A notice of proposed rulemaking was published on May 19, 2005. FMCSA will publish a supplemental rulemaking to provide an opportunity for public notice and comment on the new Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) impacts on the URS. The completion date for the final rule is subject to the completion of 12 higher-priority rulemakings, as identified by the Secretary and Administrator. Expected date of completion for this rulemaking is September 2010.

**Department of Transportation****Status: COMPLETED**

**Office:** Federal Transit Administration (FTA)  
**Initiative Title:** Metropolitan and Statewide Transportation Planning  
**Description:** DOT's FTA and Federal Highway Administration (FHWA) jointly carry out the Federal mandate to improve metropolitan and statewide transportation under authority of Title 49, Chapter 53, and Title 23 of the United States Code. The Metropolitan and Statewide Transportation Planning programs provide financial assistance to States for transportation planning, operations and capital investments. The reporting frequency required for some reports has been reduced as a result of the implementation of the

transportation reauthorization law of 2005 (SAFETEA-LU) and this resulted in a reduction in burden hours.

**Estimated Burden Reduction:** 64,605 hours

**Collection(s) Affected:** 2132-0529

**Expected Date of Completion:** Completed

**Potential Hurdles:** None.

**Status:** Completed.

**Department of Transportation****Status: IN PROGRESS**

**Office:** National Highway Traffic Safety Administration (NHTSA)

**Initiative Title:** Consolidated Vehicle Identification Number (VIN) Requirements and Motor Vehicle Theft Prevention Standards

**Description:** These standards specify physical requirements for the VIN and its installation format and content to simplify information retrieval and increase the efficiency of defect recall campaigns and identify likely high theft vehicles. In accomplishing these requirements the burden of record keeping hours are being streamlined. The reduction is estimated to be 609,397 hours. Federal Motor Vehicle Theft Prevention Standard (FMVTPS) will be extended from just high-theft vehicles to include all passenger cars and multipurpose passenger vehicles with a gross vehicle weight rating of 6,000 pounds or less, and to light duty trucks with major parts that are interchangeable with a majority of the covered major parts of multipurpose passenger vehicles that will be required to be parts marked. Additionally, the agency proposes amendments to Part 565 to revise certain section in order to extend the existing VIN system for another thirty years, and to ensure a sufficient supply of unique available VINs and manufacturer identifiers for that time period. Part 541 shows a decrease in reporting and recordkeeping hours because current estimates are based on fewer vehicles complying with the FMVTPS. Parts 565 and 567 show a decrease in hour burden from the last reporting period because of a decrease in the number of respondents/manufacturers for Part 567.

**Estimated Burden Reduction:** 609,397 hours

**Collection(s) Affected:** 2127-0510

**Expected Date of Completion:** December 2009

**Potential Hurdles:** None

**Status:** In Progress.

**Department of Treasury****Status: ON HOLD**

**Office:** Department of the Treasury, Internal Revenue Service (IRS), Office of Taxpayer Burden Reduction

**Initiative Title:** Office in the Home (OIH), Form 8829, Business Use of Your Home, Simplification

**Description:** Tax practitioners have identified Form 8829 as one of the most burdensome Federal tax forms or schedules that must be completed by small business taxpayers. They stated that the Form 8829 has three parts to complete and is difficult to explain to clients.

Additionally, the Small Business Administration (SBA) Office of Advocacy included OIH in the 2008 Top 10 Rules for Review and Reform. The Top 10 are drawn from over 80 rules nominated by small business owners and their representatives as part of the Regulatory Review and Reform (r3) initiative. The r3 initiative calls for the IRS to permit a standard deduction for home-based businesses, which constitute 53% of all small businesses.

In the 2008 Advocate's Report to Congress, IRS National Taxpayer Advocate questioned whether most taxpayers who are eligible to take the deduction actually do so. The Advocate urged lawmakers to offer taxpayers a simpler, optional method of calculating the home-office deduction.

To address these concerns, the TBR OIH project team proposed a simplified optional method for use by Schedule C, F, and A filers to calculate the amount of their deduction for business use of their home by using a "dollar rate per square foot," similar to the standard mileage rate for business use of automobiles. This approach would reduce the taxpayer's burden in calculating the allowable deduction.

**Estimated Burden Reduction:** Approximately 2.6 million of the 18.5 million Schedule C filers claimed an OIH deduction in tax year 2003. In 2003, the average recordkeeping, preparation time, etc., was 2.57 hours, and the total burden for Schedule C filers who claimed OIH in Tax Year 2003 equaled 6.84 million hours. The IRS recognizes that many taxpayers who may be eligible for the deduction do not claim it because of the complexity of the computation.

**Collection(s) Affected:** 1545-0074

**Expected Date of Completion:** Undetermined – Treasury is crafting a legislative proposal and continues to move forward on this initiative. An estimated submission date has not been identified.

**Potential Hurdles:** After further examination of the issue, and the laws surrounding depreciation, it was decided a legislative solution may be more viable. Because the law requires the recapture of depreciation whether it is recognized or not, the exclusion of a depreciation factor in the standard deduction appeared to create a legal hurdle. If a depreciation factor was added to the standard deduction, recapturing that depreciation could only offer pennies on the dollar for those people in high-dollar areas, and it was decided this was not sound policy. These hurdles currently preclude us from pursuing an administrative solution.

**Status:** On hold.

**Department of Treasury****Status: IN PROGRESS****Office:** Internal Revenue Service (IRS), Office of Taxpayer Burden Reduction**Initiative Title:** Employers Annual Federal Tax Program (Form 944)

**Description:** Under previous law, most employers who withhold income taxes from wages or who must pay social security or Medicare tax must use Form 941, Employer's Quarterly Federal Tax Return, to quarterly report those taxes.

Starting with Tax Year 2006, certain eligible employers can file and pay these taxes only once a year instead of every quarter using the new annual Form 944. The information reported by taxpayers and the layout of Form 944 is very similar to Form 941, the primary advantage is that it is filed once a year instead of quarterly. Small employers are defined by the law as taxpayers whose total employment tax liability is equal to \$1,000 or less. For Tax Year 2006, only employers that had received written notice from the IRS could file Form 944.

**Estimated Burden Reduction:** Our preliminary estimates indicate a reduction in time burden for Form Completion and Form Submission equal to 700,000 hours.

**Collection(s) Affected:** 1545-2007, 1545-2010, and 1545-0029

**Expected Date of Completion:** 2010

**Potential Hurdles:** None

**Status:** In progress.

IRS is in a post-implementation data gathering phase of this project. IRS is collecting internal and external input on the project to determine if it does in fact reduce burden for small employers. Less than 6% of this group of employers use a paid practitioner, so IRS is doing user surveys in addition to the feedback gathered from the

practitioner community.

In 2008, IRS surveyed two groups of taxpayers – those who are successfully using Form 944, and those who continue to file Form 941 quarterly after being told to file Form 944. Based on the data received from these surveys, IRS extended the pilot period, made participation voluntary beginning in 2010 (currently it is mandatory) and, is considering other changes to the program.

**Department of Treasury**

**Status: COMPLETED**

**Office:** Internal Revenue Service (IRS), Office of Taxpayer Burden Reduction  
**Initiative Title:** Web-based Tax Calculators on IRS.gov  
**Description:** There are four tax calculators available on [www.irs.gov](http://www.irs.gov), designed to help taxpayers complete certain tax forms and worksheets.

Since the deployment of the Sales Tax Deduction Calculator in January 2007, taxpayers can now figure the amount of the general state and local sales tax they can deduct by answering a few questions on the IRS.gov website, rather than completing a worksheet and using the optional sales tax tables located in the instructions for Schedule A.

Taxpayers can choose to utilize the Alternative Minimum Tax (AMT) Assistant on [www.irs.gov](http://www.irs.gov), in lieu of completing the “Worksheet to See if You Should Fill in Form 6251 – Line 45” of the Form 1040. With just a few questions, the AMT Assistant can tell the taxpayer if he or she will need to complete Form 6251 to determine the amount of AMT due.

Taxpayers complete the form W-4 so that their employer can withhold federal income tax from their pay. In order to determine the correct amount to withhold, the taxpayer can either complete a set of three worksheets that accompany the W-4, or they can use the Withholding Calculator on the IRS.gov website.

The Economic Stimulus Payment Calculator, deployed on IRS.gov in March 2008, allowed taxpayers to verify their eligibility for a stimulus payment in 2008, and to determine the amount of payment they should expect. Taxpayers entered a few items from their 2007 tax return and received an immediate response on any 2008 payment. The calculator helped educate taxpayers and reduced the number of calls to assistors.

**Estimated Burden Reduction:**

- 60,000 hours total for FY2008

**Collection(s) Affected:** 1545-0074

**Expected Date of Completion:** 2007 (2008 for the Economic Stimulus Payment Calculator)  
**Potential Hurdles:** None  
**Status:** Completed.

**Department of Treasury****Status: COMPLETED**

**Office:** Internal Revenue Service (IRS), Small Business Self-Employed (SB/SE) Collection Division  
**Initiative Title:** On-line Payment Agreement Project  
**Description:** The On-line Payment Agreement (OPA) automates Individual Master File (IMF) Installment Agreement processing to the fullest extent possible by using the IRS Internet site [www.irs.gov](http://www.irs.gov).

Individuals who owe \$25,000 or less in combined tax, penalties, and interest can use the OPA application to request a payment agreement. The [www.irs.gov](http://www.irs.gov) application allows taxpayers to resolve their accounts at a time that is convenient for them, which may be outside of normal business hours, and without calling the IRS toll-free assistors. Eligible taxpayers or their authorized representatives can self-qualify, apply for and receive immediate notification of approval during a single on-line session. Additionally, OPA ensures more accurate payment postings, decreased lockbox volumes, and reduced paper handling and mail costs for both payments and notices.

**Estimated Burden Reduction:** The IRS has not received funding to measure post-filing burden. Over 7200 taxpayers have elected to use OPA, which eliminates the use the Form 9465 and Form 433-F by these taxpayers. The take-up rate is rising as a result of increased marketing of the product and the implementation for reduced user fees (\$52 instead of \$105) when taxpayers use OPA and elect direct-debit payments.

**Collection(s) Affected:** 1545-0074  
**Expected Date of Completion:** May 2008  
**Potential Hurdles:** None identified.  
**Status:** Completed

**Department of Treasury****Status: IN PROGRESS**

**Office:** Internal Revenue Service (IRS), Office of Taxpayer Burden Reduction  
**Initiative Title:** Amended Form 94X



<b>Description:</b>	The IRS launched new forms that will be used to correct employment tax reporting errors. Separate forms for adjusting Forms 941, 943, 944, 945 replaced the 941c, effective January 2009. This is a development that has been requested by Reporting Agents. Previously the Form 941c, Supporting Statement to Correct Information, was used to correct employment taxes reported on any Form 941, Employer's Quarterly Federal Tax Return or Form 945, Annual Return of Withheld Federal Income Tax, and other similar forms. Due to the complexity of Form 941c it is often filed incomplete or incorrectly, requiring additional contact with the taxpayer to resolve the issue.
<b>Estimated Burden Reduction:</b>	The IRS has not received funding to measure post-filing burden. Filing on Forms 94X is considered post-filing burden because the taxpayer is amending a previously filed return. We can, however, report that this change was requested by the reporting agent community, and has been well-received by reporting agents and employers.
<b>Collection(s) Affected:</b>	1545-0256
<b>Expected Date of Completion:</b>	December 2010
<b>Potential Hurdles:</b>	None
<b>Status:</b>	In Progress

The project team collected anecdotal information during calendar year 2009 that indicated favorable taxpayer response. The team has also identified two specific areas needing additional technical and procedural improvements unrelated to the revised Form 941-X, but to the Form 941 itself, and these are currently being addressed. Additionally, the team has discussed items that would be relevant during the 2010 evaluation of the project. The methodology will be used to request data from SB/SE Research.

**Department of Veterans Affairs**
**Status: COMPLETED**

**Office:** Department of Veterans Affairs  
**Initiative Title:** Editable Forms

**Description:** VHA is using Adobe Reader Extension to present forms that can be filled on line, saved and edited. Using this format for forms that are used multiple times by individuals will reduce the hour burden significantly. For example:

- VA Form10-10EZR Health Benefits Renewal Form is required from certain veterans every year. The time burden for this form is 24 minutes. By saving the form and only needing to

make minimal changes, a veteran would likely only take 4 minutes to review and complete the form for 2007. This would translate into an overall decrease in an individual's burden by 20 minutes.

- VA Form 10-7959a CHAMPVA Claim Form. This form is sent in whenever a CHAMPVA beneficiary makes a claim for payment for medical services. The burden time is 10 minutes. However, unless there has been a change in any information, the beneficiary needs only to print and sign the form for each subsequent submission. This probably takes 1 minute. This is a potential savings of 9 minutes per submission.

**Estimated Burden Reduction:** 2900-0091 - Due to the added use of VA Form 10-10EZR for beneficiary travel deductibles, the burden hours have increased by 22, 251 hours. There is no longer a reduction in burden hours.  
2900-0219 - 374,999

**Collection(s) Affected:** 2900-0091, 2900-0219

**Expected Date of Completion:** 2008

**Potential Hurdles:** None

**Status:** VA considers 2900-0091 complete. 2900-0219 was completed in June 18, 2007

### Environmental Protection Agency

**Status: IN PROGRESS**

**Office:** Office of Congressional & Intergovernmental Relations

**Initiative Title:** State Reporting Burden and Measures Streamlining Initiatives

**Description:** In 2007, EPA collected State recommendations for high-burden/low-value reporting requirements that might be streamlined, eliminated or otherwise improved. EPA determined which recommendations it could implement in 2008 and is working with states to do so. EPA will continue to work with the States in 2009 and beyond on longer-term opportunities for burden reduction.

**Estimated Burden Reduction:** A preliminary assessment by EPA estimates potential burden reduction for states of 1%.

**Collection(s) Affected:** 2040-0004: Discharge Monitoring Reports  
2040-0250: Concentrated Animal Feeding Operations  
2050-0095: Superfund Site Evaluation  
2060-0084: Ambient Air Quality Surveillance  
2060-0088: Air Emissions Reporting

**Expected Date of Completion:** 2011-2013

**Potential Hurdles:** Reporting reduction estimates are completely contingent on a wide range of variables, including state agreement, available resources, public acceptance, and state ability to calculate accurately the reduced reporting. Reductions are also contingent upon state adoption of the Exchange Network for virtually all data exchanges with EPA. Implementation of some state recommendations is contingent on regulatory or statutory changes, and EPA's ability to obtain the needed program management information from other sources.

**Status:** In Progress

Federal Deposit Insurance Corporation	Status: IN PROGRESS
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<b>Office:</b>	Federal Deposit Insurance Corporation (FDIC)
<b>Initiative Title:</b>	Call Report Revision
<b>Description:</b>	Pursuant to Section 604 of the Financial Services Regulatory Relief Act of 2006, the FDIC, in conjunction with the other federal banking agencies, reviewed the information collected from insured banks in the Consolidated Reports of Condition and Income (Call Report; OMB No. 3064-0052) by October 12, 2007. The Federal Financial Institutions Examination Council established an interagency working group to analyze the review results and to make recommendations for changes to the Call Report. The target date for implementing any reporting revisions resulting from the working group recommendations is March 31, 2009. The FDIC's goal to achieve a five percent burden reduction for the Call Report was not achieved by September 30, 2008. However, the FDIC and the other Call Report agencies are committed to eliminating Call Report data that are no longer of sufficient utility to justify their continued collection.
<b>Estimated Burden Reduction:</b>	To be determined.
<b>Collection(s) Affected:</b>	Consolidated Reports of Condition and Income (Call Report; OMB No. 3064-0052).
<b>Date of Completion:</b>	March 2009
<b>Potential Hurdles:</b>	Because no one agency unilaterally controls the content of the Call Report, and because the data needs of the agencies participating in the review are not necessarily identical, interagency negotiation will be needed to achieve consensus on which reporting requirements are no longer necessary or appropriate. In addition, any decreases in future reporting burden will be more than offset by the addition of new data items to address areas in which the banking industry has experienced heightened risk as a result of market turmoil and illiquidity and weakening economic and credit conditions and to meet other agency data needs.

