

**2007 SUPPORTING STATEMENT
for
Farmers' Market Promotion Program
OMB NO. 0581-0235**

A. Justification.

1. EXPLAIN THE CIRCUMSTANCES THAT MAKE THE COLLECTION OF INFORMATION NECESSARY. IDENTIFY ANY LEGAL OR ADMINISTRATIVE REQUIREMENTS THAT NECESSITATE THE COLLECTION.

The information collection requirements in this request are needed for the implementation of the Farmers' Market Promotion Program (FMPP), which operates pursuant to the authority of the Agricultural Marketing Act of 1946 (7 U.S.C. 1621-1627), the Farmer-to-Consumer Direct Marketing Act of 1976 (7 U.S.C. 3001-3006) and the recently authorized FMPP (7 U.S.C. 3005). Section 6 of 7 U.S.C. 3004 directs the Secretary of Agriculture to "carry out a program to make grants to eligible entities for projects to establish, expand, and promote farmers' markets."

The purposes of the FMPP are 1) to increase domestic consumption of agricultural commodities by improving and expanding, or assisting in the improvement and expansion of, domestic farmers' markets, roadside stands, community-supported agriculture programs, and other direct producer-to-consumer market opportunities; and 2) to develop, or aid in the development of, new farmers' markets, roadside stands, community-supported agriculture programs, and other direct producer-to-consumer infrastructure. The 2006 Appropriations Bill authorized \$1 million in funding to administer the program and provide grants to eligible entities. The Program is voluntary.

The maximum amount to be awarded per grant may not exceed \$75,000. Eligible entities in all 50 States and the District of Columbia may participate. Entities located within U.S. territories are not eligible to participate. Matching funds are not required.

The Agricultural Marketing Service (AMS) has established eligibility and application requirements, the review and approval process, and grant administration procedures for the FMPP. The FMPP is executed in accordance with applicable parts of USDA's Uniform Federal Assistance Regulations (7 CFR 3015 et seq).

As part of the 2006 Notification of Funding Available (NOFA), AMS published information collection requirements for comment in the March 15, 2006, *Federal Register* (71 FR 13332). At that time only the information collection documents required by the FMPP applicants, forms SF-424, SF-424A, SF-424B; Project

Proposal Narrative; and Financial Status Report were included. The Office of Budget and Management (OMB) approved this collection under number 0581-0235 on July 11, 2006 for 3 years expiring July 31, 2009.

Additional information collected by AMS during the post-award period from selected FMPP grant awardees was inadvertently omitted from the approved information collection. This information (completion of forms AD-1047, AD-10-48, AD-1049, SF-270; the grant agreement; Progress Reports; and a Final Report) is described in section A.2. AMS requires this information to certify grant recipient compliance, and track grant project progress and payments.

Additionally in response to the numerous inquiries in 2006, AMS developed two new forms to assist FMPP applicants in preparing the [proposal narrative](#) and [supplemental budget](#) summary information. These forms, which may be filled in, saved, and printed via the AMS' Marketing Services Branch website at: <http://www.ams.usda.gov/FMPP/FMPP/FMPPForms.htm>, assists applicants in placing the required information in a more standardized format. This format will assist AMS and grant proposal reviewers in quickly completing the proposal review process.

AMS is therefore requesting that the approved OMB collection number 0581-0235 be amended to include an increase in burden hours for the post-award forms and new forms (for the proposal narrative and supplemental budget) for the FMPP information collection, and recordkeeping.

