

## FNS Food Distribution Programs Burden Hour Estimates

AFFECTED PUBLIC: STATE, LOCAL, AND TRIBAL GOVERNMENTS

Sec. of Regs./Authority	Title	Form No.	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses (exf)	Est. total Hours per Response	Est. total Burden (gxh)
240.4	Cash In Lieu of Donated Foods for Nonresidential Child and Adult Care Institutions	FNS-44	Burden Contained in OMB #0584-0078				
240.5	Cash In Lieu of Donated Foods for Commodity Schools	FNS-10	Burden Contained in OMB #0584-0002				
240.6	Funds for SAs That Have Phased Out Facilities	FNS-10	Burden Contained in OMB #0584-0002				
247.4(a)(1) & (b)	Federal/State Agreements	FNS-74	Burden Contained in OMB #0584-0067				
247.4(a)(2) & (b) & (c)	State/Local Agreements		50	1.00	50.00	2.00	100.00
247.6(a-c)	State Plan		1	1.00	1.00	50.00	50.00
247.6(d)	State Plan Amendments		35	1.00	35.00	5.00	175.00
247.7(a)	Applications of Local Agencies		30	1.00	30.00	2.00	60.00
247.19(a)	Agreement to Prevent Dual Participation		60	1.00	60.00	1.00	60.00
247.23(b)	State Provision of Administrative Funds		20	0.25	5.00	150.00	750.00
247.26	Closeout Procedures		20	1.00	20.00	8.00	160.00
247.29(a) & (b) (2)(ii)	Receipt, Disposal, and Inventory of Donated Foods	FNS-153	20	12.00	240.00	6.30	1512.00
247.29(a)& (b)(3)	Civil Rights Participation Data	FNS-191	Burden Contained In OMB # 0584-0025				
247.31(c)	Audit Responses		20	4.00	80.00	40.00	3200.00
247.34	Management Reviews		35	2.06	72.00	8.00	575.96
250.13(a)(6)	Destination Data for Delivery of Donated Foods	FNS-7	180	7.00	1,260.00	0.50	630.00
250.13(f)	Report of Shipment Received, Over, Short, and/or Damaged	FNS-57	330	303.00	99,991.32	0.02	1999.83
250.17(a) & 251.10(d)(2)	Commodity Inventory Report	FNS-155	30	2.00	60.00	0.67	40.20
250.17(e)	Other Reporting						
	Recall Response Reporting		15	4.00	60.00	24.00	1440.00
	State Option Contract Program		2	3.00	6.00	2.00	12.00
250.58	Ordering Donated Food						
	Direct Delivery of Commodities	FNS-52	110	642.00	70,620.00	0.10	7062.00

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	Multi-Commodity Food Requisition	FNS-53	145	30.00	4,350.00	0.10	435.00
250.69(f)	State Report of Commodities Distributed for Disaster Relief	FNS-292	Burden Contained in OMB #0584-0067				
253.5(a) & 254.3(a)	Plans of Operation		24	1.01	24.26	3.00	72.79
253.3(c)	Prime Vendor Pilot		23	1.00	23.00	1.00	23.00
253.8(b) & 254.3(a)	Commodity Inventories	FNS-152	97	12.00	1,164.00	2.50	2910.00
253.8(f) & 254.3(a)	Damaged, or Out of Condition Commodities	FNS-57	97	1.55	150.35	0.25	37.59
253.5(i) & 254.3(a)	Monitoring and Review of Program Operations		97	1.00	97.00	2.00	194.00
ARRA FDPIR	ARRA Related Financial Status Reports	SF-425	97	6.00	582	0.75	436.50
TOTAL REPORTING			330	542.37	178,980.93	0.12	21935.87