**Status:** In Progress

**Federal Energy Regulatory Commission Status: IN PROGRESS**

**Office:** Federal Energy Regulatory Commission (FERC)  
**Initiative Title:** FERC Information Assessment Team (FIAT)  
**Description:** The Federal Energy Regulatory Commission established in January 2004 the FERC Information Assessment Team (FIAT). The FIAT evaluates information collections and filing requirements, assesses the practical utility of each information collection, and proposes ways to reduce the reporting burden on industry through the elimination, reduction, streamlining and/or reformatting of collections. In addition, the FIAT examines how FERC currently assesses the burden of its information collections and propose a plan to integrate a continuous Commission-wide review of current and new information needs. Of the Commission's 61 information collections, the Team will choose 20 information collections to study and develop recommendations for fifteen collections.  
**Estimated Burden Reduction:** 11,182 hours  
**Collection(s) Affected:** 1902-0024, 1902-0096, 1902-0043, 1902-0099, 1902-0114, 1902-0137, 1902-0138, 1902-0140, 1902-0168, 1902-0171, 1902-0086, 1902-0004, 1902-0144, 1902-0019, 1902-0073.  
**Expected Date of Completion:** 2009  
**Potential Hurdles to Completion:** Several information collections identified are required by statute and therefore cannot be eliminated unless legislation is introduced to change the statute.  
**Status:** 1902-0024 – Eliminated in 2008 (-6,828 hrs); 1902-0096 was the subject of the e-tariff proceeding (see Electronic Filing of Documents below); 1902-0004, Form 73 was modified to conform to automated data bases; 1902-0043 was part of the filings included in the eFiling 6.1 release (-1,056 hrs) . 1902-0073 resulted in streamlined requirements (-548 hours). 1902-0140 was the subject of an electronic filing initiative with a potential reduction of 2,150 hours. Ongoing activities and next steps include electronic Filing of 1902-0075 which was not part of FIAT initiative and 1902-0137 which was. Potential reduction of 8,000 hours for 1902-0075 in 2010.

**Federal Energy Regulatory Commission Status: IN PROGRESS**

**Office:** Federal Energy Regulatory Commission (FERC)  
**Initiative Title:** Electronic Filing of Documents  
**Description:** Electronic filing of documents is an e-Government initiative to expand the types of electronic documents the Commission would

accept. On July 7, 2004, FERC proposed in RMO I -5-000 that future tariff filings be made over the Internet with software developed by the Commission. This initiative will make it easier for regulated entities to file and view tariffs and rate schedules, and to facilitate tariff research by permitting companies to submit tariffs and rate schedules electronically.

**Estimated Burden**

26,923 hours

**Reduction:****Collection(s) Affected:**

1902-0096, 1902-0154, 1902-0086, and 1902-0089

**Expected Date of****Completion:**

While Order No. 714 became effective November 3, 2008, FERC delayed required implementation of the electronic filing requirements until at least April 1, 2010, to provide sufficient time for filers to develop tariff filing software based on the standards developed in Order No. 714. By January 2, 2010, FERC expects to have a working version of a software package available to its staff to view tariffs and tariff filings.

**Potential Hurdles to Completion:**

Application problems with the prototype software.

**Status:**

The anticipated roll out is scheduled for Spring 2010. Staff has reviewed comments received in response to the technical conferences based on the 2004 proposal. Industry was concerned with the applicability of the proposal on their business processes as opposed to the tariff document. To resolve these issues the Commission requested the North American Energy Standards Board (NAESB) to propose electronic communication standards and guidelines to be used for making electronic tariff filings and establishing the data elements for an electronic tariff for all five tariff programs. In March 2008 NAESB's Executive Committee voted in favor of a recommended set of electronic communication standards and guidelines, which the Commission expects NAESB to file shortly.

**Federal Energy Regulatory Commission****Status: IN PROGRESS****Office:**

Federal Energy Regulatory Commission (FERC)

**Initiative Title:**

e-Filings

**Description:** In Order No. 619, FERC established an electronic filing initiative to meet the goals of the Government Paperwork Elimination Act, which directed agencies to provide for optimal use and acceptance of electronic documents and signatures and electronic recordkeeping, where practical, by October 2003. On November 15, 2007, the Commission issued a Final Rule, RM07-16-000, Order No. 703, "Filing via the Internet" 73 Fed. Reg. 65659 (November 23, 2007) revising its regulations for implementing the next version of its system for filing documents via the Internet, eFiling 7.0. The Final Rule allows the option of filing all documents in Commission proceedings through the eFiling interface except for specified exceptions, and of utilizing online forms.

The changes implemented in the Final Rule means that categories such as oversized documents and most confidential documents will be accepted via eFiling. However, at this time, there are principal exceptions, and they are tariffs, tariff revisions and rate change applications; some forms; and documents that are subject to protective orders.

The Final Rule became effective on December 24, 2007. However, implementation of eFiling 7.0 was implemented on March 3, 2008. At this time, the eFiling system will accept documents in their native formats. This includes both text or word processing documents, and other more specialized documents such as spreadsheets and maps. It will also accept text documents in searchable formats, including scanned documents that have been saved in searchable form. Audio and video files will be accepted only in waveform audio format for audio content and either audio-video Interleave or QuickTime files for video content, except where submitters are specifically instructed otherwise. The Commission Intends, as far as practicable, to continue decreasing its reliance on paper documents and to continue to upgrade eFiling capabilities in furtherance of the FERC's responsibilities under the Government Paperwork Elimination Act.

<b>Estimated Burden Reduction:</b>	To be determined
<b>Collection(s) Affected:</b>	1902-0215, 1902-0216, 1902-0217, 1902-0218
<b>Expected Date of Completion:</b>	Ongoing
<b>Potential Hurdles to Completion:</b>	Enabling all remaining document types so they can be converted to e-filings.
<b>Status:</b>	Ongoing. The system is in place but FERC is not able to accept Microsoft Office 2007 file formats: .docx, .docm, .xlsb, .xlsm, .xltx, .xltm, .xlam, so we cannot accept all formats yet.

**National Aeronautics and Space Administration      Status: IN PROGRESS**

<b>Office</b>	Office of Procurement
<b>Initiative Title:</b>	Analysis of Forms used in NASA Acquisition Process, Leading to Consolidation of Information Collections
<b>Description</b>	<p>NASA uses many information collection instruments to support the Agency's acquisition process. For example, forms to collect information on bids and proposals, purchase orders and bank card orders, and reports for contracts, while similar, vary depending on their overall value. For this initiative, NASA is working with the President's Business Gateway E-Government Initiative to identify and assess these related collection activities and how they can be discontinued or consolidated. The initiative also includes other information collections indirectly supporting the acquisition process, including information collections used to establish cooperative agreements, grants, Space Act Agreements, and other acquisition arrangements.</p> <p>This initiative continues to make excellent progress. To date, analysis of the affected collections has resulted in the information collection 2700-0088 being discontinued. The discontinuation of this collection has reduced burden by an estimated 1,650,600 hours annually. NASA continues to work to reduce burden in the acquisition process.</p>
<b>Estimated Burden Reduction:</b>	Up to 1,000,000 hours
<b>Collection(s) Affected:</b>	2700-0049, 2700-0101
<b>Expected Date of Completion:</b>	September 30, 2010.
<b>Potential Hurdles to completion</b>	Review and consolidation of legacy acquisition systems.
<b>Status:</b>	In Progress.

**Nuclear Regulatory Commission      Status: IN PROGRESS**

<b>Office</b>	Office of Federal and State Materials and Environmental Management Programs (FSME) (Formerly Office of Nuclear Material Safety and Safeguards)
<b>Initiative Title:</b>	Web-Based Licensing (previously Project Safesource Phase I)
<b>Description:</b>	<p>The NRC is developing an initiative to provide materials licensees with the option of using an electronic system to apply for licenses, amend licenses, and conduct other license-related transactions. The on-line system will validate the input to ensure quality and avoid delays due to application deficiencies. Routine administrative data updates may be accomplished on-line, eliminating the need for</p>

	some types of correspondence and consequent delays.
<b>Estimated Burden Reduction:</b>	7,032 hours
<b>Collection(s) Affected:</b>	3150-0120, 3150-0017, 3150-0016, 3150-0001, 3150-0007, 3150-0010, 3150-0158, and 3150-0130
<b>Expected Date of Completion:</b>	Winter 2011
<b>Potential Hurdles to completion:</b>	Requires new acquisition to complete system development.
<b>Status:</b>	Project Safesource (Web-Based Licensing Safesource Phase I) was expected to be online by October 2007. The contract for this project expired before rollout occurred and NRC is currently preparing a new acquisition to complete system development. Approval for the acquisition to complete system development was received from NRC Chairman in September 2009, and a request for proposals has been published (responses are due October 14, 2009). Contract award is expected mid-FY 2010.

**National Science Foundation****Status: COMPLETED**

<b>Office</b>	Office of Budget, Finance and Award Administration
<b>Initiative Title:</b>	National Science Foundation Proposal and Award Information - NSF Proposal and Award Policies & Procedures Manual.
<b>Description:</b>	<p>When this initiative was originally written in 2007 for the FY 2007 Information Collection Budget, NSF was anticipating a possible tangible burden reduction of 10,000 hours. Since that time, however, and after significant consideration, NSF has determined that this burden reduction may not be possible at this time, due largely to administrative and policy changes that have been enacted since that initiative was proposed. While actual burden hours may not be reduced, NSF has found that there are intangible benefits from this initiative including:</p> <ol style="list-style-type: none"> <li>1. Improving both the awareness and knowledge of the complete set of NSF policies and procedural documents;</li> <li>2. Increasing ease of access to the policies and procedures that govern the entire grant lifecycle;</li> <li>3. Eliminating duplicative coverage between the two documents;</li> <li>4. Increasing the transparency of our proposal and award process; and</li> <li>5. Allowing NSF to better manage amendments between the two documents necessitated by administrative changes.</li> </ol>

These process improvements may lead to future burden reductions



	as personnel who conduct grants management activities become more familiar with these new streamlined grants management activities.
<b>Estimated Burden Reduction:</b>	None
<b>Collection(s) Affected:</b>	3145-0058
<b>Expected Date of Completion:</b>	NSF does not anticipate any tangible burden reductions from this initiative at this time, largely to administrative and policy changes that have been enacted since that initiative was proposed.
<b>Potential Hurdles to completion:</b>	None
<b>Status:</b>	Complete.

**Small Business Administration****Status: IN PROGRESS**

<b>Office</b>	Office of Disaster Assistance (ODA)
<b>Initiative Title:</b>	Disaster Credit Management Modernization (DCMM)
<b>Description:</b>	Section 7(b) of the Small Business Act, 15 U.S.C. 636, as amended, authorizes SBA to make loans to victims of declared disasters. Homeowners, renters, and business owners are eligible to apply for assistance. The DCMM initiative is accomplished through the development and implementation of the Disaster Credit Management System (DCMS). For purposes of this initiative, the affected public is disaster loan applicants. This initiative was implemented throughout FY05 and into the first quarter of FY06. It created a fully integrated "Electronic Loan Process" that provides access to data and information technology tools across the Office of Disaster Assistance and to its major stakeholders. The benefits have been significant with the paperless processing of loan applications including the electronic transfer of assignments to field inspectors and loan officers. Processing applications and loans electronically has minimized the need for physical files, which had been physically passed from person to person and department to department within a single geographic area in order to be processed. Dependency on the physical files causes delays in processing and physical files can be misplaced or lost. Electronic files have enabled system users to have access to critical key data allowing various processes to occur simultaneously, without having to wait on physical files. This concept alone enhances our ability to meet our performance goals for processing 85 percent of home loans within 10 days and 85 percent of business and EIDL loans within 16 days. In addition, our customer satisfaction can be improved by eliminating burdensome and duplicative paperwork. The initiative is on-going with the development of additional

	improvements aimed at improving customer service such as providing on-line loan application capability for disaster victims. The on-line application capability referred to as the Electronic Loan Application (ELA) is planned for release in the third quarter of FY08 and considered a subsystem of the DCMS.
<b>Estimated Burden Reduction:</b>	The ELA was estimated for reduction in burden hours by utilizing the ELA as compared to the paper version during FY09. The estimated burden hour reduction is 11,280.
<b>Collection(s) Affected:</b>	3245-0017, SBA 5, Business Loan Application, 1368 3245-0018, SBA 5C, Home Loan Application 3245-0326, SBA 5M, Pre-Disaster Mitigation Small Business Loan Application 3245-0084, SBA 700, Disaster Home Loan/Business Loan Inquiry Record 3245-0136, SBA 987, Disaster Survey Worksheet
<b>Expected Date of Completion:</b>	The implementation of DCMS was accelerated throughout FY 2005 and completed within ODA by October 1, 2005. The initial implementation of the ELA was completed in August 2008, and additional enhancements of planned functionality are scheduled for deployments through FY 2010.
<b>Potential Hurdles to completion:</b>	The initiative is on-going within ODA to improve response and cycle times for internal processes and ultimately the delivery of assistance to disaster victims. The initiative was severely challenged during FY 2006 due to the unprecedented volume of loan applications received following the 2005 hurricane season. Potential hurdles include continued resources to support enhancements to prepare for potential increased levels in catastrophic disaster activities in the future.
<b>Status:</b>	In Progress. ODA continues to monitor progress by conducting internal focus groups to assess the effectiveness of the information collection.

**Social Security Administration****Status: IN PROGRESS****Office**

Social Security Administration

**Initiative Title:**

Social Security Number Verification Service (SSNVS)

**Description:**

Employers frequently verify employee names and Social Security Numbers (SSNs) to ensure accurate wage reporting and tax data. Accurate wage and tax data achieve several goals: 1) they guarantee correct Internal Revenue Service (IRS) W-2 forms; 2) they enable corrections of previously inaccurate W-2 forms; 3) they allow employers to file tax returns electronically; and 4) they aid the IRS in processing employee tax information.

<b>Estimated Burden Reduction:</b>	SSA originally projected that by FY 2009, they would realize a 100,000-hour burden decrease to these forms due to SSNVS.
<b>Collection(s) Affected:</b>	OMB No. 0960-0669, the Electronic Verification Service OMB No. 0960-0508 (forms SSA-L2765, SSA-L3365, and SSA-L4002)
<b>Expected Date of Completion:</b>	SSA has completed implementation of this initiative and believes that the full burden reduction has been realized.
<b>Potential Hurdles to completion:</b>	None.
<b>Status:</b>	By the end of FY 2008, SSNVS achieved a burden reduction of 145,345 hours. SSA has completed implementation of the initiative and believes it has reduced burden in 2009 by the estimated amount.

**Social Security Administration****Status ONGOING**

**Office** Social Security Administration

**Initiative Title:** Electronic Death Registration (EDR)

**Description:** In FY 2005, SSA implemented a streamlined process, the Electronic Death Registration System (EDRS), to update death report data records. Using EDRS, States can verify the Social Security Numbers (SSNs) of deceased individuals via an online interchange of data with SSA before the States submit actual death reports to SSA. Because States verify SSNs before submitting actual death reports, the Agency's Death Alert, Control and Update System (DACUS) can process these reports as first-party reports of death, and the system terminates benefits without the need for SSA field office death input.

**Estimated Burden Reduction:** To date, 32 States are using EDR to report death data to SSA. EDR has achieved a total burden reduction of 44,134 hours (the burden reductions for FYs 2005 and 2006 in the projections chart and the FY 2007 burden reduction). As more states enroll in EDR, SSA anticipates that burden savings will grow.

**Collection(s) Affected:** SSA-721, Statement of Death by a Funeral Director (OMB No. 0960-0142).

**Expected Date of Completion:** We anticipate that all 50 States and three U.S. territories will use EDR by 2011, at which time this initiative will be complete.