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 following information is being collected from grant applicants:

- **Standard Form 424**, Application for Federal Assistance, is completed once when the eligible entity applies for the grant program. AMS will use the information to determine the entity's eligibility for participation in the FMPP. The form can be obtained electronically via the AMS website at <http://www.ams.usda.gov/FMPP/FMPP/FY-07/SF-424.pdf>. Unless the applicant applies via the <http://www.grants.gov> website, an original-signature SF-424 must be submitted by mail to AMS.
- **Standard Form 424A**, Budget Information-Non-Construction Programs, is completed once when the eligible entity applies for the grant program. AMS will use the information to assess the suitability of the budget for the proposed project and to ensure it conforms to the program guidelines. The form can be obtained electronically from the AMS website at

<http://www.ams.usda.gov/FMPP/FMPP/FY-07/SF424A.pdf> and submitted electronically, via <http://www.grants.gov>, or by mail to AMS.

- **Standard Form 424B**, Assurances-Non-Construction Programs, is completed by grant participants once after grant approval and before grant funds are dispersed. AMS will use the information to certify that grant participants are complying with applicable program regulations. The form can be obtained electronically at the AMS website <http://www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf> and can be collected electronically via <http://www.grants.gov>. Unless the applicant applies via the <http://www.grants.gov> website, an original-signature SF-424B must be submitted by mail to AMS.
- **Standard Form 269A**, Financial Status Report (Short form) or Standard Form 269A, Financial Status Report (Long form) (if the project had program income) is completed once by the eligible entity 90 days after the expiration date of the grant period. AMS will use the information to determine the final financial status of the entity's grant projects. The information can be obtained electronically at the AMS website at <http://www.whitehouse.gov/omb/grants/sf269A.pdf> and collected by mail.
- **Project Proposal Narrative**, the narrative is completed once the applicant applies for the grant program. AMS will use the information to determine eligibility of applicants and to evaluate goals, objectives, work-plans, expected results, and budget for the project. The information can be obtained electronically and submitted electronically via <http://www.grants.gov>, and by mail to AMS.

The narrative portion of the project proposal must not exceed 10 pages (Times New Roman font, 12 pt. pitch, single spaced, 8.5 by 11-inch paper) and organized under the following headings:

- a. *Eligibility Statement*. Explain how the applicant meets the definition of an agricultural cooperative, local government, nonprofit corporation, public benefit corporation, regional farmers' market authority, or other eligible entity as outlined in the "Definitions" section of this NOFA.
- b. *Project Title*. Provide a title that captures the primary focus of the project.
- c. *Applicant/Organization Information*. Provide the applicant/organization name, applicant/organization contact name, mailing address, telephone and fax number, and email address for the person responsible for the application, financial information, and the proposed project budget.
- d. *Primary Project Manager Information*. Provide the name, mailing address, telephone and fax number, and email address for the person(s) responsible for managing and/or overseeing the project.
- e. *Entity Type*. Indicate the entity type of the applicant/organization, i.e., an agricultural cooperative, local government, nonprofit corporation, public

benefit corporation, economic benefit corporation, regional farmers' market authority, tribal government, or other entity type.

- f. *Executive Summary.* The project proposal summary, not to exceed 200 words, must include the following: a description of the project including the goals to be accomplished, stages of work and resources required, the expected timeframe for completing all tasks and results, and primary project manager responsible for the project.
- g. *Goals of the Project.* Provide a clear statement that includes the ultimate goal(s) and objective(s) (one or two sentences) of the project.
- h. *Background Statement.* Provide information regarding past, current, and/or future events, conditions, or actions taken that justify the need for the project.
- i. *Work-plan and Resource Requirements.* Provide a statement that includes the planned scope of work, anticipated stages and timelines, and the resources required to complete the project. Identify who will do the work, whether collaborative arrangements or subcontractors will be used, the amount of resource commitments of the collaborators, and the role(s) and responsibilities of each collaborator or project partner.
- j. *Expected Outcomes and Project Evaluation.* Describe what is to be accomplished, the expected results, and how success will be measured at the completion of the project.
- k. *Beneficiaries.* Describe which persons, organizations, and/or entities will benefit from the project work or research outlined in the proposal.
- l. *Supplemental Budget Summary.* Provide in sufficient detail information about the budget categories listed on Form SF-424A to demonstrate that the budget is reasonable and adequate for the proposed work. For full information on how to complete the Supplemental Budget Summary, please refer to the FMPP Guidelines available from AMS' Marketing Services Branch website at: <http://www.ams.usda.gov/FMPP>
- m. *Primary Proposal Activity.* Identify the main activity (only one specific activity, i.e., waste management) that the proposal has indicated to meet the goals and objectives. For assistance in identifying this activity, please refer to the FMPP Guidelines available from AMS' Marketing Services Branch website at: <http://www.ams.usda.gov/FMPP/FMPP/FY-07/Guidelines.pdf> .
- n. *Secondary Proposal Activity.* Identify the secondary activities (as many as are applicable) that the proposal has indicated to meet the goals and objectives. For assistance in identifying this activity, please refer to the FMPP Guidelines available from AMS' Marketing Services Branch website at: <http://www.ams.usda.gov/FMPP/FMPP/FY-07/Guidelines.pdf>

