

**2008 SUPPORTING STATEMENT**  
**for**  
**Specialty Crop Block Grant Program – 2008 Farm Bill**  
**OMB NO. 0581-NEW**

**CLEARANCE NOTATION:**

**We are requesting emergency review and approval of a new information collection. A burden is being imposed on eligible State departments of agriculture for the collection of reporting requirements under section 101 of the Specialty Crops Competitiveness Act of 2004 (7 USC 1621 note); amended by Section 10109 of the of the Food, Conservation, and Energy Act of 2008 (2008 Farm Bill). The 2008 Farm Bill directs the Secretary of Agriculture to make available \$10 million in fiscal year 2008. Given the limited time remaining in this fiscal year, State departments of agriculture are mandated by the 2008 Farm Bill to develop appropriate grant applications for the 2008 fiscal year program and the Department is mandated to adequately evaluate these new proposals and obligate the funds. Accordingly, we request emergency approval of the information collection so that the Department can allocate the grant funds as required by the 2008 Farm Bill.**

**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 Specialty Crop Block Grant Program – 2008 Farm Bill (SCBGP-FB), which operates pursuant to the authority of Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 USC 1621 note); amended by Section 10109 of the Food, Conservation, and Energy Act of 2008 (2008 Farm Bill). Section 10109 directs the Secretary of Agriculture to “make grants to States for each of the fiscal years 2008 through 2012 to be used by State Departments of Agriculture solely to enhance the competitiveness of specialty crops.”

The SCBGP-FB works to increase the competitiveness of specialty crops. The Farm Bill makes mandatory outlays available for fiscal year 2008 in the amount of \$10 million, \$49 million in fiscal year 2009, and \$55 million in fiscal years 2010 through 2012. The Program is voluntary.

The minimum grant amount each State is eligible to receive \$100,000, or 1/3 of 1 percent, whichever is greater than the total amount of funding made available in each fiscal year. In addition, States would receive an amount representing the proportion

of the value of specialty crop production in the State to the national value of specialty crop production for the previous calendar year in all States whose applications are accepted. Eligible grant applicants are the fifty states, the District of Columbia, Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops, including floriculture.

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

**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 State Plan (Narrative) is a new form required by the 2008 Farm Bill that mandates new application granting process to include a plan for conducting a competitive grant process, as well as conducting outreach to socially disadvantaged and beginning farmers.

The State Plan (Narrative) is completed once when the State department of agriculture applies for the grant program. The information will be used by AMS to determine the State departments of agriculture eligibility for participation in the SCBGP-FB. The information can be obtained electronically and will be collected electronically or by fax or mail. The State Plan (Narrative) shall include the following:

- Cover page and Granting Processes
- Project Title and Abstract
- Project Purpose
- Potential Impact
- Expected Measurable Outcomes
- Work Plan
- Budget Narrative
- Project Oversight
- Project Commitment
- Multi-State Project

Full details for preparing the State Plan (Narrative) are available at the SCBGP-FB website <http://www.ams.usda.gov/fv>.

Standard form 424, Application for Federal Assistance, approved under OMB #4040-0004, is completed once when the State department of agriculture applies for the grant program. The information will be used by AMS to determine the State departments of agriculture eligibility for participation in the SCBGP-FB. The information can be obtained electronically and will be collected electronically or by fax or mail.

Standard form 424A, Budget Information-Non-Construction Programs, approved under OMB 4040-0006, is completed once when the State department of agriculture applies for the grant program. The information will be used by AMS to determine the State departments of agriculture eligibility for participation in the SCBGP-FB. The information can be obtained electronically and will be collected electronically or by fax or mail.

Standard form 424B, Assurances-Non-Construction Programs, approved under OMB 4040-0007, is completed once by grant participants after grant approval and before grant funds are dispersed. The information will be used by AMS to certify that grant participants are complying with applicable program regulations. The information can be obtained electronically and will be collected electronically or by fax or mail.

SF-LLL, Disclosure of Lobbying Activities, approved under OMB #0348-0046 is signed and dated once by grantees after their State plan narrative has been approved and before grant funds are dispersed. The information will be used by AMS to certify that the grantee complies with applicable Federal regulations. The information can be obtained electronically and will be collected by mail.

