

Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
Information Collection OMB No. 0524-0026

SUBJECT: Supporting Statement for Paperwork Reduction Act Submission to Extend OMB No. 0524-0026, for Form CSREES-665, "Assurance of Compliance with the Department of Agriculture Regulations Assuring Civil Rights Compliance," and Form CSREES-666, "Organizational Information."

A. JUSTIFICATION

1. CIRCUMSTANCES MAKING COLLECTION OF INFORMATION NECESSARY

The Cooperative State Research, Education and Extension Service (CSREES) has primary responsibility for providing linkages between the Federal and State components of a broad-based, national agricultural research, extension, and higher education system. Focused on national issues, its purpose is to represent the Secretary of Agriculture and the intent of Congress by administering formula and grant funds appropriated for agricultural research, extension, and higher education. Before awards can be made, certain information is required from applicants to assure compliance with the civil rights laws and to effectively assess the potential recipient's capacity to manage Federal funds.

Form CSREES-665—*Assurance of Compliance with the Department of Agriculture Regulations Assuring Civil Rights Compliance*: To assure CSREES that potential awardees are in compliance with the Civil Rights Act of 1964, as amended, it requires an authorized representative to sign this form. By signing the form the applicant agrees that it will offer its programs to all eligible persons without regard to race, color, national origin, sex, disability, age, political beliefs, religion, marital status, or familial status and that people will not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department of Agriculture.

Form CSREES-666—*Organizational Information*: Section 450i of Title 7 of the U.S. Code and other grant authorities authorizes the Department of Agriculture to make Competitive, Special, and Facilities Research grants to improve agriculture in the United States. The information required by this form enables CSREES to determine that applicants recommended for awards are responsible recipients of Federal funds. The information pertains to organizational management and financial matters of the potential grantee. This form and the documents which the applicant attaches to it provide CSREES with information such as the legal name of the grantee, certification that the organization has the legal authority to accept Federal funding, identification and signatures of the key officials of the organization, the organization's practices in regard to compensation rates and benefits of employees, insurance for equipment, subcontracting with other organizations, etc., as well as the financial condition of the organization. All of this information is considered by CSREES prior to award to determine that grantees are both managerially and fiscally responsible.

2. HOW, BY WHOM, AND PURPOSE FOR WHICH INFORMATION IS TO BE USED

The collection of information is gathered by CSREES through the use of the “Assurance of Compliance with the Department of Agriculture Regulations Assuring Civil Rights Compliance” (CSREES Form-665) and “Organizational Information” (CSREES Form-666). CSREES uses these forms to assure compliance with Title VI of the Civil Rights Act of 1966 and to assure that the grantees are managerially and fiscally responsible.

If this information is not collected, it would not be possible to determine that the prospective grantees are responsible and are complying with the Civil Rights Act.

3. USE OF IMPROVED INFORMATION TECHNOLOGIES

CSREES has made these forms available on its web site. Form 665 URL <http://www.csrees.usda.gov/business/businessfaqs/665rev2003.pdf> and form 666 <http://www.csrees.usda.gov/business/businessfaqs/666Rev2003.pdf> . With regards to compliance with the Government Paperwork Elimination Act (44 U.S.C. 3504 note), CSREES is proposing to postpone making an electronic option available for this information collection until the Federal government-wide electronic process is developed for collecting organizational information and statutory certifications from new grantees. Under the Federal Financial Assistance Management Improvement Act of 1999 (P.L. No. 106-107), Federal agencies and OMB have been working together to streamline and simplify the award and administration of federal grants. As a result of these activities, Federal agencies and OMB are proposing various regulations, policies, and business processes that will decrease the overall information collection burden to grant recipients by having a central location where this information is collected for use by all Federal grantmaking agencies.

4. DESCRIBE EFFORTS TO IDENTIFY DUPLICATION.

This information is only collected once by CSREES.

5. METHODS TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES.

This information is collected only once unless the grantee information changes and then only the updated information is requested.

6. CONSEQUENCES IF INFORMATION COLLECTION WERE LESS FREQUENT.

Since information is collected only when the grantee initially is funded through CSREES, or when that information changes, it would not be feasible to collect it less frequently.

7. SPECIAL CIRCUMSTANCES FOR INFORMATION COLLECTION.

Information collected is consistent with regulations in 7 CFR Part 3015, 7 CFR Part 3016, and 7 CFR Part 3019. There are no additional requirements.

8. FEDERAL REGISTER NOTICE

Notice of intent to request an extension of a currently approved information collection was published in the *Federal Register*, dated **Tuesday, April, 11, 2006**, pages 18269-18270. No comments were received from the Public.

CONSULTATION WITH PERSONS OUTSIDE THE AGENCY

CSREES has proposed no changes in this collection and has not consulted with others outside the agency since the previous approval.

9. EXPLAIN ANY DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS.

Payments or gifts are not given to any respondents.

10. CONFIDENTIALITY PROVIDED TO RESPONDENTS.

Forms received are maintained in the Awards Management Branch, Office of Extramural Programs, Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, in accordance with agency responsibilities for maintenance of official records following the provisions of the Privacy Act.

11. QUESTIONS OF A SENSITIVE NATURE.

Information collected from grantees is not considered sensitive.

12. ESTIMATE OF BURDEN.

Estimate of Burden: The total reporting and recordkeeping requirement for the submission of CSREES Form-665, "Assurance of Compliance with the Department of Agriculture Regulations Assuring Civil Rights Compliance," is estimated to average .50 hour per response.

<u>Estimated number of respondents:</u>	150
<u>Estimated number of responses per respondent:</u>	1
<u>Estimated total annual burden on respondents:</u>	75 hours
Frequency of Responses:	One time

Estimate of Burden: The total reporting and recordkeeping requirement for submission of CSREES Form-666, "Organizational Information," is estimated to average 6.3 hours per response.

<u>Estimated number of respondents:</u>	150
<u>Estimated number of responses per respondent:</u>	1
<u>Estimated total annual burden on respondents:</u>	945 hours
<u>Frequency of response:</u>	one time

See Attachment for worksheet on Total Cost and Total Burden Hours.

13. CAPITAL/START UP COSTS

There is no capital/start up costs.

14. PROVIDE ESTIMATES OF ANNUALIZED COST TO THE FEDERAL GOVERNMENT.

See Attachment for the estimated annualized cost to the Federal Government.

15. REASONS FOR CHANGES IN BURDEN.

There are no changes to the information collection since the last OMB approval.

16. TABULATION, ANALYSIS AND PUBLICATION PLANS.

The information collected is not planned for publication. It is used solely to administer the program.

17. REASONS DISPLAY OF EXPIRATION DATE OF OMB APPROVAL IS INAPPROPRIATE.

CSREES plans to display the expiration date on the forms.

18. EXCEPTIONS TO 83-I CERTIFICATION STATEMENT.

The agency is able to certify compliance with all provisions under Item 19 of OMB Form 83-I.

Attachments

- 1 Form CSREES-665, "Assurance of Compliance with the Department of Agriculture Regulations Assuring Civil Rights Compliance"
- 2 Form CSREES-666, "Organizational Information"
- 3 Copy of Notice of Intent to Extend a Current Approved Information Collection – Assurance of Compliance with the Department of Agriculture Regulations Assuring Civil Rights Compliance and Organizational Information
- 4 Worksheet of Total Cost and Total Burden
- 5 Worksheet of Salary Costs to CSREES-USDA
- 6 Paperwork Reduction Act Statement