Because of the number of inquiries in 2006, AMS has developed two forms for completing the Project Proposal Narrative (above) to assist applicants:

- **TM-29 FMPP Project Proposal Narrative Form**, is completed once by the applicant as described (section A.2.a.-n.) above. The narrative can be obtained

electronically from the AMS website at http://www.ams.usda.gov/FMPP/FMPP/FY-07/TM-29-Project_Proposal_Narrative.pdf and submitted electronically via Grants.gov, and by mail to AMS.

- **TM-30 FMPP Supplemental Budget Summary Form**, is completed once by the applicant as described (section L.) above. The information can be obtained electronically from the AMS website at http://www.ams.usda.gov/FMPP/FMPP/FY-07/TM-30-Supplementary_Budget_Form.pdf and submitted electronically via Grants.gov, and by mail to AMS.

Before funds are dispersed, applicants that are selected for FMPP grant funds (awardees) must complete the following forms:

- **Standard Form AD-1047**, “Certification Regarding Disbarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions” is completed once and must have the awardee’s original signature. The form can be obtained electronically at the AMS website at <http://www.ams.usda.gov/FMPP/FMPP/FY-07/AD1047.pdf> . AMS collects this form by mail with the awardee’s original signature.
- **Standard Form AD-1048**, “Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” is completed once and must have the awardee’s original signature. The form can be obtained electronically from the AMS website at <http://www.ams.usda.gov/FMPP/FMPP/FY-07/AD1048.pdf> . AMS collects this form by mail with the awardee’s original signature.
- **Standard Form AD-1049**, “Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals,” can be obtained electronically from the AMS website at <http://www.ams.usda.gov/FMPP/FMPP/FY-07/AD1049.pdf> . This form is completed once by the awardee and keeps this document for their records.

Additionally, grant awardees must also complete the following form and paperwork for AMS:

- **Grant Agreement**. The grant agreement is used as documentation of the agreed upon responsibilities of AMS and the awardee(s) performing the project work. It also indicates the agreed upon grant funding dollar amounts and the beginning date and ending date of the project work and the grant agreement. Four (4) copies of this agreement are provided by AMS for the awardee’s and AMS Administrator’s office original signatures and dated for each grant.

- **Standard Form SF-270**, “Request for Advance and Reimbursement,” is required whenever the awardees request an advance or reimbursement of Federal grant funds. AMS expects that at least three (3) SF-270 forms will be submitted during the grant agreement period. The information can be obtained electronically via the AMS website at <http://www.whitehouse.gov/omb/grants/sf270.pdf> and submitted by mail with the awardee’s original signature.
- **Progress Reports**. The Progress Report is written documentation required to notify AMS about the work activities and progress towards completing the awardees’ established project workplan goals, objectives, and timelines. AMS expects that at least two (2) Progress Reports will be submitted during the grant agreement period.
- **Final Report**. The one-time submitted Final Report is written information required by AMS within 90 days after the ending date of the grant agreement. This information is utilized as final documentation of completion of the workplan goals, objectives, and activities.
- **Grant Recordkeeping**. AMS requests that grant recipients maintain all records pertaining to the grant for a period of 3 years after the final status report has been submitted to AMS, in accordance with Federal recordkeeping regulations. This requirement is provided in the FMPP Guidelines, which are published at AMS’ Marketing Services Branch website at: <http://www.ams.usda.gov/FMPP/FMPP/FY-07/Guidelines.pdf> .