**Potential Hurdles to completion:** When SSA first reported this initiative in the FY 2007 ICB, they anticipated the following possible hurdles to completion:

- Ability of the States to enter into agreements with HHS (HHS was given the authority to grant authority for EDR)

agreements in FY 2007 under the Intelligence Reform and Terrorist Prevention Act);

- States’ ability to absorb the initial start-up and maintenance costs;
- Security and privacy concerns;
- Variation in individual State’s readiness for automation;
- Variation in State and Federal agency data needs;
- Executive buy-in and commitment.

**Status:**

Although these are legitimate concerns, they have not prevented the first 32 States from enrolling in EDR, and SSA does not anticipate they will deter the remaining States from participating. By the end of FY 2008, the use of EDR resulted in a reduction of 58,010 hours. As more states enroll in EDR, time savings will continue to increase. This is an ongoing initiative.

**Social Security Administration** **Status: ONGOING**

<b>Office</b>	Social Security Administration
<b>Initiative Title:</b>	Electronic Records Express
<b>Description:</b>	<p>Electronic Records Express (ERE) is a new SSA initiative designed to streamline the existing paper-based disability claims evidence submission process. ERE provides users with multiple convenient, secure, and fast electronic records submission options for submitting disability claims-related evidence such as health, school, and other records to SSA.</p> <p>ERE will benefit professionals such as medical providers (including hospitals, clinics, doctors, and health information managers), school professionals, and third parties (including attorneys and claimant representatives), all of whom may submit evidence to SSA or the state Disability Determination Services (DDS) on behalf of an SSA disability applicant. Participants can send records directly to SSA or the state DDS via the Internet, fax, or scanner/Internet for multiple patient document batches. By enabling the rapid electronic transmission of information, ERE: 1) expedites the disability decision process time for patients; 2) decreases the amount of time it takes to reimburse service providers; and 3) saves resources for service providers.</p>
<b>Total Burden Reduction:</b>	573,333 hours
<b>Collection(s) Affected:</b>	0960-0555 (Clearance of Information Collections Conducted by State DDS on Behalf of SSA)
<b>Expected Date of Completion:</b>	2011

**Potential Hurdles to completion:**

Depending on the transmission method, it may take time for sources to transition from a paper-based environment to using an electronic medium.

**Status:**

By the end of FY 2008, ERE resulted in a burden savings of 273,747 hours, a figure we anticipate will progressively increase as more parties enroll in ERE. ERE is an ongoing initiative because SSA may add further capabilities for medical consultants, disability recipients/applicants, and/or third parties. Moreover, not all potential users have switched from a paper platform to ERE, so the full burden savings has yet to be realized.

## Appendix A. FY 2008 Significant Paperwork Reductions and Increases

The Paperwork Reduction Act of 1995 (PRA) assigns responsibility for the agency's information collection activities to the head of each agency, supported by its Chief Information Officer (CIO). Agencies are expected to develop and coordinate paperwork initiatives that will produce meaningful improvements for the public. This includes reducing the amount of paperwork required of the public.

This appendix highlights significant burden changes agencies made in FY 2008. To identify the source of the burden reduction or increase, the appendix is divided into sub-categories. For reductions, these exhibits of burden changes are organized as follows: cutting redundancy, using information technology, changing regulations, changing forms, and miscellaneous actions. For increases in burden, the exhibits are placed into three categories: caused by statute, changing regulations, miscellaneous actions. When legislation results in an increase in burden to achieve the benefits of the law or new program, the appendix includes the statute title and public law number when available.

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### ***Burden Reductions from Changing Regulations***

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#### **Department of Education**

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OMB Control #:1845-0020

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Title: Federal Family Education Loan Program Regulations

Purpose: The Federal Family Educational Loan Program proposed regulations revise current regulations in areas of program administration. The proposed regulations assure the Secretary that the integrity of the program is protected from fraud and misuse of program funds.

Burden Change: -290,452 hours

Purpose: This information collection focuses on the standardization and consistent use of standard and FEMA forms associated with grantees' requests for disaster and non-disaster Federal assistance, submission of financial and administrative reporting, and recordkeeping. The use of the forms will minimize burden on the respondents and enable FEMA to continue to improve in its grants administration practices.

How Reduction Achieved: Burden hours were eliminated for Emergency Management Performance Grant (EMPG), Community Emergency Response Team (CERT), Individual Family Grant (IFG) grant programs.

Burden Change: -352,017 hours

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#### **Department of Justice**

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OMB Control #: 1140-0041  
Title: Implementation of Public Law 103-322, The Violent Crime Control and Law Enforcement Act of 1994.  
Purpose: The regulations implement the provisions of Public Law 103-322 by restricting the manufacture, transfer, and possession of certain semiautomatic assault weapons and large capacity ammunition feeding devices. The provisions are no longer in effect; however, the Bureau of Alcohol, Tobacco, and Firearms requires that any records pertaining to the sale or transfer of semiautomatic assault weapons must still be retained for a period of 5 years as prescribed in the regulations.  
How Reduction Achieved: A program change is due to the fact that the provisions of the Federal firearms laws (PL 103-322) covering semiautomatic assault weapons and large capacity ammunition feeding devices are no longer in effect. However, the regulations require licensees to keep records for a certain period of time. The number of respondents has decreased as well, which results in a reduction in burden hours.  
Burden Change: -310,040 hours

**Department of Transportation**

OMB Control #: 2120-0020  
Title: Maintenance, Preventive Maintenance, Rebuilding, and Alteration  
Purpose: FAR Part 43 prescribes the rules governing maintenance, rebuilding, and alteration of aircraft components, and is necessary to ensure this work is performed by qualified persons, and at proper intervals. This work is done by certified mechanics, repair stations, and air carriers authorized to perform maintenance.  
How Reduction Achieved: A rule became effective 01/12/06 with subsequent revision to part 43 Appendix B and requires the completed FAA Form 337 to be sent directly to AFS-750, thus eliminating the inspector man-hours for processing.  
Burden Change: -2,236,351 hours

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**Department of the Treasury**

OMB Control #: 1545-0126  
Title: U.S. Income Tax Return of a Foreign Corporation  
Purpose: Form 1120-F is used by foreign corporations that have investments, or a business, or a branch in the U.S. The IRS uses Form 1120-F to determine if the foreign corporation has correctly reported its income, deductions, and tax, and to determine if it has paid the correct amount of tax.

How Reduction Achieved: Revisions made to forms regarding: credits allowed against the AMT; extension of charitable deduction of food inventory; limits for contributions of capital gain real property; termination of specific features of the GO Zone; and termination of increased expensing for reforestation expenses of small timber producers.

Burden Change: -378,460 hours

OMB Control #: 1545-1551

Title: RP 97-36, RP 97-38, RP 97-39, RP 2002-9, and RP 2008-XX; Changes in Methods of Accounting

Purpose: The information collected in the four revenue procedures is required in order for the IRS to determine whether the taxpayer is properly requesting to change its method of accounting and the terms and conditions of the change.

How Reduction Achieved: Rev. Proc. 2002-9, §§ 6.04 and 6.05, required certain taxpayers that were before Appeals or a federal court to prepare and attach a statement that the method of accounting being changed was not an "issue under consideration" within the meaning of Rev. Proc. 2002-9. Rev. Proc. 2008-XX has eliminated this requirement.

Burden Change: -208,478 hours

OMB Control #: 1545-2008

Title: Nonconventional Source Fuel Credit

Purpose: Form 8907 will be used to claim a credit from the production and sale of fuel created from nonconventional sources. For tax years ending after 12/31/05 fuel from coke or coke gas can qualify for the credit, and the credit becomes part of the general business credit.

How Reduction Achieved: The form is substantially changed because of the expiration of the extension of the credit for gas produced from biomass, and liquid, gaseous, or solid synthetic fuels produced from coal, when such fuels were sold before January 1, 2008, per IRC 45K(f). Only coke and coke gas remain as qualified fuels.

Burden Change: -117,700 hours

### **Nuclear Regulatory Commission**

OMB Control #: 3150-0010

Title: 10 CFR 35, Medical Use of Byproduct Material

Purpose: Part 35 contains NRC's requirements and provisions for the medical use of byproduct material and for issuance of specific licenses authorizing the medical use of this material. These requirements and provisions provide for the radiation safety of workers, the general public, patients, and human research subjects. The information in the required reports and records is used by the NRC to ensure that public health and safety is protected, and that the possession and use of byproduct material is in compliance with the license and regulatory requirements.



How Reduction Achieved: The burden reduction is attributable to two causes: (1) the loss of a one-time burden associated with the submission of preceptor statements in accordance with the amended 35.14(a); and (2) one-time activities that specialty boards are required to undertake, in order to become recognized by the NRC as entities capable of certifying licensees' training to effectively carry out duties under Part 35.

Burden Change: -125,453 hours

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### ***Burden Reduction from Changing Forms***

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#### **Department of Housing and Urban Development**

OMB Control #: 2502-0204

Title: Owner's Certification with HUD Tenant Eligibility and Rent Procedures

Purpose: The information is compiled for an annual report to Congress on tenant income and rent determinations.

How Reduction Achieved: (1) There will be a two minute reduction in collections for the HUD-50059 Full Certification [(613,827 transactions x 2 minutes)/60 minutes = 20,461 hours]. The adjustment is due to a reduction in the amount of information collected.

(2) A 48 minute reduction in collections will be realized through use of the HUD-50059-A Partial Certification [(689,112 transactions x 48 minutes)/60 minutes = 551,291 hours]. Information collected for Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures – Partial Certification (HUD-50059-A) separates and collects information only pertinent to Partial Certifications.

Burden Change: -571,752 hours

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OMB Control #: 1545-0123

Title: Form 1120, U.S. Corp. Income Tax Return, Schedule D, Capital Gains and Losses, Schedule H, Section 280H Limitations for a Personal Service Corporation (PSC), Schedule N, Foreign Operations of U.S. Corporations.

Purpose: Schedule O (Form 1120), Consent Plan and Apportionment Schedule for a Controlled Group, was developed to carry out the provisions reflected in the revisions to the regulations under sections 1561 and 1563 and includes the information formerly reported on Schedule J of Form 1120, or the applicable tax computation schedule, and the previously required attachment.

How Reduction Achieved: Changes were made to the form and schedules to reduce redundancy and corrections to previous burden computations.

Burden Change: -8,431,412 hours

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OMB Control #:	1545-0162
Title:	Credit for Federal Tax Paid on Fuels
Purpose:	Internal Revenue Code section 34 allows a credit for Federal excise tax for certain fuel uses. This form is used to determine the amount of the income tax credit. The data is used to verify the validity of the claim for the type of nontaxable or exempt use.
How Reduction Achieved:	The form was changed and three lines and the data relating to these lines were deleted.
Burden Change:	-5,458,565 hours

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OMB Control #:	1545-0895
Title:	General Business Credit
Purpose:	IRC section 38 permits taxpayers to reduce their income tax liability by the amount of their general business credit, which is an aggregation of their investment credit, jobs credit, alcohol fuel credit, research credit, low-income housing credit, disabled access credit, enhanced oil recovery credit, etc. Form 3800 is used to determine the correct credit.
How Reduction Achieved:	PL 110-28, sec. 8214, waives the Alternative Minimum Tax limitation for the work opportunity credit and the credit for employer Social Security and Medicare taxes paid on certain employee tips, so these two credits were removed and the Line 1 elements (except for Lines 1a and 1w) are renamed accordingly. In addition to the renaming, the last four elements– u, v, w, and x – have been rearranged to comply with the ordering in IRC sec. 38.
Burden Change:	-653,926 hours

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### ***Burden Reduction from Using Information Technology***

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#### **Department of Transportation**

OMB Control #:	2137-0596
Title:	National Pipeline Mapping Program
Purpose:	The operator of a pipeline facility (except distribution lines and gathering lines) provides information to the Pipeline and Hazardous Safety Administration (PHMSA) on the characteristics of their pipeline system. The Information collection informs annual mapping information updates for each mile of pipeline.
How Reduction Achieved:	Operators were required in the initial information collection to provide detailed maps of their pipeline systems. This required extensive efforts on their part. The Operators are now required to update the information on the maps annually. Because the national pipeline transportation system is generally static and does not experience substantial changes from year to year, information

updates represent considerable reduction in annual burden.

Burden Change: -140,800 hours

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### ***Burden Reduction from Miscellaneous Actions***

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#### **Department of Education**

OMB Control #: 1845-0053  
 Title: Federal Direct Consolidation Loan Program Application Documents  
 Purpose: These forms are the means by which an applicant applies for and promises to repay a Direct Consolidation Loan, and a loan holder verifies that a loan is eligible for consolidation.

How Reduction Achieved: The decrease in hours is due to Higher Education Reconciliation Act (HERA) changing the Higher Education Act that limited eligibility for consolidation loans. As a result, the number of the Direct Consolidation loans that are made is expected to decrease.

Burden Change: -357,851 hours

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OMB Control #: 1875-0240  
 Title: Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts  
 Purpose: EDFacts is in the implementation phase of a multiple year effort to consolidate the collection of education information about States, Districts, and Schools in a way that improves data quality and reduces paperwork burden for all of the national education partners. To minimize the burden on the data providers, EDEN seeks the transfer of the proposed data as soon as it has been processed for State, District, and School use. These data will then be stored in EDFacts and accessed by federal education program managers and analysts as needed to make program management decisions. This process will eliminate redundant data collections while providing for the timeliness of data submission and use.

How Reduction Achieved: The difference in burden, a decrease of 462,000 hours, is a program change resulting from removing the entire burden for the biennial Civil Rights Data Collection (CRDC).

Burden Change: -462,000 hours

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#### **Department of Commerce**

OMB Control #: 1845-0053  
 Title: Federal Direct Consolidation Loan Program Application Documents  
 Purpose: These forms are the means by which an applicant applies for and promises to repay a Direct Consolidation Loan and a loan holder

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verifies that a loan is eligible for consolidation.

Burden Change: -357,851 hours

OMB Control #: 1845-0053

### **Department of Health and Human Services**

OMB Control #: 0938-0989

Title: Individuals Authorized Access to the CMS Computer Services

Purpose: The primary purpose of this system is to implement a unified framework for managing user information and access rights, for those individuals who apply for and are granted access across multiple CMS systems and business contexts. Information in this system will also be used to: (1) support regulatory and policy functions performed within the Agency or by a contractor or consultant; (2) support constituent requests made to a Congressional representative; and (3) to support litigation involving the Agency related to this system.

Burden Change: -14,332,000 hours

### **Department of Justice**

OMB Control #: 1117-0010

Title: U.S. Official Order Forms for Schedules I & II Controlled Substances (Accountable Forms), Order Form Requisition

Purpose: DEA-222 is used to transfer or purchase Schedule I and II controlled substances and data are needed to provide an audit of transfer and purchase. DEA-222a Requisition Form is used to obtain the DEA-222 Order Form. Persons may also digitally sign and transmit orders for controlled substances electronically, using a digital certificate. Orders for Schedule I and II controlled substances are archived and transmitted to DEA.

How Reduction Achieved: DEA is allowing, but not mandating, the use of electronic orders for Schedule I and II controlled substances. The implementation of electronic ordering is occurring more slowly than DEA projected originally, but the number of transactions per electronic order is significantly higher than the number of transactions per paper order. As a result, the burden hours have declined.

Burden Change: -1,243,311 hours

### **Department of the Treasury**

OMB Control #: 1545-0099

Title: U.S. Return of Partnership Income (Form 1065); Capital Gains and Losses (Schedule D); and Partner's Share of Income, Credits,

## Deductions, etc. (Schedule K-1)

**Purpose:** IRC section 6031 requires partnerships to file returns that show gross income items, allowable deductions, partners' names, addresses, and distribution shares, and other information. This information is used to verify correct reporting of partnership items and for general statistics.

**How Reduction Achieved:** Burden increased due to the revision of Schedule M-3 (Form 1065) IC. This revision resulted in an addition of 1 Form Attachment and 38 Code References. Burden decreased due to the revision of Form 1065 IC, removing Schedules B-1, B-2, and B-3. Also the Line Items on Form 1065 were decreased by 23; 1 Form Attachment and 39 Code References were added. The increase and decrease of the two ICs resulted in an overall decrease of -192,849,968 burden hours.