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	Est. # of Records per Recordkeeper	Total Annual Records	Est. total Hours per Record	Est. total Burden
240.4	Cash In Lieu of Donated Foods for Nonresidential Child Care Institutions		56	12.00	672.00	0.25	168.00
240.5	Cash In Lieu of Donated Foods for Commodity Schools		3	12.00	36.00	0.25	9.00
240.6	Funds for States That Have Phased Out Facilities		56	93.64	5,243.84	0.25	1310.96
247.22	Record of Use of Funds		20	12.00	240.00	0.05	12.00
247.28(b)	Records of Receipt, Disposal & Inventory of Donated Foods		56	12.86	720.16	0.05	36.01
247.29(a)	Records of Fair Hearing Proceedings		20	36.00	720.00	0.05	36.00
247.30(d)(3)	Records of Participant Claims		56	8.93	500.08	0.08	40.01
253.5(h) & 254.4(a)	Recordkeeping of Reports:						
	Plans of Operation		97	1.00	97.00	0.08	7.76
	Household Applications		97	824.74	79,999.78	0.08	6399.98
	Reporting Changes		97	46.39	4,499.83	0.08	359.99
	Disposal of Out of Condition Commodities		25	1.00	25.00	0.08	2.00
	ITO Applications		97	1.00	97.00	0.08	7.76
	Commodity Inventories		97	12.00	1,164.00	0.08	93.12
	Damaged or Out of Condition Commodities		97	1.55	150.00	0.08	12.00
	Financial Status Reports		97	4.00	388.00	0.08	31.04
253.5(j) & 254.3(a)	Investigations and Complaints		97	1.00	97.00	3.00	291.00

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253.7(h) & 254.3(a)	Fair Hearings		97	1.00	97.00	0.25	24.25
253.11(b) & 254.3(a)	Management of Administration Funds		97	1.00	97.00	0.50	48.50
TOTAL RECORDKEEPING			56	1693.64	94,843.69	0.09	8889.37

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
Reporting	330	542.37	178,980.93	0.12	21935.87
Recordkeeping			8,132.08	0.09	8889.37
TOTAL	330	542.37	187,169.01	0.16	30825.24





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## FNS Food Distribution Programs Burden Hour Estimates

AFFECTED PUBLIC: PRIVATE - FOR PROFIT

REPORTING

Sec. of Regs./Authority	Description of Collection Activity	Form No.	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden	Change in Burden
250.17(c) and 250.30(m)	Processors' Performance Reports		500	9	4,500	1	4,500.00	
250.18(c)	Multi-State Processor's Response to CPA Audit Deficiencies		30	2	60	4	240.00	
TOTAL: Summary of Private For Profit Burden			500	9.120	4,560	1.039	4,740.00	0

RECORDKEEPING

Sec. of Regs.	Description of Collection Activity	Form No.	Est. No. of Record keepers	Est. # of Records per Record keeper	Total Annual Records	Est. total Hours per Record	Est. total Burden	Change in Burden
240.4	Cash In Lieu of Donated Foods for Nonresidential Child Care Institutions		500	363.978	181,989	0.25	45,497.25	
250.18(b)	Multi-State Processor CPA Audits		15	2	30	0.35	10.50	
250.30(c)	Recordkeeping Requirements for All Processors		57	1	57	0.5	28.50	
TOTAL RECORDKEEPING			500	364.152	182,076	0.250	45,536.25	0

SUMMARY OF PRIVATE FOR PROFIT

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
Reporting	500	9.120	4,560	1.039	4,740.00
Recordkeeping			182,076	0.250	45,536.25
<b>TOTAL</b>	500	9.120	187,136	0.269	50,276.25

## FNS Food Distribution Programs Burden Hour Estimates

AFFECTED PUBLIC: PRIVATE - NOT FOR PROFIT

REPORTING							
Sec. of Regs./Authority	Title	Form No.	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
250.10(b) & 250.12 (a)	USDA Agreements with Private Agencies and Distributing Agencies	FNS-74	Burden Contained in OMB #0584-0067				
250.12(a) & 250.42(c)	Distributing Agency Agreements/Agreements for Cash in Lieu of Commodities	FNS-74	Burden Contained in OMB #0584-0067				
250.12(b)	Distributing Agency/Recipient Agency Agreement		11,211	0.25	2,802.75	0.2	560.55
250.12(e) & 250.14(d)	Storage Facility Agreements		250	0.25	62.50	0.33	20.63
250.12(f) & 250.30(c)	Processor/Processing Agreements with Distributing Agencies/Recipient Agencies		30	5.4	162.00	2	324.00
250.13(i)	Notification of Suspected Embezzlement, Misuse, Theft, etc.		57	1	57.00	0.33	18.81
250.13(k) & 250.17(d)	Commodity Acceptability Reports	FNS-663	252	1	252.00	50	12,600.00
250.14(a)(2)	Noncommercial Warehouse Evaluation		6	1	6.00	30	180.00
250.14(a) (4)(iv)	Cost Comparison of Existing Warehouse System with Commercial System		6	1	6.00	10	60.00
250.14(e)	Distributing Agency's Physical Inventory Reporting		97	1	97.00	2	194.00
250.14(f)	Recipient Agency Excessive Inventories		20	1	20.00	0.33	6.60
250.15(a)	Distribution Charges		97	0.33	32.01	0.25	8.00
250.15(f)(4)	Excess Funds Justification		5	1	5.00	0.33	1.65
250.17(b) & 250.30(o)	Processing Inventory Reports		57	4	228	4	912
250.19(b)	Distributing Agency's Management Evaluation System		97	1	97.00	0.33	32.01
250.22	Reporting Irregularities Found Through Complaints		78	8	624.00	0.1	62.40
250.30(k)	Processing Refund Applications		2,350	3	7,050.00	0.57	4,018.50
250.30(l)	Processing Contract Preparation Approval and Submission to FNS		19	12	228.00	2	456.00