The total funded amount to administer and provide grants for the FMPP program is approximately \$1 million, of which not more than \$75,000 will be awarded for each grant. AMS awarded 20 FMPP grants in 2006; and only awardees will be required to maintain grant records for 3 years.

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 DECISION FOR ADOPTING THIS MEANS OF COLLECTION. ALSO DESCRIBE ANY CONSIDERATION OF USING INFORMATION TECHNOLOGY TO REDUCE BURDEN.

For FMPP applicants, Standard Forms 424, 424A, and 424B and the project proposal narrative can be obtained and submitted electronically on the <http://www.grants.gov> website. The three forms, as well as Standard Forms 269 and 269A, can also be obtained on the OMB grant management forms web site electronically. The Project Proposal Narrative form and Supplemental Budget Summary form (TM-29 and TM-

30) can also be obtained from AMS' Marketing Services Branch website at: (narrative) http://www.ams.usda.gov/FMPP/FMPP/FY-07/TM-29-Project_Proposal_Narrative.pdf , and (budget) http://www.ams.usda.gov/FMPP/FMPP/FY-07/TM-30-Supplementary_Budget_Form.pdf ; by calling 202/720-8317; or faxing 202/690-0031. Except for Standard Form 424, the forms and project proposal narrative can be filled out on-line and then either copied and submitted electronically through Grants.gov or by mail to AMS. Unless the applicant applies via the Grants.gov website, an original-signature SF-424 and SF-424B must be submitted by mail.

For FMPP grant recipients, forms AD-1047, AD-1048, AD-1049, and Standard Form 270 can be filled out on-line and then submitted by mail to AMS. Progress Reports and the Final Report may be submitted by email or mail to AMS.

In 2006, AMS received over 350 applications for the FMPP grant program and anticipates this number will increase to possibly 500 applications in 2007. It is not feasible for AMS to receive these applications, proposals, and forms electronically, except via the established Grants.gov portal interface.

4. DESCRIBE EFFORTS TO IDENTIFY DUPLICATION. SHOW SPECIFICALLY WHY ANY SIMILAR INFORMATION ALREADY AVAILABLE CANNOT BE USED OR MODIFIED FOR USE FOR THE PURPOSE(S) DESCRIBED IN ITEM 2 ABOVE.

This program is not maintained by any other agency, therefore, the requested information will not be available from any other existing records.

5. IF THE COLLECTION OF INFORMATION IMPACTS SMALL BUSINESSES OR OTHER SMALL ENTITIES (ITEMS 5 OF THE OMB FORM 83-I), DESCRIBE THE METHODS USED TO MINIMIZE BURDEN.

Applicants have the option to apply via the Grants.gov website. Providing for electronic submission of grant applications will simplify and lessen the burden on applicant's resources because they will no longer need to duplicate and submit paper applications.

6. DESCRIBE THE CONSEQUENCE OF 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.

The Farmers' Market Promotion Program's purpose is to provide grants to eligible entities. Without the required information, AMS will not be able to review, award, or monitor grants to eligible applicants.

7. EXPLAIN ANY SPECIAL CIRCUMSTANCES THAT WOULD CAUSE AN INFORMATION COLLECTION TO BE CONDUCTED IN A MANNER:

- **REQUIRING RESPONDENTS TO REPORT INFORMATION TO THE AGENCY MORE OFTEN THAN QUARTERLY;**

Respondents are required to report this information once.