**Burden Change:** -192,849,968 hours

**OMB Control #:** 1545-0121

**Title:** Foreign Tax Credit (Individual, Estate, or Trust)

**Purpose:** Form 1116 is used by individuals (including nonresident aliens) estates or trusts who paid foreign income taxes on U.S. taxable income to compute the foreign tax credit. This information is used by the IRS to verify the foreign tax credit.

**How Reduction Achieved:** Three line items were removed from the form.

**Burden Change:** -291,200 hours

**OMB Control #:** 1545-0130

**Title:** U.S. Income Tax Return for an S Corporation

**Purpose:** Form 1120S, Schedule D (Form 1120S), Schedule K-1 (Form 1120S), and Schedule M-3 (Form 1120S) are used by an S corporation to figure its tax liability, and income and other tax-related information to pass through to its shareholders. Schedule K-1 is used to report to shareholders their share of the corporation's income, deductions, credits, etc. IRS uses the information to determine the correct tax for the S corporation and its shareholders.

**How Reduction Achieved:** The majority of changes to this form were made in response to Rev. Proc. 2007-62 (which permits certain corporations an additional method of relief for making late elections) and in response to changes made to IRC code section 904(d) by section 404 of the American Jobs Creation Act of 2004 (PL 108-357).

**Burden Change:** -66,851,810 hours

**OMB Control #:** 1545-1420

**Title:** Claim for Refund of Excise Taxes

**Purpose:** IRC sections 6402, 6404, 6511 and sections 301.6402-2, 301.6404-1, and 301.6404-3 of the regulations, allow for refunds of taxes (except income taxes) or refund, abatement, or credit of interest, penalties, and additions to tax in the event of errors or certain actions by IRS. Form 8849 is used by taxpayers to claim refunds of excise taxes.

How Reduction Achieved: Form 8849, Instructions and some of the Schedules were revised, causing an addition of 6 code references and 4 line items. These changes resulted in an overall decrease of burden hours to 3,032,610.

Burden Change: -2,414,997 hours

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OMB Control #: 1545-1610

Title: Annual Return/Report of Employee Benefit Plan

Purpose: Form 5500 is an annual information return filed by employee benefit plans. The IRS uses this information to determine if the plan appears to be operating properly as required under the law or whether the plan should be audited.

How Reduction Achieved: Burden has decreased by 1,524,786 hours as a result of a change in burden methodology. The IRS has adapted the burden figured provided by DOL to ensure consistency in burden computation.

Burden Change: -1,524,786 hours

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### **Federal Communications Commission**

OMB Control #: 3060-0741

Title: Implementation of the Local Competition Provisions of the Telecommunications Act of 1996, CC Docket No. 96-98, Second Report and Order and Memorandum Opinion and Order; Second....

Purpose: In the First Report and Order issued in CC Docket 99-273, the Commission adopts several of its tentative conclusions. The Commission concludes that local exchange carriers (LECs) must provide competing directory assistance (DA) providers that qualify under section 251 with nondiscriminatory access to the LEC's local directory assistance databases, and must do so at nondiscriminatory and reasonable rates. The Commission determined that LECs are not required to grant competing DA providers nondiscriminatory access to non-local directory assistance databases.

How Reduction Achieved: The total annual hourly burden has decreased from 228,030 hours to 68,588 hours, which represents a decrease of 159,442 hours over the Commission's estimate. These requirements are necessary to implement the Telecommunications Act of 1996. The total annual hourly burden changed for several reasons: (1) two of the requirements have expired; (2) there have been changes in the number of carriers over time; and respondents are now more likely to be using advanced IT software, automation, and standardized business practices to reduce the amount of time necessary to comply with these requirements. Also, the total annual cost has declined from \$60,000 to zero. The Commission now believes that respondents will use their

Burden Change: -135,180 hours

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**Grants.gov**

OMB Control #: 4040-0001  
Title: SF-424 Research & Related (R&R)  
Purpose: The SF-424 (R&R) is the government-wide data set for research grant applications. Federal agencies and grant applicants use the standard data set and definitions for paper and electronic research grants applications. The standard data set is the common Federal data set for research grant applications, replacing numerous agency data sets and reducing the administrative burden placed on the research grants community.  
How Reduction Achieved: The proposed collection is a revised collection. The burden hours on the proposed collection are based on agency estimates.  
Burden Change: -3,961,197 hours

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**National Science Foundation**

OMB Control #: 3145-0058  
Title: National Science Foundation Proposal and Award Policies and Procedures Guide  
Purpose: NSF receives more than 40,000 proposals annually for new or renewal support for research in math/science/engineering education projects and makes approximately 10,500 new awards. The Foundation exercises its authority primarily by making merit-based grants and cooperative agreements and providing other forms of assistance to individual researchers and groups, in partnership with over 2800 colleges, universities and other institutions – public and private, state, local and federal – throughout the United States.  
How Reduction Achieved: Rechecking the proposal review information provided a decrease in hours.  
Burden Change: -675,000 hours

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**Small Business Administration**

OMB Control #: 3245-0016  
Title: Applications for Business Loans  
Purpose: The information collected through these forms is used to receive essential information from the small business applicant and the participating lender to determine eligibility and to properly evaluate and consider the merits of each loan request based on such criteria as character, capacity, credit, collateral, etc. for the purpose of extending credit under the 7(a) program.

How Reduction Achieved: Due to the sharp increase in the use of SBA Express and the Community Express and Patriot Express Pilot Programs whose Forms require much more abbreviated information.

Burden Change: -224,950 hours

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### **Social Security Administration**

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OMB Control #: 0960-0643

Title: Statement for Determining Continuing Eligibility for Supplemental Security Income Payment--Adult/

Purpose: The SSA-3988 and SSA-3989 will be used to determine whether SSI recipients meet all statutory and regulatory non-medical requirements for SSI eligibility, and whether they are receiving the correct payment amount.

How Reduction Achieved: The annual reporting burden has changed due to budget constraints. The total number of annual redeterminations has been reduced because of the reduction in funding. At one point, the agency instituted a moratorium on redeterminations and determined that 60,000 cases would be a representative sample and could be accomplished within SSA's budget.

Burden Change: -283,834 hours

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### **Department of Health and Human Services**

OMB Control #: 0910-0032

Title: New Animal Drug Application, 21 CFR Part 514

Purpose: This clearance submission is a consolidation of information collection activities associated with approval of new animal drugs.

How Reduction Achieved: As a result of the ADUFA legislation, CVM recognized a decrease in the number of animal drug sponsors (respondents). Also, CVM has available better metrics with which to estimate paperwork. To comply with this consolidation, CVM has significantly revised the existing Form FDA 356 V which more closely follows the administrative process.

Burden Change: -310,437 hours

Statute Title and Public Law: \$0  
(21 USC J - 11)

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OMB Control #: 0938-0846

Title: Physicians' Referrals to Health Care Entitles With Which They Have Financial Relationships and Supporting Regulations in 42 CFR, Sections 411.352, 411.354, 411.355, 411.357 and 411.361



Purpose:	Provisions under section 1877 of the Social Security Act prohibit a physician from referring a patient to an entity for a designated health service for which Medicare might otherwise pay if the physician or an immediate family member has a financial relationship with the entity, unless an exception applies. Respondents will be small businesses and other small entities, that is, physicians, providers, and suppliers, who are asked to record and maintain the information necessary to determine whether a prohibited financial relationship exists only when information changes.
How Reduction Achieved:	In general, the numbers of physicians and hospitals have increased since the last information collection request); therefore, the information collection burden has changed for some sections.
Burden Change:	-230,096 hours \$0
Statute Title and Public Law:	Prohibition of Certain Referrals(42 USC 1395)

### **Department of the Treasury**

OMB Control #:	1545-0146
Title:	Election by a Small Business Corporation
Purpose:	Form 2553 is filed by a qualifying corporation to elect to be an S corporation as defined in Code section 1361. The information obtained is necessary to determine if the election should be accepted by the IRS. When the election is accepted, the qualifying corporation is classified as an S corporation and the corporation's income is taxed to the shareholders of the corporation.
How Reduction Achieved:	Beginning with tax years ending on or after December 31, 2007, a taxpayer may be eligible to make a late S corporation election by filing Form 2553 with Form 1120S, U.S. Income Tax Return for an S Corporation. This option is explained in Rev. Proc 2007-62, (see page 786 of Internal Revenue Bulletin 2007-41). To support this new Revenue Procedure and to facilitate the reporting and collection of information contained on Form 2553, we have made several changes to the text of the form.
Burden Change:	-365,000 hours \$0
Statute Title and Public Law:	S corporation defined(26 USC 1361(a)(1))
OMB Control #:	1545-1984
Title:	Domestic Production Activities Deduction
Purpose:	Taxpayers will use the new Form 8903 and related instructions to calculate the domestic production activities deduction.

How Reduction Achieved: Changes in the total burden hours are a result of changes to the regulations relating to IRC 199. P.L. 108-357, American Jobs Creation Act of 2004, section 102(a) required change to be made to the form 8903.

Burden Change: -2,262,000 hours  
\$0

Statute Title and Public Law: American Jobs Creation Act of 2004 (Pub. L. 108-357)

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### **Department of Agriculture**

OMB Control #: 0560-0237

Title: Farm Loan Programs - Direct Loan Making

Purpose: Information is used to determine applicant's eligibility for a direct loan; ensure cash flow projections are based on actual production history; ensure that loan is adequately secured; and obtain assignments on income or sales proceeds to ensure timely repayment of the loan.

Burden Change: 272,753 hours

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OMB Control #: 0560-0238

Title: Farm Loan Programs - General Program Administration

Purpose: The collection is used to provide supervised credit as legislatively mandated, ensure when loan funds are used for construction, work is completed according to applicable state and local standards; ensure loan repayment plan is developed using realistic data; and develop a loan assessment.

Burden Change: 287,188 hours

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### **Department of Commerce**

OMB Control #: 0660-0026

Title: Application for Digital-to-Analog Converter Box Coupons for Consumers Using Post Office Boxes for Mail Receipt

Purpose: As directed by Congress, NTIA implemented a program to provide consumers with continued over-the-air broadcast programming using analog-only television sets. To achieve this, the use of digital-to-analog converter boxes is required. NTIA began accepting converter box applications on January 1, 2008. NTIA learned through the coupon appeal system that many consumers had reasonable explanations for using post office boxes for mail receipt. A Notice of Proposed Rulemaking was developed to amend the converter box coupon program to include these consumers.

Burden Change: 113,333 hours

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OMB Control #: 0660-0027

Title: Application for Digital-to-Analog Converter Box Coupons for Nursing Home Residents

Purpose: As directed by Congress, NTIA implemented a program to provide consumers with continued over-the-air broadcast programming using analog-only television sets. To achieve this, the use of digital-to-analog converter boxes is required. NTIA began accepting converter box applications on January 1, 2008. NTIA received many applications submitted by, or on behalf of, individuals living in nursing homes. Nursing homes are not considered households as defined in the current regulations and therefore the residents are not eligible to receive coupons. A Notice of Proposed Rulemaking was developed to resolve this problem.

Burden Change: 138,000 hours

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### **Department of Education**

OMB Control #: 1810-0662

Title: Migrant Education Program (MEP) Final Regulations

Purpose: New MEP regulations published in July 2008 established minimum requirements for State Education Agencies to prepare comprehensive needs assessments, plans for service delivery, and program evaluation.

Burden Change: 511,173 hours

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OMB Control #: 1845-0019

Title: Federal Perkins Loan Program Regulations and General Provision Regulations (JS)

Purpose: Institutions of higher education make Perkins loans. Information is necessary in order to monitor a school's reimbursement to its Perkins loan revolving fund, monitor how collection costs are charged to borrowers on rehabilitation loans and to monitor the assignment of defaulted Perkins loans to the Department.

Burden Change: 106,331 hours

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OMB Control #: 1845-0023

Title: Federal Perkins Loan Program Regulations

Purpose: Institutions of higher education make Perkins loans. Information is necessary in order to monitor a school's reimbursement to its Perkins loan revolving fund, monitor how collection costs are charged to borrowers on rehabilitated loans and to monitor the assignment of defaulted Perkins loans to the Department. This revision is a request for approval of reporting and recordkeeping requirements contained in the final regulations are related to the administrative requirements of the Perkins Loan Program.

Burden Change: 185,206 hours

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OMB Control #: 1845-0081

Title: Federal Family Educational Loans Program - Preferred Lenders

Purpose: Eligible and participating institutions of higher education may use Preferred Lenders Lists for borrowers. Consistent with the provisions of 34 CFR 682.212, the institution must provide borrowers with information about comparative interest rate information and the method and criteria used to select lenders for the list.

Burden Change: 141,625 hours

OMB Control #: 1845-0084

Title: Teacher Education Assistance for College and Higher Education Grant Eligibility Regulations (KM)

Purpose: Eligible and participating institutions of higher education who participate in the TEACH Grant program operate the program consistent with these regulations. Information is necessary to make determinations regarding program compliance with the implementing regulations. This request is for approval of reporting and recordkeeping requirements contained in the attached proposed regulations related to the TEACH Grant administrative requirements for the Title IV, HEA programs. The information collection requirements in these proposed regulations are necessary to determine eligibility to receive program benefits and to prevent fraud and abuse of program funds.

Burden Change: 134,439 hours

### **Department of Health and Human Services**

OMB Control #: 0910-0610

Title: CGMP for Blood and Blood Components; Notification of Consignees and Transfusion Recipients Receiving Blood and Blood Components at Increased Risk of Transmitting HCV Infection ('Lookback')

Purpose: Provides important information to consignees and/or recipients of prior collections of blood and blood components from a donor who later returned to donate and tested reactive for antibody to HIV or HCV. This makes it possible for consignees to quarantine such prior collections that remain in inventory and that may be at increased risk for transmitting HIV or HCV. It also provides the opportunity for recipients of such prior collections to be informed of the need for HIV or HCV testing and medical counseling.

Burden Change: 191,122 hours

OMB Control #: 0938-0328

Title: Hospital Conditions of Participation (COP) and Supporting Regulations in 42 CFR, Sections 482.12, 482.13, 482.21, 482.22, 482.27, 482.30, 482.41, 482.43, 482.45, 482.53.....

Purpose: We have updated the burden estimates associated with the current hospital conditions of participation (CoPs) in this package. This document represents the inclusion of all current and final hospital CoPs currently effective.

Burden Change:	3,634,668 hours
OMB Control #:	0938-1037
Title:	Data Collection for Administering the Medicare Continuity Assessment Record and Evaluation (CARE) Instrument
Purpose:	The Medicare Continuity Assessment Record and Evaluation (CARE) is a uniform patient assessment instrument designed to measure differences in patient severity, resource utilization, and outcomes for patients in acute and post-acute care settings. This tool will be used to 1) standardize program information on Medicare beneficiaries' acuity at discharge from acute hospitals, 2) document medical severity, functional status and other factors related to outcomes and resource utilization at admission, discharge, and interim times during post acute treatment, and 3) understand the relationship between severity of illness, functional status, social support factors, and resource utilization.
Burden Change:	179,341 hours
OMB Control #:	0938-1049
Title:	Emergency Ambulance Transports and Beneficiary Signature Requirements in 42 CFR 424.36(b)
Purpose:	Because it is very difficult to obtain a beneficiary's signature (or the signature of a person authorized to sign on behalf of the beneficiary) on a claim when the beneficiary is being transported by ambulance in emergency situations, we are proposing that, for emergency ambulance transport services, an ambulance provider or supplier may submit the claim without a beneficiary's signature, as long as certain documentation requirements are met.
Burden Change:	541,667 hours

### **Department of Homeland Security**

OMB Control #:	1652-0047
Title:	Transportation Worker Identification Credential
Purpose:	The data collected will be used for the application of individual workers to retain a TWIC credential for security identification purposes. The data will be collected and a Security Threat Assessment will be conducted on the individual with outreach to appropriate agency databases. When the individual is cleared they will be provided a credential containing information for identification verification at either maritime facilities or vessel locations. This has been required by the MTSA Maritime Transportation Security Act of 2002.
Burden Change:	1,018,277 hours
OMB Control #:	1653-0038
Title:	The Student and Exchange Visitor Information System (SEVIS)

Purpose: SEVIS will be used by institutions and sponsors to provide notifications, reports, updates and data required by regulations on the institutions and program, as well as on student and exchange visitors. Additionally, DHS and DOS will use SEVIS to adjudicate benefits and services, track student and exchange visitor data, and to monitor institution and program sponsor compliance with current regulations.

