

**United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service**

**SUBJECT:** Supporting Statement for the Paperwork Reduction Act Submission to Extend and Revise Information Collection OMB No. 0524-0038, Certification of Offset and Entitlement

**A. JUSTIFICATION**

**1. CIRCUMSTANCES MAKING COLLECTION OF INFORMATION NECESSARY**

The purpose of this collection of information is to ensure the availability of matching funds for the formula funds provided to CSREES cooperating institutions, most of which are 1862 and 1890 Land-Grant Institutions

The requirements for this collection are specified in section 226 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA). Section 226 of AREERA amends Subtitle G of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NSRETPA) by adding a new section 1449. This section requires matching funds from non-Federal sources for formula funds authorized under sections 1444 and 1445 of NARETPA for extension and research activities at the 1890 land-grant institutions, including Tuskegee University and West Virginia State College.

- Similar requirements also exist for the following formula funds. Federal Funds Authorized for Appropriation Under the Act of Congress of September 29, 1977 [National Agricultural Research, Extension and Teaching Policy Act of 1977. Subtitle E-Animal Health and Disease Research] 7 U.S.C. 3191-3201
- Regular Funds Authorized Under Section 3 (b) & (c) of the Smith-Lever Act
- CSRS Retirement Funds Authorized Under Section 3 (c) of the Smith-Lever Act
- FERS Retirement Funds Authorized Under Section 3 (c) of the Smith-Lever Act
- Special Needs Formula Funds Authorized Under Section 3 (b) of the Smith-Lever Act
- Federal Funds Authorized for Appropriation Under the Act of Congress of August 11, 1955 [Hatch Act, as Amended] 7 U.S.C. 361a-361i
- Federal Funds Authorized for Appropriation Under the Act of Congress of August 11, 1955 [Hatch Act, as Amended] 7 U.S.C. 361a-361i
- Federal Funds Authorized for Appropriation Under the Act of Congress of October 10, 1962 [McIntire-Stennis Act] 16 U.S.C. 582a-582a-7

In addition to extending the current information collection, Cooperative State Research, Education, and Extension Service (CSREES) is proposing to revise the current title of the form from “Certification of Offset and Entitlement for 1890 Land-Grant Institutions” to “Certification of Offset and Entitlement” as the form would apply to all CSREES cooperating institutions required to certify that matching funds are available. See Attachment 1.

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

These forms will be received by the Funds Management Section (FMS) of the Office of Extramural Programs of CSREES at the beginning of each fiscal year prior to the distribution of funds. FMS will review these forms to determine if the annual matching requirements have been met. Institutions will again be required to complete this form when the final formula allocations are made later in the fiscal year and when any unmatched funds are redistributed to the other eligible institutions.

3. USE OF IMPROVED INFORMATION TECHNOLOGIES

Eligible CSREES cooperating institutions may submit Form CSREES-2103, Certification of Offset and Entitlement, either in hard copy format via conventional mail, via a facsimile machine or pdf format via e-mail. In order to be in compliance with the Government Paperwork Elimination Act (44 U.S.C. 3504 note) CSREES is in the process of developing a pilot for the submission of required forms via Grants.gov for one of CSREES formula grant programs (i.e., formula funds provided under the McIntire-Stennis Cooperative Forestry Research Act). CSREES requests permission to make the Forms CSREES-2103A-E available on the CSREES website.

4. EFFORTS TO IDENTIFICATION

No duplication of effort will be involved. The information contained on Forms CSREES-2103A-E will not be available through any other report or form.

5. METHODS TO MINIMIZE BUDGET OF SMALL BUSINESSES OR ENTITIES

This information collection will have no impact on small businesses or small entities as the respondents are CSREES cooperating institutions.

6. CONSEQUENCE IF INFORMATION COLLECTION WERE LESS FREQUENT

The agricultural research and extension formula funds are allocated on an annual basis; therefore, it is necessary to collect this information each fiscal year. Failure by the institution to promptly provide this information may result in the withholding of funds, and an inability to meet the full matching requirement will result in the redistribution of funds in accordance with the statutorily mandated distribution formulas applicable to these funds. Consequently, it is critical that CSREES receive this information each fiscal year to ensure that all allocated formula funds have been properly matched for the fiscal year prior to the distribution of the funds to the institutions.

7. SPECIAL CIRCUMSTANCES FOR INFORMATION COLLECTION

There are no special circumstances for this information collection.

8. FEDERAL REGISTER NOTICE

Notice of intent to request an extension of a currently approved information collection was published in the *Federal Register*, dated Thursday, December, 8, 2005, page 72982. See Attachment 2 for a copy of the notice and Attachment 3 for a list of the grantees surveyed. No comments were received.

CONSULTATIONS WITH PERSONS OUTSIDE THE AGENCY

CSREES has consulted with the 1890 Institutions regarding the burden of this information collection. See Attachments 3 and 4.

9. DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS, OTHER THAN REMUNERATION OF CONTRACTORS OR GRANTEEES

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

10. CONFIDENTIALITY PROVIDED TO RESPONDENTS

No Privacy and/or confidentiality issues are anticipated with this information collection.

11. QUESTIONS OF A SENSITIVE NATURE

No information of a sensitive nature will be requested.

12. ESTIMATE OF BURDEN

Estimate of the Burden: The total reporting and recordkeeping requirements for the submission of Form CSREES-2103, Certification of Offset and Entitlement is estimated to average 3.6 hours per response.

Estimated Number of Respondents: 96.

Estimated Number of Responses: 838.

Estimated Total Annual Burden on Respondents: 3,016.8 hours.

Frequency of Responses: Three times a year.

See Attachment 5 for worksheet on average burden hours and Attachment 6 for the worksheet on total burden hours. Also see Attachment 7 for the estimate of the total annualized cost.

13. CAPITAL/STARTUP COSTS

There are no capital or startup costs.

14. ANNUALIZED COST TO THE FEDERAL GOVERNMENT

See Attachment 8 for the estimated annualized cost to the Federal Government.

15. REASONS FOR CHANGE IN BURDEN.

There is an increase of 2,629 in the annual burden hours due to program changes. This form was original used only for Certifications of Offset and Entitlement for 1890 Land-Grant Institutions, and has been expanded to ensure all of the cooperating institutions (1890 and 1862 Land-Grant Institutions, state agriculture experiment stations, schools of veterinary medicine, and certified forestry schools) have the necessary matching funds.

16. TABULATION, ANALYSIS AND PUBLICATION PLANS

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

17. SEEKING APPROVAL TO NOT DISPLAY THE EXPIRATION DATE FOR OMB APPROVAL OF THE INFORMATION COLLECTION ON FORMS

No approval is requested.

18. EXCEPTION(S) TO THE CERTIFICATION STATEMENT (19) ON OMB 83-1

A certification exception is not requested.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Information to be collected will not employ statistical methods.

## **Attachments**

- 1 Form CSREES-2103A-E, Certification of Offset and Entitlement
- 2 Copy of Notice of Intent to Revise a Current Approved Information Collection –  
“Certification of Offset and Entitlement”
- 3 List of Seven Institutions Surveyed for This Collection of Information
- 4 Worksheet of Average Burden Hours
- 5 Worksheet of Total Burden Hours
- 6 Worksheet of Total Costs
- 7 Worksheet of Salary Costs to CSREES-USDA
- 8 Paperwork Reduction Act Statement