

OMB INFORMATION COLLECTION SUPPORTING STATEMENT
Food Stamp Nutrition Connection Recipe Submission and Review Forms

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy if the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The National Agricultural Library's Food Stamp Nutrition Connection (FSNC) resource system (<http://foodstamp.nal.usda.gov>) developed an on-line recipe database, the Recipe Finder in Fiscal Year 2005. The purpose of the Recipe Finder database is to provide our target audience, Food Stamp Nutrition Education (FSNE) providers, with low-cost, easy to prepare, healthy recipes for classes and demonstrations with FSNE participants. We rely on these same educators to submit their best recipes to us for review, analysis and posting in the database. Data collected using the "FSNC Recipe Submission Form" will help identify a person's eligibility to submit materials for this database. Data collected using the "FSNC Recipe Review Form" will help identify the success or value of the nutrition education and budgeting tool with FSNE participants.

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 voluntary "FSNC Recipe Submission Form" allows FSNE providers the opportunity to submit recipes on-line and saves authors time and money photocopying and mailing/faxing recipes. FSNC staff review submissions to determine for appropriateness and eligibility for inclusion into the Recipe Finder. Approved recipes will be posted with proper citations to the authors. This will provide a fast and accurate vehicle for FSNE staff to communicate with the authors.

The voluntary "FSNC Recipe Review Form" allows FSNE providers and other Recipe Finder users the opportunity to review recipes on-line and share their feedback with other Recipe Finder users. This serves FSNC staff by helping to identify positive and negative entries into the database and helps to ensure that only high quality information remain in the database. Feedback gathered from this form allows the database to display recipes based by current user rating, displaying the highest rated recipes first when this option is selected by the user.

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 to the collection. Also describe any consideration of using information technology to reduce burden.

The FSNC Recipe Submission and Review forms will be available for completion online at the FSNC Web site. The information will be collected using the on-line forms only. This eliminates the need for any hard copies of the form to be generated.

4. Describe any efforts to identify duplication, show specifically why any similar information already available cannot be used or modified for use of the purposes described in item 2 above.

Currently, there is no known form to collect this information.

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

The collection of information will not have a significant economic impact on small businesses or other small entities.

6. Describe the consequence 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.

Failure of the Food Stamp Nutrition Connection to collect this information would inhibit the ability of our target audience to participate in valuable resource sharing that will assist them, and in turn the FSNE participants. An additional concern if this information is not collected is that it may inhibit the ease with which FSNE providers could respond and share feedback, decreasing the integrity of the project.

7. Special Circumstances Relating to Guidelines 5 CFR 1320.5

There are no special circumstances for the collection of information requirements.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

A 60-day notice for public comment on this information collection was published in the Federal Register on April 4, 2008 , Volume 73 Number 66. No comments were received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

No payment of gift was or will be provided to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The confidentiality of information received by FSNC is consistent with the Freedom of Information Act (FOIA).

11. Justification for Sensitive Questions

Questions of a sensitive nature are not applicable to this information collection.

12. Provide estimates of the hour burden collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

The estimated annual burden for the **FSNC Recipe Submission Form** is 12.5 hours.

No. Responses	Total No. of Responses(annually)	Minutes per response	Total Hours
1	100 (15 questions)	7.5 minutes	12.5

The time required to complete this information is estimated to average 30 seconds per response with 15 questions totaling 7.5 minutes per form.

It was estimated that 100 people would complete the form annually. The estimated total hours are expected be 12.5 hours.

Individuals who work in the areas of nutrition and public health would be completing the form. The total estimated cost to respondents is \$400.50.

Activity	Total hours	Cost per hour	Total Cost
Reporting	12.5	\$35.01	\$437.63

The cost to our respondents is based on the median cost of \$35.01 per hour. This number was derived by calculating a 3% annual increase in pay for the past 3 years to the hourly base rate of \$32.04 (the median hourly cost of a Food Stamp Nutrition Educator in 2005).

The estimated annual burden for the **FSNC Recipe Review Form** is 17.5 hours.

Total No. of Responses (annually)	Minutes per response	Total Hours	Number of Responses
150 (7 minutes/form)	7 minutes	17.5	150

The time required to complete this information is estimated to average 30 seconds per response, totaling 7 minutes per form. With approximately 150 people completing the form annually the total hours are 17.5. The estimated hours per response are based on the length of the survey.

Individuals who work in the areas of nutrition and public health would be completing the form. The total estimated cost to respondents is \$560.70.

Activity	Total hours	Cost per hour	Total Cost
Reporting	17.5	\$35.01	\$612.68

The cost to our respondents is based on the median cost of \$35.01 per hour. This number was derived by calculating a 3% annual increase in pay for the past 3 years to the hourly base rate of \$32.04 (the median hourly cost of a Food Stamp Nutrition Educator in 2005).

13. Estimate of Other Total Annual Cost Burden to Respondents or Record-Keepers

There are no capital and start-up, or operation, maintenance and purchase costs associated with this information collection.

14. Annualized Costs to the Federal Government

The estimated annualized cost to the Federal government for the FSNC Recipe Submission Form is \$791.52. The estimated time for review, data entry, and tracking is 16 hours. The information from the form will be extracted by a government contractor with an approximate cost to the government of \$49.47 per hour.

The estimated annualized cost to the Federal government for the FSNC Recipe Review Form is \$989.40. The estimated time for review, data entry, and tracking is 20 hours. The information from the form will be extracted by a government contractor with an approximate cost to the government of \$49.47 per hour.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of OMB Form 83-I.

There are no changes in burden from the last submission.

16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.

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.

[FSNC is seeking approval to exempt display of the expiration date for OMB approval because the target audience may misunderstand the purpose of the date and interpret it as the time that their recipe submission or review responses will expire.](#)

**18. Explain each exception to the certification statement identified in Item 19
“Certification for Paperwork Reduction Act.”**

There are no exceptions to Item 19 of OMB Form 83-I.