Burden Change: 101,356 hours

OMB Control #: 1660-0025

Title: FEMA Emergency Preparedness and Response Directorate Grants Administration Forms

Purpose: This collection of information focuses on the standardization and consistent use of standard and FEMA forms associated with grantees' requests for disaster and non-disaster Federal assistance, submission of financial and administrative reporting, and recordkeeping. The use of the forms will minimize burden on the respondents and enable FEMA to continue to improve in its grants administration practices.

Burden Change: -352,017 hours

OMB Control #: 1660-0062

Title: State/Local/Tribal Hazard Mitigation Plans - Section 322 of the Disaster Mitigation Act of 2000

Purpose: The purpose of State Hazard Mitigation Plan requirements is to support State administration of FEMA Mitigation grant programs, and contemplate a significant State commitment to mitigation activities, comprehensive State mitigation planning, and strong program management. Implementation of plans, pre-identified, cost-effective mitigation measures will streamline the disaster recovery process. Mitigation Plans is the demonstration of the goals, priorities, to reduce risks from natural hazards.

Burden Change: 197,120 hours

OMB Control #: 1670-0009

Title: DHS Chemical Security Awareness Training Program

Purpose: Department of Homeland Security (DHS) Chemical and Nuclear Preparedness and Protection Division (CNPPD) is providing an Internet on-line voluntary training program to improve security in the chemical industry sector. Information is automatically collected in a computer database as result of individuals engaging in the training. Explicit reporting or record keeping is not required. The training is designed for the general chemical facility employee. U.S. chemical industry direct employment is about 882,000 (2004 per American Chemistry Council); approximately half of employees are estimated as potential participants. Estimated duration of training is 30 to 60 minutes in first year, and less if individuals do

Burden Change: 400,000 hours

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**Department of Labor**

OMB Control #: 1210-0132  
Title: Default Investment Alternatives under Participant Directed Individual Account Plans  
Purpose: Final regulation would create standards for fiduciary relief from liability for default investment by individual account pension plans of account assets of participants and beneficiaries who fail to provide investment directions.  
Burden Change: 272,963 hours

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**Department of Transportation**

OMB Control #: 2130-0035  
Title: Railroad Operating Rules  
Purpose: Each railroad is required to maintain one copy of its operating rules, timetables, and timetable special instructions at each division and system headquarters. Through these rules, FRA learns the condition of operating rules and practices with respect to trains and instructions provided by the railroads to their employees in operating practices.  
Burden Change: 3,048,781 hours

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**Department of the Treasury**

OMB Control #: 1545-0023  
Title: Quarterly Federal Excise Tax Return  
Purpose: The information supplied on Form 720 is used by IRS to determine the correct tax liability. Additionally, the data is reported by the IRS to Treasury so that funds may be transferred from the general revenue funds to the appropriate trust funds.  
Burden Change: 193,140 hours

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OMB Control #: 1545-0143  
Title: Heavy Highway Vehicle Use Tax Return  
Purpose: Form 2290 is used to compute and report the tax imposed by section 4481 on the highway use of certain motor vehicles. The information is used to determine whether the taxpayer has paid the correct amount of tax.

Burden Change: 1,508,172 hours

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OMB Control #: 1545-0196  
Title: Split-Interest Trust Information Return

Purpose: The data reported is used to verify that the beneficiaries of a charitable remainder trust include the correct amounts in their tax returns, and that the split-interest trust is not subject to private foundation taxes.

Burden Change: 4,991,100 hours

OMB Control #: 1557-0234

Title: Risk-Based Capital Standards: Advanced Capital Adequacy Framework

Purpose: The proposed rule sets forth a new risk-based capital adequacy framework that would require some banks and allow other qualifying banks to use an internal ratings-based approach to calculate regulatory credit risk capital requirements and advanced measurement approaches to calculate regulatory operational risk capital requirements.

Burden Change: 809,640 hours

OMB Control #: 1557-0239

Title: Advanced Capital Adequacy Framework Regulatory Reporting Requirements

Purpose: These proposed new regulatory reporting requirements would apply to banks that qualify for and adopt the Advanced Capital Adequacy Framework to calculate their risk-based capital requirement or are in the parallel run stage of qualifying to adopt this framework. The proposal describes the scope of reporting and the proposed reporting requirements.

Burden Change: 130,000 hours

### **Department of Veterans Affairs**

OMB Control #: 2900-0091

Title: Application and Renewal for Health Benefits

Purpose: Collects information to enroll for health care benefits, establishes basic eligibility, identifies 3rd party health insurance coverage, identifies prescription copayment, provides for income verification and serves as a mechanism to make changes upon admission or yearly financial updates.

Burden Change: 105,685 hours

### **Environmental Protection Agency**

OMB Control #: 2060-0548

Title: NESHAP for Stationary Reciprocating Internal Combustion Engines (40 CFR part 63, subpart ZZZZ) (Final Rule)



Purpose: The respondents to the information collection are owners or operators of engines greater than 250 hp and less than or equal to 500 hp located at major sources that are subject to the proposed revisions to the stationary reciprocating internal combustion engine NESHAP. The information is requested by the agency to determine compliance with the rule. The estimate of burden on this ICR has been revised in order to account for additional sources that will be affected as a result of a final rule that was promulgated on January 19, 2008.

Burden Change: 100,471 hours

OMB Control #: 2060-0607

Title: NESHAP for Paint Stripping and Miscellaneous Surface Coating at Area Sources (40 CFR 63) (Final Rule)

Purpose: This rule establishes standards as part of EPA's Integrated Urban Strategy to reduce cancer risk from area sources under section 112(k)(3)(C) of the CAA. This is a new rule, and affected sources will have to comply with new recordkeeping and reporting requirements

Burden Change: 246,704 hours

OMB Control #: 2060-0611

Title: PM 2.5 NAAQS Implementation Rule (Final Rule)

Purpose: Promulgation of the revised standard triggers a requirement for states to prepare implementation plans for each nonattainment area, including an evaluation of measures, an attainment demonstration, and a plan for reasonable further progress (RFP).

Burden Change: 210,000 hours

OMB Control #: 2090-0030

Title: Participation by Disadvantaged Business Enterprises in Procurement under Environmental Protection Agency (EPA) Financial Assistance Agreements (Final Rule)

Purpose: This information is collected as part of an effort to consolidate existing provisions relating to EPA's Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) program currently found in 40 CFR Parts 30,31,35 and 40 into a new Part 33.

Burden Change: 331,250 hours

### **DOD/GSA/NASA (FAR)**

OMB Control #: 9000-0094

Title: Debarment and Suspension. FAR Sections Affected: 9.1; 9.4; 52.209-5; 52.212-3(h)

Purpose: The solicitation certification requires offerors for a requirement in excess of \$100,000 to certify whether the firm or its principals were currently suspended, debarred, proposed for debarment, indicted, or within 3 years of the offer had been convicted of any felonies or civil cases in which the United States brought the action arising from any Federal tax labor, and employment environmental, antitrust, or consumer protection laws. In addition, the offeror must advise the contracting officer prior to subcontracting with a contractor debarred, suspended, or proposed for debarment.

Burden Change: 324,682 hours

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### **Federal Communications Commission**

OMB Control #: 3060-1111  
Title: Sections 225 and 255, Interconnected Voice Over Internet Protocol Services (VoIP)  
Purpose: On June 15, 2007, the Commission released the Sections 225/255 VoIP Report and Order, FCC 07-110, WC Docket No. 04-36, WT Docket No. 96-198, CG Docket No. 03-123 and CC Docket No. 92-105. The Sections 225/255 VoIP Report and Order extends the disability access requirements that currently apply to telecommunications service providers and equipment manufacturers under section 255 of the Act and 47 CFR part 6 of the Commission's rules, to providers of "interconnected voice over Internet Protocol (VoIP) services," and to manufacturers of specially designed equipment used to provide those services.

Burden Change: 149,962 hours

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OMB Control #: 3060-1115  
Title: Sections 15.124, 27.20, 54.418, 73.674 and 76.1630, DTV Consumer Education Initiative; FCC Form 388  
Purpose: The Commission adopted on February 19, 2008, a Report and Order, In the Matter DTV Consumer Education Initiative, MB Docket 07-148, FCC 08-56. The information collection requirements contained in FCC 08-56 are necessary to ensure that the American public is adequately prepared for the digital transition.

Burden Change: 156,069 hours

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### **Federal Deposit Insurance Corporation**

OMB Control #: 3064-0162  
Title: Large-Bank Deposit Insurance Programs

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Purpose:	The FDIC has adopted regulations intended to modernize the process of determining the insurance status of each depositor in the event of a depository institution failure. The regulations will enable operations of a large insured depository institution to continue functioning on the day following failure, support the FDIC's efforts to fulfill its legal mandates regarding the resolution of failed insured deposit institutions, and apply to the largest institutions only (\$2 billion in domestic deposits or more). More specifically, the regulations require the largest insured depository institutions to adopt mechanisms that would, in the event of the institution's failure, (1) provide the FDIC with standard deposit account and customer information, and (2) allow the FDIC to place and release holds on liability accounts, including deposits.
Burden Change:	248,915 hours

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**Nuclear Regulatory Commission**

OMB Control #:	3150-0146
Title:	10 CFR 26, Fitness for Duty Program
Purpose:	The complete revision to 10 CFR 26 contains NRC's requirements and standards for the establishment, implementation, and maintenance of FFD programs. The mandatory recordkeeping and reporting requirements include provisions requiring licensees and other entities to develop and maintain policies and procedures; retain records of training, qualification and authorization of individuals; retain records related to drug and alcohol collections and tests; retain other records related to the collection, testing, and review processes; report FFD program performance and significant violations, program failures and testing errors; and retain records related to employee assistance programs. Records and reports are also required under the proposed new fatigue management component of the FFD program. The NRC would use the reports to assess the effectiveness of Fad programs for those subject to the rule, and to ensure the provisions are implemented as the NRC intends.
Burden Change:	870,591 hours

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**Securities and Exchange Commission**

OMB Control #:	3235-0070
Title:	Exchange Act Form 10-Q
Purpose:	Form 10-Q is filed by issuers of securities to satisfy their quarterly reporting obligations pursuant to Sections 13 and 15(d) of the Exchange Act.
Burden Change:	1,647,005 hours

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OMB Control #:	3235-0630
Title:	Temporary rule for principal trades with certain advisory clients, rule 206(3)-3T
Purpose:	Temporary rule 206(3)-3T provides investment advisers who are registered with the Commission as broker-dealers relief by establishing an optional, alternative means for them to meet the requirements of section 206(3) of the Advisers Act when they act in a principal capacity in transactions with certain of their advisory clients. The Commission also adopted temporary rule 206(3)-3T to enable fee-based brokerage customers to make an informed choice between fee-based advisory accounts and commission-based brokerage accounts, while continuing to have access to certain securities held in the principal accounts of certain advisory firms. The temporary rule, and its attendant paperwork burdens, will expire and no longer be effective on December 31, 2009
Burden Change:	494,440 hours

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### **Social Security Administration**

OMB Control #:	0960-0769
Title:	Conducting Personal Conferences When Waiver of Recovery of a Title II or Title XVI Overpayment Cannot be Approved
Purpose:	This ICR is for final rules which expand the available modalities for personal conferences when title II or title XVI Social Security beneficiaries wish to contest a denial of their request for a waiver of overpayment recovery.
Burden Change:	187,500 hours

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### ***Burden Increases from Miscellaneous Actions***

#### **Department of Agriculture**

OMB Control #:	0560-0260
Title:	Measurement Service Record
Purpose:	The collection of information from producers is required to enable the Farm Service Agency to perform the measurement services for the producers.
Burden Change:	168,750 hours

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OMB Control #:	0584-0535
Title:	MyPyramid Tracker Information Collection for Registration, Login, & Food Intake and Physical Activity Assessment

Purpose:	Information collection is necessary to obtain food consumption & physical activity data input from individuals in the public in order to use the MyPyramid Tracker Internet-based food & physical activity assessment tool.
Burden Change:	1,695,832 hours

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### **Department of Health and Human Services**

OMB Control #:	0938-0328
Title:	Hospital Conditions of Participation (CoP) and Supporting Regulations
Purpose:	This package reflects the paperwork burden for a total of 4,991 respondents (i.e., 4,890 hospitals and 101 critical access hospitals (CAHs) which include 81 CAHs that have psychiatric distinct part units (DPUs) and 20 CAHs that have rehabilitation DPUs).
How Reduction Achieved:	This information collection package serves to update the burden estimates associated with the current hospital conditions of participation (CoPs) in this package. We have determined that the current CAH burden is overestimated in the hospital PRA package because all the burden and costs were assigned equally to both CAHs and hospitals. Additionally, there are fewer accredited and non-accredited hospitals since the last submission of this package.
Burden Change:	3,634,668 hours

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### **Department of Commerce**

OMB Control #:	0607-0139
Title:	Census Employment Inquiry
Purpose:	The BC-170A, BC-170B and the BC-170D are used to collect information such as personal data and work experience from job applicants. The completed form will be used to determine the best qualified applicants to fill census jobs.
Burden Change:	241,500 hours

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OMB Control #:	0607-0943
Title:	2007 Survey of Business Owners and Self-Employed Persons (SBO)
Purpose:	The Census Bureau plans to conduct the 2007 Survey of Business Owners and Self-Employed Persons (SBO). In the SBO, businesses are asked several questions about their business as well as several questions about the gender, Hispanic or Latino origin, and race of the principal owner(s). This survey provides the only comprehensive, regularly collected source of information on selected economic and demographic characteristics for businesses and business owners by gender, Hispanic or Latino origin, and race. The survey is conducted as part of the Economic Census program which is required by law to be taken every 5 years under Title 13 of the United States Code,

	Sections 131, 193, and 224.
Burden Change:	240,000 hours
OMB Control #:	0608-0042
Title:	Benchmark Survey of Foreign Direct Investment in the United States – 2007
Purpose:	The Benchmark Survey of Foreign Direct Investment in the United States obtains universe data on the financial and operating characteristics of U.S. affiliates of foreign companies, and on positions and transactions between U.S. affiliates and their foreign parent groups. These data are needed to measure the size and economic significance of foreign direct investment in the United States, to measure changes in such investment, and to assess its impact on the U.S. economy.
Burden Change:	209,650 hours
OMB Control #:	1845-0008
Title:	Student Aid Report (SAR)
Purpose:	The SAR is used to notify FAFSA applicants of their eligibility to receive federal student aid under the student financial assistance programs authorized under the Title IV of the Higher Education Act of 1965, as amended, and provide an opportunity for applicants to correct or update the information they provided on their FAFSA.
Burden Change:	280,417 hours
OMB Control #:	1850-0790
Title:	National Assessment of Educational Progress 2008-2010 System Clearance
Purpose:	The National Assessment of Educational Progress (NAEP) is a federally authorized survey of student achievement at grades 4, 8, and 12 in various subject areas, such as mathematics, reading, writing, science, U.S. history, civics, economics, and the arts. This is a Generic Systems Clearance for which a three-year clearance is requested for background materials of students, teachers and schools.  There is an increase to the burden hours (and respondents) for the NAEP. The nature of the NAEP is that burden alternates from a relatively low burden one year to one that is substantial because states and some urban districts are included every two years, resulting in an increase in burden for the waves in the 2009 collection year. In addition, the 2008-10 NAEP includes for the first time burden estimates for E-filing and the High School Transcript Study.
Burden Change:	195,618 hours
OMB Control #:	1875-0245
Title:	Department of Education Guidance on the Collection and Reporting of Racial and Ethnic Data about Students, Teachers, and Education

