

OMB INFORMATION COLLECTION SUPPORTING STATEMENT
SNAP-Ed Connection Sharing Form

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.

In 2001, the United States Department of Agriculture's (USDA) Food and Nutrition Service established the Food Stamp Nutrition Connection (FSNC) to improve access to Food Stamp Nutrition education resources. In 2008, the Food Stamp Program was renamed to the Supplemental Nutrition Assistance Program (SNAP) and the Food Stamp Nutrition Connection became the SNAP-Ed Connection. The National Agricultural Library's Food and Nutrition Information Center currently develops and maintains this resource system. Data collected using this form helps SNAP-Ed Connection staff identify nutrition education and training resources for review and inclusion into the SNAP-Ed Connection's Resource Finder Database. State and local SNAP-Ed providers can use this database to identify and acquire existing, available nutrition education materials.

Food and Nutrition Service encourages, but does not require or mandate, state/local SNAP-Ed programs to submit materials to SNAP-Ed Connection for inclusion in the Resource Finder Database.

The authority for NAL to collect this information is contained in the CFR, Title 7, Volume 1, Part 2, Subpart K, Sec. 2.65 (92). See attached.

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.

SNAP-Ed Connection staff members use information collected by the Resource Sharing Form to build and constantly enhance the online database of nutrition education and training materials known as the Resource Finder Database. SNAP-Ed providers access and use this database to identify and obtain curricula, lesson plans, research, training tools and participant materials. Vital information about these resources, such as a description of the resource, its creator, publisher and ordering information is collected using the Resource Sharing Form. The collection is ongoing to allow continuous additions/updates to the database.

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 Resource Sharing Form has been available at the SNAP-Ed Connection Web site since it was approved by OMB. SNAP-Ed providers have the option of printing the form from the Web site, then mailing/faxing hard copies to SNAP-Ed Connection. This option accommodates persons that may have difficulty reading or completing online forms. Currently, we estimate that 90% of respondents opt to use the on-line electronic submission process.

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 other known form or system 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 SNAP-Ed Connection to collect this information would significantly inhibit the ability to provide up-to-date information on existing nutrition education materials that are appropriate for SNAP-Ed programs and providers. Without this information, SNAP-Ed programs would be less able to share and collaborate on educational resources available, and would be more likely to spend their resources recreating materials that have already been created by SNAP-Ed providers in different states and regions.

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

In accordance with 5 CFR 1320.8(d), a 60-day notice for public comment on the information collection provisions was published in the Federal Register on March 18, 2011 Volume 53, Number 53 page 14899. 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 SNAP-Ed Connection 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.

Based on the number of SNAP-Ed programs and historical use of the sharing form, it is estimated that 50 respondents will respond once annually. The estimated hours per response are based on the length of the survey. It is expected that it will take 19 minutes to complete the form. See copy of spreadsheet. SNAP-Ed nutrition educators would be completing the survey. The total estimated cost to respondents is \$379.37. The cost to our respondents is based on the median cost of \$23.96 per hour.

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 is \$1351.43. The estimated time for review, data entry, and tracking is 25 hours. The information from the form will be extracted by a government contractor with an approximate cost to the government of \$54.06 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 from the previous submission.

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

Information will be reported based on queries to the SNAP-Ed Connection Resource Finder Database.

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.

SNAP-Ed Connection is not seeking approval to exempt display of the expiration date for OMB approval.

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.