- **REQUIRING RESPONDENTS TO PREPARE A WRITTEN RESPONSE TO A COLLECTION OF INFORMATION IN FEWER THAN 30 DAYS AFTER RECEIPT OF IT;**

There are no plans to require applicants to prepare a written response to an collection of information in fewer than 30 days after AMS receives it. During the application review process if an email address has been provided by the applicant, AMS will email a notification of receipt of their application.

- **REQUIRING RESPONDENTS TO SUBMIT MORE THAN AN ORIGINAL AND TWO COPIES OF ANY DOCUMENT;**

Respondents are not required to submit more than an original and two copies of any document.

- **REQUIRING RESPONDENTS TO RETAIN RECORDS, OTHER THAN HEALTH, MEDICAL, GOVERNMENT CONTRACT, GRANT-IN-AID, OR TAX RECORDS FOR MORE THAN 3 YEARS;**

Respondents are not required to retain any records for more than 3 years.

- **IN CONNECTION WITH A STATISTICAL SURVEY, THAT IS NOT DESIGNED TO PRODUCE VALID AND RELIABLE RESULTS THAT CAN BE GENERALIZED TO THE UNIVERSE OF STUDY;**

The information collected will not be utilized in connection with a statistical survey.

- **REQUIRING THE USE OF A STATISTICAL DATA CLASSIFICATION THAT HAS NOT BEEN REVIEWED AND APPROVED BY OMB;**

There is no requirement for a statistical data classification.

- **THAT INCLUDES A PLEDGE OF CONFIDENTIALITY THAT IS NOT SUPPORTED BY AUTHORITY ESTABLISHED IN STATUE OR**

REGULATION, THAT IS NOT SUPPORTED BY DISCLOSURE AND DATA SECURITY POLICIES THAT ARE CONSISTENT WITH THE PLEDGE, OR WHICH UNNECESSARILY IMPEDES SHARING OF DATA WITH OTHER AGENCIES FOR COMPATIBLE CONFIDENTIAL USE; OR

No confidential information is collected.

- **REQUIRING RESPONDENTS TO SUBMIT PROPRIETARY TRADE SECRET, OR OTHER CONFIDENTIAL INFORMATION UNLESS THE AGENCY CAN DEMONSTRATE THAT IT HAS INSTITUTED PROCEDURES TO PROTECT THE INFORMATION'S CONFIDENTIALITY TO THE EXTENT PERMITTED BY LAW.**

Respondents are not required to submit proprietary trade secrets or other confidential information.

8. **IF APPLICABLE, PROVIDE A COPY AND IDENTIFY THE DATE AND PAGE NUMBER OF PUBLICATION IN THE FEDERAL REGISTER OF THE AGENCY'S NOTICE, REQUIRED BY 5 CFR 1320.8(d), SOLICITING COMMENTS ON THE INFORMATION COLLECTION PRIOR TO SUBMISSION TO OMB. SUMMARIZE PUBLIC COMMENTS RECEIVED IN RESPONSE TO THAT NOTICE AND DESCRIBE ACTIONS TAKEN BY THE AGENCY IN RESPONSE TO THESE COMMENTS. SPECIFICALLY ADDRESS COMMENTS RECEIVED ON COST AND HOUR BURDEN.**

In 2006, the Agricultural Marketing Service had requested and received emergency approval from OMB. The 60-day *Federal Register* Notice requesting comments was embedded in the Notice of Funds Available, Farmers' Market Promotion Program (FMPP) for grants, which was published in the *Federal Register* (71 FR 13332) on March 15, 2006. No comments were received on the FMPP information collection or burden.

For the 2007 grant program, AMS published a 60-day *Federal Register* Notice requesting comments on a revision to the approved information collection embedded in the Notice of Funds Available for the Farmers Market Promotion Program for grants, which was published in the *Federal Register* (71 FR 8678) on February 27, 2007. No comments were received.