AD-1047, Certification Regarding Debarment, Suspension, and Other Responsibility Matter-Primary Covered Transactions is signed and dated once by grantees after their State plan narrative has been approved and before grant funds are dispersed. The information will be used by AMS to certify that the grantee complies with applicable Federal regulations. The information can be obtained electronically and will be collected by mail.

AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –Lower Tier Covered Transactions is signed and dated once by subgrantees after their State plan narrative has been approved. The information will be used by the grantee to certify that the subgrantee complies with applicable Federal regulations. The information can be obtained electronically.

AD-1049, Certifications Regarding Drug-Free Workplace Requirements (Grants) Alternative 1-For Grantees Other Than Individuals is signed and dated once by grantees after their State plan narrative has been approved and before grant funds are dispersed. The information will be used by AMS to certify that the grantee complies

with applicable Federal regulations. The information can be obtained electronically and will be collected by mail.

The Grant Agreement will be entered into by the State department of agriculture and AMS after approval of a grant application. The Grant Agreement will be read and four copies are required to be signed by the State department of agriculture. This information will be used by AMS to certify that grant participants are complying with applicable program regulations. The Grant Agreements require an original signature and will be collected by mail.

An Annual Performance Report is required within 90 days after the completion of the first year of the grant period and once within 90 days after the second year of the grant period. The Annual Performance Report will be collected electronically or by fax or mail. The Annual Performance Report should include:

- Activities Performed
- Problems and Delays
- Future Project Plans
- Funding Expended to Date

A Final Performance Report is required once 90 days after expiration of the grant period. This information will be used by AMS to certify that grant participants are complying with applicable program regulations. The Final Performance Report will be collected electronically or by fax or mail. The Final Performance Report should include:

- Project Summary
- Project Approach
- Goals and Outcomes Achieved
- Beneficiaries
- Lessons Learned
- Contact Person
- Additional information

A Request for Grant Period Extension submitted by the State department of agriculture is required if the grant period goes beyond three calendar years. We estimate that approximately 10% of grant participants will request a grant period extension. AMS will use this information to extend the grant period on a case by case basis. The information will be collected electronically.

Standard Form 270, Request for Advance or Reimbursement approved under OMB #0348-0004 is completed whenever the grantee requests an advance or reimbursement of grant funds. The information will be used by AMS to make and keep track of grant advances and disbursements.

Standard form 269A, Financial Status Report (Short form) approved under OMB #0348-0038, or Standard form 269A, Financial Status Report (Long form) (if the project had program income) approved under OMB #0348-0039 (rarely used), is completed once by the State department of agriculture 90 days after the expiration date of the grant period. The information will be used by AMS to determine the final financial status of the State's grant projects. The information can be obtained electronically and collected by fax or mail.

An Audit Report is required to be submitted to AMS by the State no later than 30 days after completion of an audit on all grant expenditures. This information will be used by AMS to certify that grant participants are complying with applicable program regulations. The audit report will be collected electronically or by fax or mail.

- 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.**

Standard form (SF) 424, 424A, 424B, AD-1047, AD-1048, AD-1049 and the State plan can be obtained and submitted electronically on the <http://www.grants.gov> web site. SF 270, SF 269, SF 269A, and SF-LLL can be obtained at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html) electronically. The forms can be filled out on-line and then mailed in.

The Annual Performance Report, Final Performance Report, Request for Grant Period Extension and Audit Report can be submitted electronically. The Grant Agreement needs an original signature and will be collected by mail.

- 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.**

The eligible entities for SCBGP-FB are State departments of agriculture. The act of collection of information will not have an adverse impact on small businesses or other small entities. 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. In addition, the information, voluntarily collected from each grant applicant may help provide grant funds to disadvantaged and small farmers and entities within a State.

**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 Specialty Crop Block Grant Program's purpose is to provide grants to States. In accordance with Section 101 of the Specialty Crops Competitiveness Act of 2004; as amended under Section 10109 of the 2008 Farm Bill, each subsequent fiscal year through 2012 that funding is appropriated to the Specialty Crop Block Grant Program, States will have to apply to be eligible to receive grant funds for that fiscal year. Without this collection of information the Agency would not be able to award grant funds to eligible entities and monitor compliance with regulations and administration procedures of the program.

