

**UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Crop Insurance Corporation
OMB NUMBER: 0563-0066**

TITLE:

Request for Applications (RFA) -- Community Outreach and Assistance Partnership Program

- 1. Explain the circumstances that make the collection of information necessary, identify any legal or administrative requirements that necessitate the collection.**

Section 522(d) of the Federal Crop Insurance Act of 2002 authorizes the Federal Crop Insurance Corporation to enter into partnerships with public and private entities for the purpose of increasing the availability of risk management tools for producers of agricultural commodities. To implement this authority, the Risk Management Agency has further defined its purpose and has developed procedures for the preparation, submission and evaluation of applications submitted in response to a Request for Application (RFA) for partnership agreements. This collaborative outreach and assistance programs for limited resources, socially disadvantaged and other traditionally under-served farmers and ranchers, who produce priority commodities.

As a basis for evaluating applications and awarding partnership agreements, applicants are required to submit materials and information necessary to evaluate and rate the merit of proposed projects and evaluate the capacity and qualification of the organization to complete the project. RFA includes: 1) An application which includes a Project Summary and Narrative, a Statement of Work, a Budget Narrative, 2) OMB Grant Forms SF 424, 424A, 424B and AD-1047, 1049).

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The information collection will be used by RMA and a diverse review panel of independent reviewers to determine applicant eligibility and to evaluate, rate and rank proposals submitted by applicants.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decisions for adopting this means of collection. Also describe any consideration of using information technology to reduce the burden.**

The RFA and the application package is available for the public to view and download on line at All required OMB grant forms could be completed on line. RMA's website at will be used for the solicitation of applications, collection and submission of information. At this time, the public cannot submit grant applications to us electronically. We are working with the Department so that we will be able to allow applicants to submit applications using e-grants.

- 4. Describe efforts to identify duplication. Show specifically any similar information already available cannot be used or modified for use purposes described in Item 2 above.**

There is no duplication. There are no other forms currently in use that collect similar information. The requested information is unique to each respondent.

5. If the collection of information impacts small businesses or other small entities, (Item 5 of OMB Form 83-1), describe any methods used to minimize burden.

The information collection does not have a significant economic impact on a substantial number of small entities. Steps have been taken to minimize the burden on all applicants, especially smaller organizations by utilizing OMB standard forms, required by regulation.

6. Describe the circumstances to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Without this information collection, RMA would not be able to request and accept proposals for grants for community outreach and assistance. Therefore, without the information requested in the RFA and the grant forms, would be impossible to equitably evaluate and rate the proposals submitted for funding.

The impact of not collecting this information will preclude RMA from competitively awarding funds to organizations to provide outreach and technical assistance to limited resources and other socially disadvantaged farmers and ranchers.

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

There are no special circumstances that would require this information to be collected in a manner inconsistent with OMB guidelines.

8. If applicable, provide a copy and identify the data and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), .

A notice for the request for public comment on information collections was published in the Federal Register on Thursday, February 1, 2007, at 72 FR 4681-4682. No comments regarding this notice were received.

9. Decision to provide payment or gift to respondents:

There are no plans to provide any payments or gifts to respondents.

10. Confidentiality provided to respondents:

RMA is requesting the information pursuant to its statutory authority to award cooperative agreements. Submission of applications is entirely voluntary. The collection of information is for the purpose of aiding in the review of applications prior to the awarding of cooperative agreements. This information will be used within RMA and may also be disclosed outside of RMA as permitted by the Privacy Act under certain situations, including disclosures to the public as required by the Freedom of Information Act.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

No sensitive questions about the reporting by individuals are asked. The reports are not part of a Privacy Act system of records.

12. Provide estimates of the Estimates of the hour burden of the collection of information:

RMA estimates that there will be approximately 100 applications submitted in response to the RFA. The time required for an applicant to prepare an application is projected to be 12 hours, 45 minutes for a total of 1,267 hours. Of the 1,267 hours 300 hours are already accounted for on approved information collections. Therefore, we are requesting 967 total hours.

Number of Respondents	Frequency of Response	Collection	Annual hour burden	Total Hours	
100	1	Narrative Title Page	20 min	33 hrs. 15 min	
		Narrative	130 min.	216 hrs. 45 min	
		Delivery Plan	130 min	216 hrs 45 min	
		Statement of Work	240 min	400 hrs	
		Budget Narrative	60 min	100 hrs	
		Forms			
		OMB SF-424	20 min	33 hrs 15 min	
		OMB SF-424A (budget)	130 min.	216 hrs 45 min	
		SF 424-B	10 min.	16 hrs 45 min	
		AD 1047	10 min.	16 hrs 45 min	
AD-1049	10 min.	16 hrs 45 min			
Grand Total	1		760 Min. or 12 hrs. 45 min.	1266 hrs 30 min (rounded to 1267)	

13. Estimates of total annual cost burden to respondents or record keepers resulting from the collection of information:

There are no costs associated with this collection other than those included in items 12 and 14.

14. Estimates of annualized cost to the Federal Government:

These estimates are based solely on an estimate of cost incurred by RMA staff to review, rate and evaluate applications submitted by applicants. RMA estimates that it will take approximately 4 hours to review rate and evaluate one application with supporting grant documents.

Application Reviews Narrative Summary Statement of Work Grant Forms	100 applications <u>x4 hrs per application</u> 400hrs <u>x 4 staff members</u> 1600 hrs Total <u>x 41 average salary (GS-13)</u> \$65,600	<u>Total \$65,600</u>
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15. Reasons for program changes or adjustments:

There are no changes.

- 16. For collections of information whose results will be published, outline plans for tabulations, and publications. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication date, and other actions.**

There will be no tabulation, analysis, or publication of the information collected.

- 17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

Not Applicable.

- 18. Explain each exception to the certification statement identified in item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-1.**

There are no certifications exceptions identified with this information collection.