DESCRIBE EFFORTS TO CONSULT WITH PERSONS OUTSIDE THE AGENCY TO OBTAIN THEIR VIEWS ON THE AVAILABILITY OF DATA, FREQUENCY OF COLLECTION, THE CLARITY OF INSTRUCTIONS AND RECORDKEEPING, DISCLOSURE, OR REPORTING FORMAT (IF ANY),

AND ON THE DATA ELEMENTS TO BE RECORDED, DISCLOSED, OR REPORTED.

During the development of the Farmers' Market Promotion Program, AMS has conducted focus groups and interviews with farmers' market industry leaders to identify and understand challenges and concerns relating to direct marketing issues.

CONSULTATION WITH REPRESENTATIVES OF THOSE FROM WHOM INFORMATION IS TO BE OBTAINED OR THOSE WHO MUST COMPILE RECORDS SHOULD OCCUR AT LEAST ONCE EVERY 3 YEARS – EVEN IF THE COLLECTION OF INFORMATION ACTIVITY IS THE SAME AS IN PRIOR PERIODS. THERE MAY BE CIRCUMSTANCES THAT MAY PRECLUDE CONSULTATION IN A SPECIFIC SITUATION. THESE CIRCUMSTANCES SHOULD BE EXPLAINED.

Consultation with the following representatives from whom information was obtained regarding the project proposal narrative, forms, progress and final reports was developed through conferences, workshops, industry meetings, focus groups, and other program activities associated with administering the agency's farmers market program:

Don Wambles, Administrator
Farmers Market Authority, State of Alabama
RSA Plaza, Suite 330
770 Washington Avenue
Montgomery, AL 36130
(333) 242-2618

Richard McCarthy, Executive Director
Economics Institute/Crescent City Farmers Market
7214 St. Charles Avenue, Box 907
New Orleans, LA 70118
(504) 861-5586

Charlie Touchette, Executive Director
North American Farmers Direct Marketing Association
62 White Loaf Road
Southampton, MA 01073
(888) 884-9270

- 9. EXPLAIN ANY DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS, OTHER THAN REMUNERATION OF CONTRACTORS OR GRANTEES.**

No payments or gifts are provided to respondents, other than remuneration of grantees.

10. DESCRIBE ANY ASSURANCE OF CONFIDENTIALITY PROVIDED TO RESPONDENTS AND THE BASIS FOR THE ASSURANCE IN STATUTE, REGULATION, OR AGENCY POLICY.

The Farmers' Market Promotion Program does not request confidential information from respondents and therefore provides no assurances related to confidentiality.

11. PROVIDE ADDITIONAL JUSTIFICATION FOR ANY QUESTIONS OF A SENSITIVE NATURE, SUCH AS SEXUAL BEHAVIOR AND ATTITUDES, RELIGIOUS BELIEFS, AND OTHER MATTERS THAT 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.

Questions of a sensitive nature are not found in this information collection.

12. PROVIDE ESTIMATES OF THE HOUR BURDEN OF THE COLLECTION OF INFORMATION.

THE STATEMENT SHOULD:

- **INDICATE THE NUMBER OF RESPONDENTS, FREQUENCY OF RESPONSE, ANNUAL HOUR BURDEN, AND AN EXPLANATION OF HOW THE BURDEN WAS ESTIMATED. UNLESS DIRECTED TO DO SO, AGENCIES SHOULD NOT CONDUCT SPECIAL SURVEYS TO OBTAIN INFORMATION ON WHICH TO BASE HOUR BURDEN ESTIMATES. CONSULTATION WITH A SAMPLE (FEWER THAN 10) OF POTENTIAL RESPONDENTS IS DESIRABLE. IF THE HOUR BURDEN ON RESPONDENTS IS EXPECTED TO VARY WIDELY BECAUSE OF DIFFERENCE IN ACTIVITY, SIZE, OR COMPLEXITY, SHOW THE RANGE OF ESTIMATED HOUR BURDEN, AND EXPLAIN THE REASONS FOR THE VARIANCE. GENERALLY, ESTIMATES SHOULD NOT INCLUDE BURDEN HOURS FOR CUSTOMARY AND USUAL BUSINESS PRACTICES.**