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250.30(m)	Processor's Monthly Performance Reports and Processor's Inventory Reports	FNS-519A & 519B	40	13	520	3	1,560
250.30(s)	Processing Manual		57	1	57	0.33	18.81
250.53	Contract Provisions Between RAs and Food Service Management Companies		2,783	1	2,783.00	1	2,783.00
250.69(a) & 250.70(a)	Emergency Organization Feeding Application to State for Disasters and Situations of Distress		500	1	500.00	0.02	10.00
250.69(g)	State Written Request for Replacement of Donated Disaster Foods		10	1	10.00	1	10.00
251.2(c) & 251.5(a)	Federal-State Agreements and State Agency Recipient Agency Agreements	FNS-74	Burden Contained in OMB #0584-0067				
251.4(g)	Availability and Control of Commodities		56	1	56.00	2	112.00
251.4(j)	Inter Agency Agreements		2	1	2.00	0.5	1.00
251.4(l)	Commodity Losses and Claims Determinations		100	1	100.00	8	800.00
251.6(b)	State Agency Distribution Plan		14	1	14.00	19	266.00
251.9(e) & 251.10(d) (1)	Report of State Administrative Cost Matching Requirements	FNS-667	55	5	275.00	3.5	962.50
ARRA TEFAP	Report of State Administrative Cost Matching Requirements	FNS-667	55	8	440.00	3.5	1,540.00
251.10(e)	Monitoring Eligible Recipient Agencies		56	1	56.00	2	112.00
<b>TOTAL REPORTING</b>			<b>11,211</b>	<b>1.476</b>	<b>16,542.26</b>	<b>1.670</b>	<b>27,630.46</b>

RECORDKEEPING

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	Est. # of Records per Recordkeeper	Total Annual Records	Est. total Hours per Record	Est. total Burden
250.10(b) & 250.12(a)	USDA Agreements with Private Agencies/Distributing Agencies	FNS-74	Burden Contained in OMB #0584-0067				
250.12(b)	Distributing Agency Agreements with Recipient Agencies		11,211	1	11,211.00	0.08	896.88
250.12(e) & 250.14(d)	Storage Facility Agreement		250	1	250.00	0.08	20.00
250.12(f) & 250.30(c)(1)	Processing Contracts		30	5.533	166.00	0.08	13.28
250.13(a)(1)(v)	Distributing Agency Documentation for the Transfer of Donated Foods		97	1	97.00	0.08	7.76
250.13(a)(5)	Distributing Agency Documentation of Method Used to Determine Commodity Value		68	1	68.00	0.08	5.44
250.14(c)	Storage Facility Reviews		97	1	97.00	0.08	7.76