## Staff

Purpose:	The Department of Education has published final guidance that provides for the collection and reporting of racial and ethnic data on students, teachers, and education staff. These changes are necessary in order to implement the Office of Management and Budget's 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity. The final guidance applies to the collection of individual-level data and to the reporting of aggregate racial and ethnic data to the Department by educational institutions and others recipients of grants and contracts.
Burden Change:	7,851,257 hours

**Department of Health and Human Services**

OMB Control #:	0910-0626
Title:	Substantiation for Dietary Supplement Claims Made Under Section 403(r)(6) of the Federal Food, Drug, and Cosmetic Act
Purpose:	Section 403(r)(6) of the Federal Food, Drug, and Cosmetic Act (the act) (21 U.S.C. 343(r)(6)) requires that a manufacturer of a dietary supplement making a nutritional deficiency, structure/function, or general well-being claim have substantiation that the claim is truthful and not misleading.
Burden Change:	189,428 hours
OMB Control #:	0920-0666
Title:	The National Healthcare Safety Network (NHSN)
Purpose:	The NHSN is a knowledge system for accumulating, exchanging and integrating relevant information and resources among private and public stakeholders to support local and national efforts to protect patients and healthcare personnel by promoting healthcare safety. Specifically, the data will be used to determine the magnitude of various healthcare-associated adverse events and trends in the rates of these events among patients and healthcare personnel with similar risks or exposures.
Burden Change:	1,212,498 hours
OMB Control #:	0925-0001
Title:	Research and Research Training Grant Applications and Related Forms
Purpose:	PHS and 2590 are used to apply for research grants, Research Career Awards (RCA), Kirschstein-National Research Service Awards and SBIR/STTR Awards.
Burden Change:	3,988,694 hours
OMB Control #:	0925-0586
Title:	Information Program on Clinical Trials: Maintaining a Registry and

Purpose:	Results Databank (NLM) The purpose of the clinical trials registry data bank is to enhance patient enrollment and provide a mechanism to track the progress of clinical trials. The registry will provide basic information about the trials, their implementation, and how to enroll.
Burden Change:	103,440 hours
OMB Control #:	0938-0365
Title:	Home Health Medicare Conditions of Participation (CoP) Information Collection Requirements as outlined in Regulations -- 42 CFR 484.10, 484.12, 484.14, 484.16,....
Purpose:	42 CFR 484 outlines Home Health Agency Medicare CoP to ensure HHAs meet the Federal patient health and safety regulations.
Burden Change:	193,592 hours
OMB Control #:	0938-0907
Title:	Hospital Wage Index Occupational Mix Survey and Supporting Regulations in 42 CFR, Section 412.64
Purpose:	Section 304 of the Medicare, Medicaid, and SCHIP Benefits Improvement and Protection Act of 2000 requires CMS to collect wage data on hospital employees by occupational category, at least once every 3 years, in order to construct an occupational mix adjustment to the wage index. In response to industry comments suggesting ways to improve the occupational mix survey, CMS has revised the survey for the next data collection period, 2007/2008, to be used in calculating the FY 2010 wage index.
Burden Change:	512,000 hours
OMB Control #:	0938-0992
Title:	Medicare Part D Reporting Requirements under 42 CFR section 423.505
Purpose:	MMA provides CMS the statutory authority to require all Part D Sponsors (MA-PDs and PDPs) to report data related to their operational costs, services, and fiscal soundness. These data will be analyzed for oversight and monitoring purposes, as well as potentially initiating other groups within the agency to perform functions such as fraud/waste/abuse investigations, audit activities, and compliance.
Burden Change:	163,368 hours
OMB Control #:	0970-0154
Title:	Order to Withhold Income for Child Support and Notice of an Order to Withhold Income for Child Support



Purpose: The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Section 324, requires the Federal Office of Child Support Enforcement (OCSE) to develop a standardized form to collect child support payments from an obligor's employer. The form, which promotes standardization and is used for title IV-D and non-IV-D cases that require income withholding, expires 5/31/2007, and the Administration for Children and Families is taking this opportunity to revise the form and its instructions.

Burden Change: 200,695 hours

OMB Control #: 0925-0001

Title: Research and Research Training Grant Applications and Related Forms

Purpose: PHS and 2590 are used to apply for research grants, Research Career Awards (RCA), Kirschstein-National Research Service Awards and SBIR/STTR Awards.

How Reduction Achieved: The difference listed in the OMB 83-I Form Item 13 for burden totals, is an increase of 42,820. This is attributable to the significant increase in number of applications received and the number of applications funded, and respondent count adjustments.

Burden Change: 3,988,694 hours

### **Department of Homeland Security**

OMB Control #: 1615-0013

Title: Application for Travel Document

Purpose: This application is used by permanent residents or conditional residents, refugees or asylees, and aliens aboard seeking to apply for a travel document to lawfully reenter the United States or to be paroled for humanitarian purposes into the United States.

Burden Change: 164,104 hours

OMB Control #: 1651-0111

Title: Arrival and Departure Record

Purpose: These forms are part of the manifest requirements imposed by the Immigration and Nationality Act and are required upon arrival of any person arriving in the United States from any place outside the United States. CBP is proposing to add 4 data elements to these forms. In addition, CBP is developing a website called the Electronic System for Travel Authorization (ESTA) that will automate the I-94W.

Burden Change: 7,034,242 hours

### **Department of Housing and Urban Development**

OMB Control #: 2502-0568

Title: HUD Multifamily Energy Assessment

Purpose: This information is used to ensure that owners assess energy needs in an effort to reduce project operating costs and utility expenses through cost-effective energy conservation and efficiency measures. HUD used the information in monitoring the Department's energy strategy and for inclusion in the Department's biannual reporting requirements to Congress as required by Section 154 of the Energy Policy Act of 2005.

Burden Change: 218,070 hours

OMB Control #: 2577-0252

Title: Disaster Housing Assistance program (DHAP)

Purpose: Information will be collected for the Disaster Housing Assistance Program (DHAP). This action involves all activities related to DHAP from execution of the grant agreement to case management.

Burden Change: 341,425 hours

### **Department of Justice**

OMB Control #: 1121-0243

Title: Grants Management System OnLine Application

Purpose: GMS is used to implement the statutory requirements of the Grant Management System (GMS) Online Application; Grant Adjustment Notice (GAN); Progress and Financial Reports of applications, awards, and closeouts.

Burden Change: 121,238 hours

### **Department of Labor**

OMB Control #: 1205-0371

Title: Work Opportunity Tax Credit (WOTC) and Welfare-to-Work (WtW) Tax Credit

Purpose: Tax Credit Program Administration. Data and information provided by the states on these forms are used for program planning, evaluation of Program performance and outcomes through states' quarterly report and for oversight/verification activities as mandated by the Omnibus Budget Reconciliation Act of 1990 (P.L. 101-508) Section 11405(c), which extended indefinitely the \$5 million set-aside for testing whether individuals certified as members of WOTC targeted groups are eligible for certification (including use of statistical sampling techniques). As long as there is a WOTC appropriation, this requirement continues in.....

Burden Change: 432,957 hours

### **Department of State**

OMB Control #: 1405-0182

Title: Non Immigrant Visa Electronic Application

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Purpose: The Nonimmigrant Visa Electronic Application will be used to collect biographical and other information from all individuals seeking nonimmigrant visas. The consular officer uses the information collected to determine the applicant's eligibility for a visa.

Burden Change: 12,500,000 hours

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**Department of Transportation**

OMB Control #: 2120-0710

Title: Reduction of Fuel Tank Flammability on Transport Category Airplanes

Purpose: This action is part of the FAA's Fuel Tank Flammability Safety rulemaking. The rulemaking requires the manufacturers to provide a report to the FAA every six months for up to 5 years after the flammability reduction system is incorporated into the fleet. The safety benefits of the flammability reduction system is highly dependent upon the reliability of the system. Therefore the data collection is needed to assure system performance meets that predicted at the time of certification. There is no requirement for the operators to provide data to the FAA. Manufactures will arrange for data collection from the operators through business agreements and their normal data sharing processes. This proposal would require that a program to preclude the existence of Widespread Fatigue Damage (WFD) be incorporated in the FAA-approved maintenance or inspection program of each operator of transport category airplanes with a maximum gross takeoff weight greater than 75,000 pounds.

Burden Change: 155,133 hours

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OMB Control #: 2125-0501

Title: Highway Bridge and National Bridge Inspection Programs (National Bridge Inspection Standards)

Purpose: This information collection contains information in relation to the National Bridge Inventory, physical condition of highway bridges on public roads, & apportioning of Federal funds to the States for bridge projects.

Burden Change: 1,754,280 hours

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**Department of the Treasury**

OMB Control #: 1545-0074

Title: U.S. Individual Income Tax Return

Purpose: These forms and schedules are used by individuals to report their income tax liability. IRS uses the data collected on these forms and their schedules to compute tax liability and determine that the items claimed are properly allowable. This information is also used for

How Reduction Achieved:	general statistical purposes. The major drivers of burden change due to new legislation are the Alternative Minimum Tax patch, elimination of the additional filing volume attributable to the Telephone Excise Tax Refund, the presence of additional filing volume attributable to the Economic Stimulus Package, and expiration of the Katrina-relief provisions. The major drivers of burden change due to IRS action result from changes in recordkeeping requirements for cash charitable contributions and the introduction of Form 8917 for Tuition and Fees Deduction. The major drivers of the burden change due to the adjustment are population growth, macroeconomic growth, inflation, a technical change in calibrating the relative shares of taxpayers by preparation method, a technical change in the growth factors for out-of-pocket costs for software and paid professional fees, and updating the tax return micro data file used by the model.
Burden Change:	375,235,891 hours
OMB Control #:	1545-0047
Title:	Return of Organization Exempt From Income Tax Under Section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except Black Lung Benefit Trust or private foundation)
Purpose:	Form 990 is needed to determine that IRC section 501(a) tax-exempt organizations fulfill the operating conditions within the limitations of their tax exemption.
Burden Change:	593,046 hours
OMB Control #:	1545-0074
Title:	U.S. Individual Income Tax Return
Purpose:	These forms and schedules are used by individuals to report their income tax liability. IRS uses the data collected on these forms and their schedules to compute tax liability and to determine if the items claimed are properly allowable. This information is also used for general statistical purposes.
Burden Change:	375,235,891 hours
OMB Control #:	1545-0092
Title:	U.S. Income Tax Return for Estates and Trusts
Purpose:	IRC section 6012 requires that an annual income tax return be filed for estates and trusts. Data is used to determine if estates, trusts, and beneficiaries filed proper returns and paid the correct tax. IRC section 59 requires the fiduciary to re-compute the distributable net income on a minimum tax basis.
Burden Change:	31,852,201 hours
OMB Control #:	1545-0099
Title:	U.S. Return of Partnership Income (Form 1065); Capital Gains and Losses (Schedule D); and Partner's Share of Income, Credits, Deductions, etc. (Schedule K-1)

Purpose:	IRC section 6031 requires partnerships to file returns that show gross income items, allowable deductions, partners' names, addresses, and distribution shares, and other information. This information is used to verify correct reporting of partnership items and for general statistics.
Burden Change:	-192,849,968 hours
OMB Control #:	1545-0112
Title:	Interest Income
Purpose:	This form is used for reporting interest income paid, as required by sections 6049 and 6041 of the Internal Revenue Code. It is used to verify that payees are correctly reporting their income.
Burden Change:	8,243,930 hours
OMB Control #:	1545-0123
Title:	Form 1120, U.S. Corp. Income Tax Return, Schedule D, Capital Gains and Losses, Schedule H, Section 280H Limitations for a Personal Service Corporation (PSC), Schedule N, Foreign Operations of U.S. Corporations.
Purpose:	Schedule O (Form 1120), Consent Plan and Apportionment Schedule for a Controlled Group, was developed to carry out the provisions reflected in the revisions to the regulations under sections 1561 and 1563 and includes the information formerly reported on Schedule J of Form 1120, or the applicable tax computation schedule, and the previously required attachment.
Burden Change:	-8,431,412 hours
OMB Control #:	1545-0130
Title:	U.S. Income Tax Return for an S Corporation
Purpose:	Form 1120S, Schedule D (Form 1120S), Schedule K-1 (Form 1120S), and Schedule M-3 (Form 1120S) are used by an S corporation to figure its tax liability, and income and other tax-related information to pass through to its shareholders. Schedule K-1 is used to report to shareholders their share of the corporation's income, deductions, credits, etc. IRS uses the information to determine the correct tax for the S corporation and its shareholders.
Burden Change:	-66,851,810 hours
OMB Control #:	1545-1414
Title:	Credit for Employer Social Security and Medicare Taxes Paid on Certain Employee Tips
Purpose:	Employers in food or beverage establishments where tipping is customary can claim an income tax credit for the amount of Social Security and Medicare taxes paid (employer's share) on tips, other than tips used to meet the minimum wage requirement.
Burden Change:	227,292 hours
OMB Control #:	1545-1420
Title:	Claim for Refund of Excise Taxes

Purpose: IRC sections 6402, 6404, 6511 and sections 301.6402-2, 301.6404-1, and 301.6404-3 of the regulations, allow for refunds of taxes (except income taxes) or refund, abatement, or credit of interest, penalties, and additions to tax in the event of errors or certain actions by IRS. Form 8849 is used by taxpayers to claim refunds of excise taxes.

Burden Change: -2,414,997 hours

OMB Control #: 1545-2061

Title: Supplemental Attachment to Schedule M-3

Purpose: The Form 8916-A is a detailed schedule that reconciles the amount of the cost of goods sold, interest income and interest expense reported on Schedule M-3 for the Form 1065, Form 1120, 1120-S, 1120-L, or 1120-PC.

Burden Change: 1,592,760 hours

OMB Control #: 1545-2085

Title: 990-N Electronic Notice (e-Postcard).

Purpose: Section 1223 of the Pension Protection Act of 2006 (PPA '06), enacted on August 17, 2006, amended Internal Revenue Code (Code) section 6033 by adding Code section 6033(i), which requires certain tax-exempt organizations to file an annual electronic notice (Form 990-N) for tax years beginning after December 31, 2006. These organizations are not required to file Form 990 (or Form 990-EZ) because their gross receipts are normally \$25,000 or less.

Burden Change: 128,700 hours

### **Environmental Protection Agency**

OMB Control #: 2080-0021

Title: Performance Evaluation Studies on Water and Wastewater Laboratories (Renewal)

Purpose: Discharge Monitoring Report-Quality Assurance (DMR-QA) participation is mandatory for major and selected minor permit holders under the Clean Water Act's National Pollution Discharge Elimination System (NPDES), Section 308. The DMR-QA study is designed to evaluate the entire process used by permittees to routinely report monitoring results in Discharge Monitoring Reports (DMRs). The study addresses the analytic ability of the laboratories that perform chemical, microbiological and whole effluent toxicity (WET) analyses required in the NPDES permits and the ability to properly report these results in the DMRs. Under DMR-QA, the permit holder is responsible for obtaining un-graded results of analyses of test samples performed by in-house and/or contract laboratories, and submitting these results to the appropriate federal or state NPDES regulatory authority and the commercial proficiency testing (PT) provider that supplies the test samples. Permit holders are responsible for submitting corrective action reports to the

Burden Change: appropriate regulatory authority.  
-139,770 hours

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### **Grants.gov**

OMB Control #: 4040-0001  
 Title: SF-424 Research & Related (R&R)  
 Purpose: The SF-424 (R&R) is the government-wide data set for research grant applications. Federal agencies and grant applicants use the standard data set and definitions for paper and electronic research grants applications. The standard data set is the common Federal data set for research grant applications, replacing numerous agency data sets and reducing the administrative burden placed on the research grants community.  
 Burden Change: -3,961,197 hours

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### **Small Business Administration**

OMB Control #: 3245-0016  
 Title: Applications for Business Loans  
 Purpose: The information collected through these forms is used to receive essential information from the small business applicant and the participating lender to determine eligibility and to properly evaluate and consider the merits of each loan request based on such criteria as character, capacity, credit, collateral, etc. for the purpose of extending credit under the 7(a) program.  
 Burden Change: -224,950 hours

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### **Social Security Administration**

OMB Control #: 0960-0579  
 Title: Disability Report - Adult, 20 CFR 404.1512 and 416.912  
 Purpose: The Disability Report-Adult collects medical and other evidence which is used to determine whether an adult's impairment is disabling, and consequently, if that adult is entitled to disability payments from SSA. The information can be collected in an SSA field office or through paper form an Internet version of the paper form, and a new Internet version designed to be completed by professional advocacy groups.  
 How Reduction Achieved: The increase in the burden is due to several factors. One factor is that SSA has been able to compile more accurate data since it prepared the previous collection. Other factors are increased use of the EDCS 3368, i3368 and i3368-PRO, and the additional time it takes respondents to use the i3368 and i3368-PRO over the time it takes for use of the EDCS 3368 and paper SSA-3368.