- **IF THIS REQUEST FOR APPROVAL COVERS MORE THAN ONE FORM, PROVIDE SEPARATE HOUR BURDEN ESTIMATES FOR EACH FORM AND AGGREGATE THE HOUR BURDENS IN ITEM 13 OF OMB FORM 83-I.**

See attached AMS-71, Summary of Information Collection.

- **PROVIDE ESTIMATES OF ANNUALIZED COST TO RESPONDENTS FOR THE HOUR BURDENS FOR COLLECTIONS OF INFORMATION, IDENTIFYING AND USING APPROPRIATE WAGE RATE CATEGORIES.**

The respondents' estimated annual cost in providing information to FMPP is \$103,135.60. This total has been estimated by multiplying 3,944 total burden hours by \$26.15, an average mean hourly earnings by private industry white collar (excluding sales) employees. Data for computation of this hourly wage were obtained from the U.S. Department of Labor Statistic's publication, "National Compensation Survey: Occupational Wages in the United States, June 2005," published August 2006 (Bulletin 2581). This publication can also be found at the following website: <http://www.bls.gov/ncs/ocs/sp/ncbl0832.pdf>.

13. PROVIDE AN ESTIMATE OF THE TOTAL ANNUAL COST BURDEN TO RESPONDENTS OR RECORDKEEPERS RESULTING FROM THE COLLECTION OF INFORMATION. (DO NOT INCLUDE THE COST OF ANY HOUR BURDEN SHOWN IN ITEMS 12 AND 14).

- **THE COST ESTIMATE SHOULD BE SPLIT INTO TWO COMPONENTS: (a) A TOTAL CAPITAL AND START-UP-COST COMPONENT (ANNUALIZED OVER ITS EXPECTED USEFUL LIFE); AND (b) A TOTAL OPERATION AND MAINTENANCE AND PURCHASE OF SERVICES COMPONENT. THE ESTIMATES SHOULD TAKE INTO ACCOUNT COSTS ASSOCIATED WITH GENERATING, MAINTAINING AND DISCLOSING OR PROVIDING THE INFORMATION. INCLUDE DESCRIPTIONS OF METHODS USED TO ESTIMATE MAJOR COST FACTORS INCLUDING SYSTEM AND TECHNOLOGY ACQUISITION, EXPECTED USEFUL LIFE OF CAPITAL EQUIPMENT, THE DISCOUNT RATE(S), AND THE TIME PERIOD OVER WHICH COSTS WILL BE INCURRED. CAPITAL AND START-UP COSTS INCLUDE, AMONG OTHER ITEMS, PREPARATIONS FOR COLLECTING INFORMATION SUCH AS PURCHASING COMPUTERS AND SOFTWARE, MONITORING, SAMPLING, DRILLING AND TESTING EQUIPMENT; AND RECORD STORAGE FACILITIES.**
- **IF COST ESTIMATES ARE EXPECTED TO VARY WIDELY, AGENCIES SHOULD PRESENT RANGES OF COST BURDENTS AND EXPLAIN THE REASONS FOR THE VARIANCE. THE COST OF PURCHASING OR CONTRACTING OUT INFORMATION**

COLLECTION SERVICES SHOULD BE A PART OF THIS COST BURDEN ESTIMATE. IN DEVELOPING COST BURDEN ESTIMATES, AGENCIES MAY CONSULT WITH A SAMPLE OF RESPONDENTS (FEWER THAN 10), UTILIZE THE 60-DAY PRE-OMB SUBMISSION PUBLIC COMMENT PROCESS AND USE EXISTING ECONOMIC OR REGULATORY IMPACT ANALYSIS ASSOCIATED WITH THE RULEMAKING CONTAINING THE INFORMATION COLLECTION, AS APPROPRIATE.