**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 not required to report more than quarterly.

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

Respondents are not required to prepare a written response to a collection of information fewer than 30 days after receipt.

- **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 except for the Grant Agreement. Grantees are required to sign and date a total of four copies of the Grant Agreement.

- **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. This is part of normal business practice.

- **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.**

AMS is requesting emergency approval from OMB. The 60-day notice for public comment on the new information collection is embedded in the interim final rule published in the Federal Register on XX, 2008 (XX FR XXX). No comments are expected.

**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.**

The SCBGP-FB Project Manager attends the annual meeting of the North American Agricultural Marketing Officials, a group whose members consist of the marketing directors of the State agriculture departments. These directors are very often the project managers for SCBGP-FB projects. These issues may be discussed informally at such meetings and in telephone conversations with grantees as they carry out their projects. In addition, consultation with specialty crop industry members, National Association of State Departments of Agriculture (NASDA), and the United Fresh Fruit and Vegetable Association (UFFVA) occurred to discuss the Specialty Crop Block Grant Program.

**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.**

Kathy Alameda, California Department of Food and Agriculture, (916) 651-9888

Carole Strange, Florida Department of Agriculture, (850) 410-6723

Industry member: Ms. Diane Coates, U.S. Apple Association, Director of Public Affairs, 8233 Old Courthouse Road, Suite 200, Vienna, VA 22182-3816, telephone: (703) 442-8850.



UFFVA: Robert Guenther, Vice President, Government & Public Affairs, 1901 Pennsylvania Avenue NW, Suite 1100, Washington, DC 2006, telephone: (202) 303-3400.

NASDA: Richard W. Kirchhoff, Executive Vice President & CEO, National Association of State Departments of Agriculture, 1156 15<sup>th</sup> Street, NW, Suite 1020, Washington, DC 20005-1711, telephone: (202) 296-9680.

NASDA: Amy Mann, Director, Legislative and Regulatory Affairs, National Association of State Departments of Agriculture, 1156 15<sup>th</sup> Street, NW, Suite 1020, Washington, DC 20005-1711, telephone: **(202) 296-9680**.

**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.**

SCBGP-FB 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.**

The public reporting burden for approximately 56 respondents (1 response per State, Puerto Rico, District of Columbia, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands) providing up to 510 annual responses is estimated to be 9.11 responses per respondent. It is estimated that a total of 1,439 hours per year will be required for the 56 respondents to complete the 510 responses, averaging approximately 2.82 hours per response. The complete public reporting burden is summarized on AMS-71.

- **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 AMS 71 for breakouts.

- **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 the Specialty Crop Block Grant Program is \$37,097. This total has been estimated by multiplying 1,439 total burden hours by \$25.78, an average of mean hourly earnings by state and local government 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 BURDENS 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 PRIVATE 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 currently to operate SCBGP-FB is (\$399,500) per year. The SCBGP-FB office currently consists of one full time GS-13 Project Manager who is responsible for all aspects of the grant program from pre-award to closeout. Grant program oversight and policy management is provided on a part time basis by one GS-15 managers. Administrative support is provided throughout the year on a part time basis by one GS-06 Administrative Office Assistant. The travel budget is for the Project Manager to attend appropriate conferences, and conduct site visits to SCBGP-FB projects. The training budget is for the Project Manager to keep up-to-date with developments in Federal grants management. The Contracts/Services budget is for special projects such as website upgrades and financial sponsorship of conferences that compliment and further the agency mission as it relates to SCBGP-FB. The remaining line items are for administrative expenses and overhead.

**Estimated Annual Cost to Federal Government of Operating SCBGP-FB**

Salaries/Benefits/Awards	\$309,000
Travel	\$5,300
Training	\$5,000
Contracts/Services	\$28,900
Printing/Copying/Mailing	\$1,200
Rent/Communication/Utilities	\$6,000
NFC Services	\$39,000
Supplies/Equipment	<u>\$5,100</u>
<b>Total</b>	<b>\$399,500</b>

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

This is a new collection mandated by Section 10109 of the Food, Conservation, and Energy Act of 2008 (2008 Farm Bill).

- 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.**

Each form currently contains 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.