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250.14(e)	Physical Inventory Records		97	1	97.00	0.08	7.76
250.15(f)	Segregating Operating Funds		11,211	9.365801445	105,000.00	0.08	8,400.00
250.16 & 250.30	Maintenance of Records (Including Processor Contracts)		11,211	10.257782535	115,000.00	0.08	9,200.00
250.19(b)	Maintain Management Evaluation & Review Records		88	1	88.00	0.33	29.04
250.22	Distributing Agency Complaint Records		97	1	97.00	0.33	32.01
250.53 & 250.54	RA Recordkeeping and Reviews of Food Service Management Companies		2,783	1	2,783.00	0.25	695.75
250.64(f)	Records and Reports in the Pacific Islands		88	1	88.00	2	176.00
250.67(a) (2)(ii)	Correctional Institutions		300	1	300.00	0.08	24.00
250.69(a) & 250.70(a)	Records for Disaster Organizations Maintain Applications		1,000	1	1,000.00	0.02	20.00
251.2(c)(1)	Federal-State Agreements		56	1	56.00	0.08	4.48
251.2(c)(2) & 251.5(a)	State Agency-Eligible Recipient Agency Agreements		1,600	1	1,600.00	0.08	128.00
251.4(g)	Documentation of Transfer of Section 32 Commodities		56	1	56.00	0.33	18.48
251.4(j)	Inter-Agency Agreements		2	1	2.00	0.08	0.16
251.4(l)(5)	Claims and Adjustments		56	1	56.00	2	112.00
251.10(a)(1)	Receipt, Disposal, and Inventory of Commodities		56	1	56.00	5.67	317.52
251.10(a) (2)	Funds Paid to Eligible Recipient Agencies for Storage and Distribution		56	1	56.00	0.33	18.48
251.10(a)(3)	Eligibility Determination and Collection of Participating Household Information		1,600	1	1,600.00	419.9	671,840.00
<b>TOTAL RECORDKEEPING</b>			<b>11,211</b>	<b>21.392</b>	<b>239,824.00</b>	<b>2.885</b>	<b>691,974.80</b>

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
Reporting	11,211	1.476	16,542.26	1.670	27,630.46
Recordkeeping			239,824.00	2.885	691,974.80
<b>TOTAL</b>	<b>11,211</b>	<b>1.476</b>	<b>267,577.26</b>	<b>2.689</b>	<b>719,605.26</b>







## FNS Food Distribution Programs Burden Hour Estimates

### AFFECTED PUBLIC: INDIVIDUAL OR HOUSEHOLD

#### REPORTING

Sec. of Regs./Authority	Respondent Type	Title	Form No.	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden	Change in Burden
247.8 & 247.16(a)	Elderly	Applications/Recertifications		457,000	2.000	914,000	0.25	228,500	
247.8 & 247.16(a)	Women, infants and children	Applications/Recertifications		47,586	2.000	95,172	0.5	47,586	
253.7 & 254.3(a)	Certification of Household to Participate			4,667	1.00	4,667	0.51	2380.17	0.051
<b>TOTAL</b>				457,000	2.218	1,013,839	0.275	278,466	0.051

**OMB# 0584-0293 Annualized Cost to Respondent**

<b>Type of Respondent</b>	<b>Number of Respondents</b>	<b>Frequency of Responses</b>	<b>Hourly Wage Rate</b>	<b>Average Time per Response</b>	<b>Respondent Cost</b>
State, Local, and Tribal Governments	330.00	542.37	\$13.12	0.12	\$287,798.56
Private For Profit	500.00	9.12	\$13.12	1.04	\$62,188.80
Private Not for Profit	11,211.00	1.48	\$13.12	1.67	\$362,511.60
Individual	457,000.00	2.22	\$13.12	0.27	\$3,653,476.15
<b>Total Cost</b>	469,041.00		\$13.12		\$4,365,975.11

## FNS Food Distribution Programs Burden Hour Estimates

### Reporting

Affected Public	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
State, Local, and Tribal Governments	330.00	542.37	178,980.93	0.12	21,935.87
Private For Profit	500.00	9.12	4,560.00	1.04	4,740.00
Private Not for Profit	11,211.00	1.48	16,542.26	1.67	27,630.46
Individual	457,000.00	2.22	1,013,839.00	0.27	278,466.17
<b>Total Burden Estimates</b>	<b>469,041.00</b>	<b>2.59</b>	<b>1,213,922.19</b>	<b>0.27</b>	<b>332,772.49</b>

### Record Keeping

Affected Public	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
State, Local, and Tribal Governments	0.00	0.00	8,188.05	0.16	8,889.37
Private For Profit	0.00	0.00	182,576.00	0.27	45,536.25
Private Not for Profit	0.00	0.00	251,035.00	2.89	691,974.80
Individual	0.00	0.00	0.00	0.00	0.00
<b>Total Burden Estimates</b>	<b>11,211.00</b>	<b>39.41</b>	<b>441,799.05</b>		<b>746,400.42</b>

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
Reporting	469,041.00	2.59	1,213,922.19	0.27	332,772.49
Recordkeeping	0.00	0.00	441,799.05	0.00	746,400.42
<b>TOTAL</b>		<b>2.59</b>	<b>1,655,721.24</b>	<b>0.27</b>	<b>1,079,172.92</b>