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Burden Change:	1,295,156 hours
Title:	Disability Report - Adult, 20 CFR 404.1512 and 416.912
Purpose:	The Disability Report-Adult collects medical and other evidence which is used to determine whether an adult's impairment is disabling, and consequently, if that adult is entitled to Title II and/or Title XVI disability payments from the Social Security Administration. The information can be collected through the following ways: a paper form, in an SSA field office, an Internet version, and a new Internet version designed to be completed by professional advocacy groups. The respondents are adult disability applicants or their representatives.
Burden Change:	1,295,156 hours
OMB Control #:	0960-0760
Title:	Consent-Based Social Security Number Verification Service (CBSV), 20 CFR 401.100
Purpose:	In response to multiple requests from the business community, SSA has developed the Consent-Based SSN Number Verification Service (CBSV). CBSV is a fee-for-service process which will allow SSA to process high volumes of SSN verifications that companies need for business purposes. Since this is not required by law but is being provided as a service, businesses will incur the costs of CBSV. The respondents are companies requesting SSN verifications from SSA as part of their business process.
Burden Change:	577,407 hours

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### ***Burden Increases from Statutory Requirements***

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#### **Department of Commerce**

OMB Control #:	0660-0024
Title:	Application for the Digital-to-Analog Converter Box Coupon
Purpose:	The National Telecommunications and Information Administration (NTIA) is required to create a program to provide coupons for consumers to purchase digital-to-analog converter boxes. These converter boxes are necessary for consumers who wish to continue receiving broadcast programming over the air using analog-only television sets after February 17, 2009 - - the date that television stations are required by law to cease analog broadcasting. As part of this program, eligible U.S. households may obtain a maximum of two coupons of \$40 each to be applied towards the purchase of a digital-to-analog converter box (es). Among other things, the Act states that households may obtain coupons by making requests pursuant to the regulations between January 1, 2008 and March 31, 2009. With respect to the collection of information, the Final Rule adopted by



NTIA requires consumers to submit only that information necessary for consumers to receive the coupons via the U.S. Postal service as required by the Act. Specifically, the Final Rule requires consumers to submit the following as part of the application process: (1) name; (2) address; (3) the number of coupons required; and (4) a certification as to whether they receive cable, satellite, or other paid television service.

Why Increase Occurred: This is a new information collection thus a program change.  
 Burden Change: 27,500,000 hours  
 Statute Title and Public Law: Deficit Reduction Act of 2005(Pub. L. 190-171)

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### **Department of Defense**

OMB Control #: 0704-0444  
 Title: Mandatory Disclosures as Part of Limitations on Terms of Consumer Credit Extended to Service Members and Dependents  
 Purpose: 10 USC 987, paragraph (c)(1) requires new disclosures not currently covered by the Truth in Lending Act (TILA). Specifically, the creditor must disclose: the Military Annual Percentage Rate (MAPR) applicable to the extension of consumer credit, and the total dollar amount of all charges included in the MAPR. Additionally, disclosures must be made both in writing and orally.

Why Increase Occurred: New Collection  
 Burden Change: 182,105 hours  
 Statute Title and Public Law: (10 USC 987)

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### **Department of Health and Human Services**

OMB Control #: 0925-0586  
 Title: Information Program on Clinical Trials: Maintaining a Registry and Results Databank (NLM)  
 Purpose: The purpose of the clinical trials registry data bank is to enhance patient enrollment and provide a mechanism to track the progress of clinical trials. The registry will provide basic information about the trials, their implementation, and how to enroll.

Why Increase Occurred: The program changes reflected in this request respond to new statutory requirements contained in Section 801 of Public Law 110-85. The law expands the types of clinical trials that must be registered in the registration data bank and increase the number of data elements that must be submitted.

Burden Change: 153,335 hours  
 Statute Title and Public Law: FDA Act of 2007(Pub. L. 110-85)

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Law:

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OMB Control #:	0938-1034
Title:	Disclosures to Patients by Certain Hospitals and Critical Access Hospitals and Supporting Regulations in 42 CFR 489.20
Purpose:	Section 5006(a)(1) of the Deficit Reduction Act of 2005 (DRA), enacted on February 8, 2006, requires the Secretary to develop a 'strategic and implementing plan' to address certain issues relating to physician investment in 'specialty hospitals,' and to submit this plan to the Congress.
Why Increase Occurred:	New statute
Burden Change:	839,599 hours
Statute Title and Public Law:	Deficit Reduction Act (Pub. L. 109-171)

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OMB Control #:	0970-0338
Title:	DRA TANF Final Rule
Purpose:	The Deficit Reduction Act of 2005 (DRA) reauthorized the Temporary Assistance for Needy Families (TANF) program and imposed a new data requirement that States prepare and submit data verification procedures and replaced other data requirements with new versions including: the TANF Data Report, the SSP-MOE Data Report, the Caseload Reduction Documentation Process, and the Reasonable Cause/Corrective Compliance Documentation Process.
Why Increase Occurred:	Burden increased because of the new regulation.
Burden Change:	625,200 hours
Statute Title and Public Law:	Deficit Reduction Act(42 USC 601)

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### **Department of Homeland Security**

OMB Control #:	1651-0022
Title:	Entry Summary
Purpose:	CBP Form 7501 is used by CBP as a record of the import transaction, to collect proper duty, taxes, certifications and enforcement endorsements, and to provide copies to Census for statistical purposes. CBP is requesting an increase in the burden hours as a result of the provisions of the Softwood Lumber Act of 2008, Title VIII of the Tariff Act of 1930 which requires CBP to collect additional information on its Entry Summary form with regard to softwood lumber.
Why Increase Occurred:	CBP is requesting an increase in the burden hours as a result of the provisions of the Softwood Lumber Act of 2008, Title VIII of the Tariff Act of 1930 which requires CBP to collect additional information on its Entry Summary form with regard to softwood lumber.
Burden Change:	266,433 hours

Statute Title and Public Law:	Tariff Act of 1930, as amended by the Softwood Lumber Act of 2008(19 USC 804a)
OMB Control #:	1651-0088
Title:	Passenger and Crew Manifest for Passenger Flights
Purpose:	A passenger and crew manifest must be transmitted to CBP for air and sea carriers for each flight/voyage.
Why Increase Occurred:	The burden hours increased as a result of P.L. 107-173. It also increased because CBP added passenger burden to the total. Previously CBP had calculated only burden to the carriers/airlines.
Burden Change:	358,652 hours
Statute Title and Public Law:	Intelligence Reform and Terrorism Prevention Act of 2004 (Pub. L. 107-173)

### **Department of Housing and Urban Development**

OMB Control #:	2502-0059
Title:	Informed Consumer Choice Notice and Application for FHA Insured Mortgage
Purpose:	The addendum to the URLA and related documents are needed to determine the eligibility of the borrower and proposed mortgage transaction for FHA's insurance endorsement. Lenders seeking FHA's insurance prepare these forms.
Why Increase Occurred:	The recently approved Economic Stimulus Act will affect endorsements of FHA-loans for 2 quarters of FY 2008 and one quarter of FY 2009. The Economic Stimulus Act permits loan limits to temporarily increase to a ceiling of \$729,750 (175% of the conforming limit). HUD projects an increase of 340,000 in loans that are over the current conforming limits of \$417,000.
Burden Change:	169,900 hours
Statute Title and Public Law:	Economic Stimulus Act of 2008 (Pub. L. 110-185)
OMB Control #:	2502-0578
Title:	Manufactured Housing Installation Program Reporting Requirements
Purpose:	The Manufactured Housing Installation Program establishes regulations for the administration of an installation program and establishes a new manufactured housing installation program for States that choose not to implement their own programs. HUD uses the information collected for the enforcement of the Model Installation Standards in each State that does not have an installation program established by State law to ensure that the minimum criteria of an installation program are met.

Why Increase Occurred:	This is a new collection to meet the statutory requirements created by the Manufactured Housing Improvement Act of 2000, which require HUD to develop and implement specific standards and regulations for the installation of manufactured homes that previously were left for State and Local authorities to implement..
Burden Change:	162,936 hours
Statute Title and Public Law:	National Manufactured Housing Construction and Safety Act of 2000(42 USC 5401–5426)

### **Department of Labor**

OMB Control #:	1210-0132
Title:	Default Investment Alternatives under Participant Directed Individual Account Plans
Purpose:	Final regulation would create standards for fiduciary relief from liability for default investment by individual account pension plans of account assets of participants and beneficiaries who fail to provide investment directions.
Why Increase Occurred:	New information collection/third-party disclosure requirements.
Burden Change:	522,256 hours
Statute Title and Public Law:	Pension Protection Act of 2006(Pub. L. 109-280)

### **Department of Transportation**

OMB Control #:	2126-0025
Title:	Transportation of Household Goods; Consumer Protection
Purpose:	This revision is due to a non significant direct final rule entitled, 'Amendments to Implement Certain Provisions of the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU) under RIN 2126-AA96,' which would require household goods motor carriers to conduct a physical survey of the household goods to be transported and distribute a copy of FMCSA's two moving publications to shippers.
Why Increase Occurred:	This revision is due to a non-significant direct final rule entitled, 'Amendments to Implement Certain Provisions of the safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU),' which would require household goods motor carriers to conduct a physical survey of the household goods to be transported and distribute a copy of the FMCSA's two moving pamphlets to shippers. The number of annual responses was adjusted to reflect the correct 600,000 responses.
Burden Change:	182,700 hours
Statute Title and Public Law:	Household goods carrier operations(49 USC 14104)

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OMB Control #:	2126-0025
Title:	Transportation of Household Goods; Consumer Protection
Purpose:	This revision is due to a non significant direct final rule entitled, 'Amendments to Implement Certain Provisions of the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU) under RIN 2126-AA96,' which would require household goods motor carriers to conduct a physical survey of the household goods to be transported and distribute a copy of FMCSA's two moving publications to shippers.
Why Increase Occurred:	This revision is due to a non-significant direct final rule entitled, 'Amendments to Implement Certain Provisions of the safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU),' which would require household goods motor carriers to conduct a physical survey of the household goods to be transported and distribute a copy of the FMCSA's two moving pamphlets to shippers. The number of annual responses was adjusted to reflect the correct 600,000 responses.
Burden Change:	182,700 hours
Statute Title and Public Law:	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)(Pub. L. 109-59)

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### **Department of the Treasury**

OMB Control #:	1545-0023
Title:	Quarterly Federal Excise Tax Return
Purpose:	The information supplied on Form 720 is used by the IRS to determine the correct tax liability. Additionally, the data is reported by the IRS to Treasury so that funds may be transferred from the general revenue funds to the appropriate trust funds.
Why Increase Occurred:	The major changes shown in the 'Supplementary Documents' resulted in a revision of Form 720 and its instructions. 6 code references and 44 line items were added.
Burden Change:	584,779 hours
Statute Title and Public Law:	Small Business and Work Opportunity Tax Act of 2007(Pub. L. 110-28)

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OMB Control #:	1545-0023
Title:	Quarterly Federal Excise Tax Return
Purpose:	The information supplied on Form 720 is used by the IRS to determine the correct tax liability. Additionally, the data is reported by the IRS to Treasury so that funds may be transferred from the general revenue funds to the appropriate trust funds.
Why Increase Occurred:	The major changes shown in the 'Supplementary Documents' resulted in a revision of Form 720 and its instructions. 6 code references and 44 line items were added.
Burden Change:	584,779 hours

Statute Title and Public Law:	Tax Technical Corrections Act of 2007 (Pub. L. 110-172)
OMB Control #:	1545-0023
Title:	Quarterly Federal Excise Tax Return
Purpose:	The information supplied on Form 720 is used by the IRS to determine the correct tax liability. Additionally, the data is reported by the IRS to Treasury so that funds may be transferred from the general revenue funds to the appropriate trust funds.
Why Increase Occurred:	The major changes shown in the 'Supplementary Documents' resulted in a revision of Form 720 and its instructions. 6 code references and 44 line items were added.
Burden Change:	584,779 hours
Statute Title and Public Law:	Airport and Airway Extension Act of 2008(Pub. L. 110-190)
OMB Control #:	1545-0074
Title:	U.S. Individual Income Tax Return
Purpose:	These forms and schedules are used by individuals to report their income tax liability. IRS uses the data collected on these forms and their schedules to compute tax liability and determine that the items claimed are properly allowable. This information is also used for general statistical purposes.
Why Increase Occurred:	The major drivers of burden change due to new legislation are the Alternative Minimum Tax patch, elimination of the additional filing volume attributable to the Telephone Excise Tax Refund, the presence of additional filing volume attributable to the Economic Stimulus Package, and expiration of the Katrina-relief provisions.
Burden Change:	101,079,259 hours (\$212,205,255)
Statute Title and Public Law:	American Jobs Creation Act of 2004 (Pub. L. 108-357)
OMB Control #:	1545-0126
Title:	U.S. Income Tax Return of a Foreign Corporation
Purpose:	Form 1120-F is used by foreign corporations that have investments, or a business, or a branch in the U.S. The IRS uses Form 1120-F to determine if the foreign corporation has correctly reported its income, deductions, and tax, and to determine if it has paid the correct amount of tax.
Why Increase Occurred:	Revisions made to forms regarding: credits allowed against the AMT; extension of charitable deduction of food inventory; limits for contributions of capital gain real property; termination of specific features of the GO Zone; and termination of increased expensing for reforestation expenses of small timber producers.
Burden Change:	3,206,982 hours

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Statute Title and Public Law:	U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act (Pub. L. 110-28)
OMB Control #:	1545-0126
Title:	U.S. Income Tax Return of a Foreign Corporation
Purpose:	Form 1120-F is used by foreign corporations that have investments, or a business, or a branch in the U.S. The IRS uses Form 1120-F to determine if the foreign corporation has correctly reported its income, deductions, and tax, and to determine if it has paid the correct amount of tax.
Why Increase Occurred:	Revisions made to forms regarding: credits allowed against the AMT; extension of charitable deduction of food inventory; limits for contributions of capital gain real property; termination of specific features of the GO Zone; and termination of increased expensing for reforestation expenses of small timber producers.
Burden Change:	3,206,982 hours
Statute Title and Public Law:	Tax Relief and Health Care Act of 2006 (Pub. L. 109-432)
OMB Control #:	1545-0126
Title:	U.S. Income Tax Return of a Foreign Corporation
Purpose:	Form 1120-F is used by foreign corporations that have investments, or a business, or a branch in the U.S. The IRS uses Form 1120-F to determine if the foreign corporation has correctly reported its income, deductions, and tax, and to determine if it has paid the correct amount of tax.
Why Increase Occurred:	Revisions made to forms regarding: credits allowed against the AMT; extension of charitable deduction of food inventory; limits for contributions of capital gain real property; termination of specific features of the GO Zone; and termination of increased expensing for reforestation expenses of small timber producers.
Burden Change:	3,206,982 hours
Statute Title and Public Law:	Gulf Opportunity Zone Act of 2005(Pub. L. 109-135)
OMB Control #:	1545-0126
Title:	U.S. Income Tax Return of a Foreign Corporation
Purpose:	Form 1120-F is used by foreign corporations that have investments, or a business, or a branch in the U.S. The IRS uses Form 1120-F to determine if the foreign corporation has correctly reported its income, deductions, and tax, and to determine if it has paid the correct amount of tax.