- **GENERALLY, ESTIMATES SHOULD NOT INCLUDE PURCHASES OF EQUIPMENT OR SERVICE, OR PORTIONS THEREOF, MADE: (1) PRIOR TO OCTOBER 1, 1995, (2) TO ACHIEVE REGULATORY COMPLIANCE WITH REQUIREMENTS NOT ASSOCIATED WITH THE INFORMATION COLLECTION, (3) FOR REASONS OTHER THAN TO PROVIDE INFORMATION OR KEEPING RECORDS FOR THE GOVERNMENT, OR (4) AS PART OF CUSTOMARY AND USUAL BUSINESS OR PRIVILEGED PRACTICES.**

There are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

- 14. PROVIDE ESTIMATES OF ANNUALIZED COST TO THE FEDERAL GOVERNMENT. ALSO, PROVIDE A DESCRIPTION OF THE METHOD USED TO ESTIMATE COST, WHICH SHOULD INCLUDE QUANTIFICATION OF HOURS, OPERATION EXPENSES (SUCH AS EQUIPMENT, OVERHEAD, PRINTING, AND SUPPORT STAFF), AND ANY OTHER EXPENSE THAT WOULD NOT HAVE BEEN INCURRED WITHOUT THIS COLLECTION OF INFORMATION. AGENCIES ALSO MAY AGGREGATE COST ESTIMATES FROM ITEMS 12, 13, AND 14 IN A SINGLE TABLE.**

The estimated annual cost in providing information by the Federal government to FMPP is \$178,750. This total has been estimated by multiplying 5,720 total personnel hours by \$31.25, an average mean hourly earnings by state and local government white collar professional specialty and technical occupation (excluding sales) employees. Data for computation of this hourly wage were obtained from the U.S. Department of Labor Statistic's publication, "National Compensation Survey: Occupational Wages in the United States, June 2005," published August 2006 (Bulletin 2581). This publication can also be found at the following website: <http://www.bls.gov/ncs/ocs/sp/ncbl0832.pdf>.

- 15. EXPLAIN THE REASON FOR ANY PROGRAM CHANGES OR ADJUSTMENTS REPORTED IN ITEMS 13 OR 14 OF THE OMB FORM 83-I.**

OMB approved 3,208 burden hours under number 0581-0235 in July 2006. The 736 burden hour collections for information were inadvertently omitted and pertain to information obtained after applicants are selected as FMPP grant recipients. This amended collection includes 736 hours for the required completion of forms AD-1047, AD-10-48, AD-1049, SF-270; the grant agreement; Progress Reports; and a Final Report. Additionally, AMS has developed two new forms (TM-29 and TM-30) to assist FMPP applicants in preparing the proposal narrative and supplemental budget summary information, which will not increase the overall estimated burden hours. This and all other 3.944 burden hours are provided in AMS-71, Summary of Information Collection.

16. FOR COLLECTIONS OF INFORMATION WHOSE RESULTS WILL BE PUBLISHED, OUTLINE PLANS FOR TABULATION, AND PUBLICATION. 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 DATES, AND OTHER ACTIONS.

The collected information will not be published.

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.

With the exception of the two new forms (FMPP Project Proposal Narrative Form and Supplemental Budget Summary Form), all other forms currently contain an OMB number and an expiration date.

18. EXPLAIN EACH EXCEPTION TO THE CERTIFICATION STATEMENT IDENTIFIED IN ITEM 19, "CERTIFICATION FOR PAPERWORK REDUCTION ACT SUBMISSIONS," OF OMB FORM 83-I.

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

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

This information collection does not employ statistical methods.