Why Increase Occurred: Revisions made to forms regarding: credits allowed against the AMT; extension of charitable deduction of food inventory; limits for contributions of capital gain real property; termination of specific features of the GO Zone; and termination of increased expensing for reforestation expenses of small timber producers.

Burden Change: 3,206,982 hours

Statute Title and Public Law: Pension Protection Act of 2006(Pub. L. 109-280)

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OMB Control #: 1545-0126

Title: U.S. Income Tax Return of a Foreign Corporation

Purpose: Form 1120-F is used by foreign corporations that have investments, or a business, or a branch in the U.S. The IRS uses Form 1120-F to determine if the foreign corporation has correctly reported its income, deductions, and tax, and to determine if it has paid the correct amount of tax.

Why Increase Occurred: Revisions made to forms regarding: credits allowed against the AMT; extension of charitable deduction of food inventory; limits for contributions of capital gain real property; termination of specific features of the GO Zone; and termination of increased expensing for reforestation expenses of small timber producers.

Burden Change: 3,206,982 hours

Statute Title and Public Law: Energy Tax Incentives Act of 2005(Pub. L. 109-58)

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OMB Control #: 1545-0143

Title: Heavy Highway Vehicle Use Tax Return

Purpose: Form 2290 is used to compute and report the tax imposed by section 4481 on the highway use of certain motor vehicles. The information is used to determine whether the taxpayer has paid the correct amount of tax.

Why Increase Occurred: The major changes shown in the 'Supplementary Documents' resulted in a revision of Form 2290 and its instructions. A total of 18 line items were added to correct previous OMB calculations.

Burden Change: 3,519,068 hours

Statute Title and Public Law: Small Business and Work Opportunity Tax Act of 2007(Pub. L. 110-28)

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### **Federal Communications Commission**

OMB Control #: 3060-0715

Title: Telecommunications Carriers' Use of Customer Proprietary Network Information (CPNI) and Other Customer Information, CC Docket No. 96-115



Purpose:	The FCC released a Report and Order and Further Notice of Proposed Rulemaking, CC Doc. No. 96-115, WC Doc. No. 04-36, FCC 07-22, on April 2, 2007, strengthening rules that protect customer proprietary network information (CPNI), which is collected and held by providers of communications services. Pursuant to 47 CFR Section 222, the FCC adopted rules focused on efforts of communications service providers to prevent 'pretexting.' The rules require providers to adopt additional privacy safeguards to limit pretexters' ability to obtain unauthorized access to personal customer information from carriers. The rules also further the Telephone Records and Privacy Protection Act of 2006 that helps to ensure that law enforcement will have the tools necessary to investigate and enforce prohibitions on illegal access to customer records.
Why Increase Occurred:	The Commission attributes the reduction in the total annual hourly burden to several factors. We have re-evaluated the amount of time that it will take respondents to perform these information collection and recordkeeping requirements. We now believe that respondents have adopted information technology, office automation techniques, and standardized business practices and routines to increase their efficiency in most areas of their businesses functions, including collection and protection of CPNI, and as a result we also believe that the respondents have adopted similar information technology, office automation techniques, and standardized business practices and routines to reduce their hourly burden requirements, "in house" costs, and annual costs that are required to collect the information.
Burden Change:	246,857 hours
Statute Title and Public Law:	(47 USC 303(r))
OMB Control #:	3060-0715
Title:	Telecommunications Carriers' Use of Customer Proprietary Network Information (CPNI) and Other Customer Information, CC Docket No. 96-115
Purpose:	The FCC released a Report and Order and Further Notice of Proposed Rulemaking, CC Doc. No. 96-115, WC Doc. No. 04-36, FCC 07-22, on April 2, 2007, strengthening rules that protect customer proprietary network information (CPNI), which is collected and held by providers of communications services. Pursuant to 47 CFR Section 222, the FCC adopted rules focused on efforts of communications service providers to prevent 'pretexting.' The rules require providers to adopt additional privacy safeguards to limit pretexters' ability to obtain unauthorized access to personal customer information from carriers. The rules also further the Telephone Records and Privacy Protection Act of 2006 that helps to ensure that law enforcement will have the tools necessary to investigate and enforce prohibitions on illegal access to customer records.

Why Increase Occurred:	The Commission attributes the reduction in the total annual hourly burden to several factors. We have re-evaluated the amount of time that it will take respondents to perform these information collection and recordkeeping requirements. We now believe that respondents have adopted information technology, office automation techniques, and standardized business practices and routines to increase their efficiency in most areas of their businesses functions, including collection and protection of CPNI, and as a result we also believe that the respondents have adopted similar information technology, office automation techniques, and standardized business practices and routines to reduce their hourly burden requirements, "in house" costs, and annual costs that are required to collect the information.
Burden Change:	246,857 hours
Statute Title and Public Law:	(47 USC 222)
OMB Control #:	3060-0715
Title:	Telecommunications Carriers' Use of Customer Proprietary Network Information (CPNI) and Other Customer Information, CC Docket No. 96-115
Purpose:	The FCC released a Report and Order and Further Notice of Proposed Rulemaking, CC Doc. No. 96-115, WC Doc. No. 04-36, FCC 07-22, on April 2, 2007, strengthening rules that protect customer proprietary network information (CPNI), which is collected and held by providers of communications services. Pursuant to 47 CFR Section 222, the FCC adopted rules focused on efforts of communications service providers to prevent 'pretexting.' The rules require providers to adopt additional privacy safeguards to limit pretexters' ability to obtain unauthorized access to personal customer information from carriers. The rules also further the Telephone Records and Privacy Protection Act of 2006 that helps to ensure that law enforcement will have the tools necessary to investigate and enforce prohibitions on illegal access to customer records.
Why Increase Occurred:	The Commission attributes the reduction in the total annual hourly burden to several factors. We have re-evaluated the amount of time that it will take respondents to perform these information collection and recordkeeping requirements. We now believe that respondents have adopted information technology, office automation techniques, and standardized business practices and routines to increase their efficiency in most areas of their businesses functions, including collection and protection of CPNI, and as a result we also believe that the respondents have adopted similar information technology, office automation techniques, and standardized business practices and routines to reduce their hourly burden requirements, "in house" costs, and annual costs that are required to collect the information.
Burden Change:	246,857 hours

Statute Title and Public Law:	(47 USC 154(i) and 154(j))
OMB Control #:	3060-0715
Title:	Telecommunications Carriers' Use of Customer Proprietary Network Information (CPNI) and Other Customer Information, CC Docket No. 96-115
Purpose:	The FCC released a Report and Order and Further Notice of Proposed Rulemaking, CC Doc. No. 96-115, WC Doc. No. 04-36, FCC 07-22, on April 2, 2007, strengthening rules that protect customer proprietary network information (CPNI), which is collected and held by providers of communications services. Pursuant to 47 CFR Section 222, the FCC adopted rules focused on efforts of communications service providers to prevent 'pretexting.' The rules require providers to adopt additional privacy safeguards to limit pretexters' ability to obtain unauthorized access to personal customer information from carriers. The rules also further the Telephone Records and Privacy Protection Act of 2006 that helps to ensure that law enforcement will have the tools necessary to investigate and enforce prohibitions on illegal access to customer records.
Why Increase Occurred:	The Commission attributes the reduction in the total annual hourly burden to several factors. We have re-evaluated the amount of time that it will take respondents to perform these information collection and recordkeeping requirements. We now believe that respondents have adopted information technology, office automation techniques, and standardized business practices and routines to increase their efficiency in most areas of their businesses functions, including collection and protection of CPNI, and as a result we also believe that the respondents have adopted similar information technology, office automation techniques, and standardized business practices and routines to reduce their hourly burden requirements, "in house" costs, and annual costs that are required to collect the information.
Burden Change:	246,857 hours
Statute Title and Public Law:	(47 USC 151)

### **Federal Energy Regulatory Commission**

OMB Control #:	1902-0248
Title:	Mandatory Reliability Standards for Critical Infrastructure Protection

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Purpose:	The Commission is approving eight Critical Infrastructure Protection (CIP) Reliability Standards submitted to the Commission for approval by the North American Electric Reliability Corporation (NERC). The CIP Reliability Standards require certain users, owners, and operators of the Bulk-Power System to comply with specific requirements to safeguard critical cyber assets. In addition, in accordance with section 215(d)(5) of the FPA, the Commission is directing NERC to develop modifications to the CIP Reliability Standards to address specific concerns identified by the Commission. Approval of these standards will help protect the nation's Bulk-Power System against potential disruptions from cyber attacks. FERC-725B is a new information collection implementing standards that were previously part of a voluntary program.
Why Increase Occurred:	This is a new information collection requirement that implements the provisions of the Electricity Modernization Act of 2005. The Act created section 215 of the Federal Power Act which provides for a system of mandatory reliability rules developed by the ERO, established by the Commission, and enforced by the Commission, subject to Commission review. As noted above, the information collections proposed in this Final Rule are needed to protect the electric industry's Bulk-Power System against malicious cyber attacks that could threaten the reliability of the Bulk-Power System
Burden Change:	1,125,400 hours
Statute Title and Public Law:	Energy Policy Act of 2005 (Pub. L. 109-58)

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## Appendix B. Paperwork Reduction Act Compliance

### Violations in FY 2008 Due to Lapse of OMB Approval

OMB #	Title	Expiration Date	Reinstatement Date
<b>Department of Health and Human Services</b>			
0938-0359	Medical Records Review Under PPS and Supporting Regulations at 42 CFR 412.40-412.52	3/31/2008	6/12/2008
<b>Department of the Interior</b>			
1076-0084	25 CFR 256 United States Department of the Interior, Bureau of Indian Affairs Housing Improvement Program	11/30/2007	8/21/2008
1076-0153	Request for Certificate of Degree of Indian or Alaska Native Blood (CDIB) 25 CFR 70	11/30/2007	7/9/2008
<b>Department of Justice</b>			
1117-0010	U.S. Official Order Forms for Schedules I & II Controlled Substances (Accountable Forms), Order Form Requisition	4/30/2008	8/15/2008
1117-0031	Application for Registration Under Domestic Chemical Diversion Control Act of 1993 and Renewal Application for Registration under Domestic Chemical Diversion Control Act of 1993	2/29/2008	6/24/2008
<b>Department of Transportation</b>			
2125-0501	National Bridge Inspection Standards	2/29/2008	8/29/2008
2125-0525	Emergency Relief Funding Applications	2/29/2008	8/29/2008
2126-0014	Transportation of Hazardous Materials, Highway Routing	11/30/2007	3/28/2008
2127-0045	49 CFR 556, Exemption for Inconsequential Defect or Noncompliance	1/31/2008	4/18/2008
2127-0616	Reporting of Information and Documents About Potential Defects	2/29/2008	8/29/2008
2138-0009	Report of Financial and Operating Statistics for Small Aircraft Operators	5/31/2008	9/29/2008
<b>Agency for International Development</b>			
0412-0035	AID Form 1550-2 Private Voluntary Organization	12/31/2007	8/19/2008
<b>Federal Acquisition Regulation</b>			
9000-0012	Termination Settlement Proposal Forms (SFs 1435 through 1440) FAR Section Affected: Subpart 49.6	11/30/2007	1/31/2008
9000-0134	Environmentally Sound Products - FAR Sections Affected: 23.406; 52.223-4	2/29/2008	5/19/2008
<b>General Services Administration</b>			

3090-0250	Zero Burden Information Collection Reports	10/31/2007	11/20/2007
<b>Merit Systems Protection</b>			
3124-0012	Customer Surveys	12/31/2007	7/1/2008
<b>National Aeronautics and Space Administration</b>			
2700-0009	AST - Technology Utilization	10/31/2007	12/27/2007
<b>Overseas Private Investment Corporation</b>			
3420-0001	Request for Registration for Political Risk Investment Insurance	11/30/2007	1/22/2008

### Collections Formerly in Use Without OMB Approval But Have Since Been Approved

OMB #	Title	OMB Approval Date
<b>Department of Agriculture</b>		
0560-0260	Measurement Service Record	5/19/2008
<b>Department of Defense</b>		
0703-0054	United States Naval Academy Sponsor Application	11/1/2007
0704-0447	Nuclear Test Personnel Review Forms	3/4/2008
<b>Department of Energy</b>		
1910-5134	Loan Guarantee for Projects that Employ Innovative Technologies	3/11/2008
<b>Department of Health and Human Services</b>		
0915-0311	Office for the Advancement of Tele-health Outcome Measures	10/23/2007
0915-0314	Nurse Faculty Loan Program (NFLP) Annual Operating Report	12/5/2007
0938-1027	PACE State Plan Amendment Pre-print (CMS-10227)	11/30/2007
<b>Department of Transportation</b>		
2132-0565	49 U.S.C. Section 5317 – New Freedom Program	8/29/2008
<b>Department of the Treasury</b>		
1513-0128	Records to support tax free and tax overpayment sales of firearms and ammunition	4/29/2008
<b>Department of Veterans Affairs</b>		
2900-0706	Application for Reimbursement of National Test Fee	1/2/2008
<b>Securities and Exchange Commission</b>		
3235-0633	Rule 0-4 under the Investment Advisers Act of 1940, General Requirements of Papers and Applications	12/20/2007
3235-0634	Rule 607 under Regulation E, Sales Material to Be Filed	12/20/2007
<b>Social Security Administration</b>		
0960-0754	Cost Reimbursable Research Request	10/2/2007
0960-0759	Certificate of Election for Reduced Widow(er)'s Benefits	11/13/2007
0960-0761	Authorization to Release Medical Report to Physician	12/7/2007
0960-0766	Request for Proof(s) from Custodian of Records	1/10/2008
0960-0768	Protection and Advocacy for Beneficiaries of Social Security (PABSS)	2/28/2008
0960-0771	Sheltered Workshop Wage Reporting	4/30/2008
0960-0772	Request for Medical Treatment in an SSA Employee Health Facility: Patient Self-Administered or Staff Administered Care	7/1/2008
<b>Surface Transportation Board</b>		
2140-0015	Waybill Sample	12/17/2007

### Collections Currently in Use Without OMB Approval

Title	OMB Number	Date of Approval	How Discovered	Plan for Bringing into Compliance
<b>Department of Homeland Security</b>				
Trucking Security Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Transportation Security Grant Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Freight Rail Security Grant Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Port Security Grant Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Inter-City Bus Security Grant Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Buffer Zone Protection Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Emergency Operations Center (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Emergency Management Performance Grant (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Operation StoneGarden (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Driver's License Security Grant Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Non-Profit Security Grant Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
State Homeland Security Program-Tribal (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Interoperable Emergency Communications Grant Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
Homeland Security Grant Program (DHS/FEMA)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010
InfoPass System (DHS/USCIS)	None	N/A	Internal Audit	Plans to submit to OMB during FY 2010



### **About OIRA**

The Paperwork Reduction Act of 1980 (Pub. L. No. 96-511) and its successor, the Paperwork Reduction Act of 1995 (Pub. L. No. 104-13), established the Office of Information and Regulatory Affairs (OIRA) in the Office of Management and Budget to oversee agency information resources management, information collection, and use of information technology. Under this authority, OIRA develops policies and guidelines to promote the management, dissemination, privacy, and security of government information and coordinates Federal statistical policies and resources. OIRA is also responsible for the review of agency rulemaking activity under Executive Order 12866. The Administrator of OIRA is appointed by the President and confirmed by the Senate.

Principal contributors to this report were Chad Lallemand, Shagufta Ahmed, Alex Hunt and Michael Johnson. If you have questions about any of the information collections discussed in this report, please visit our website at [www.RegInfo.gov](http://www.RegInfo.gov). Additionally, OIRA's Records Management Center is open to the public by appointment. Call, write, or fax to arrange an appointment:

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Office of Management and Budget  
New Executive Office Building, Room 10102  
Washington, DC 20503  
Phone: (202) 395-6880  
Fax: (202) 395-5806

Please include the OMB numbers of the collections about which you inquire.