

**OMB INFORMATION COLLECTION SUPPORTING STATEMENT**  
**SNAP-Ed 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 SNAP-Ed Connection (formerly the Food Stamp Nutrition Connection) resource system (<http://snap.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, Supplemental Nutrition Assistance Program Education (SNAP-Ed) providers, with low-cost, easy to prepare, healthy recipes for classes and demonstrations with SNAP-Ed 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 "SNAP-Ed Connection Recipe Submission Form" will help identify a recipe's eligibility for inclusion in this database. Recipe inclusion criteria are available at [http://snap.nal.usda.gov/nal\\_display/index.php?info\\_center=15&tax\\_level=2&tax\\_subject=267&topic\\_id=1515](http://snap.nal.usda.gov/nal_display/index.php?info_center=15&tax_level=2&tax_subject=267&topic_id=1515). Data collected using the "SNAP-Ed Connection Recipe Review Form" will help identify the success or value of the recipe during use with SNAP-Ed 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 "SNAP-Ed Connection Recipe Submission Form" allows SNAP-Ed providers the opportunity to submit recipes on-line and saves contributors time and money in photocopying and mailing/faxing recipes. SNAP-Ed staff review submissions to determine for appropriateness and eligibility for inclusion into the Recipe Finder database. This process includes conducting a nutritional analysis of the recipe, calculating a cost estimate, and translating the recipe into Spanish. Approved recipes are posted with proper citations to the authors. This online SNAP-Ed Connection Recipe Finder submission form provides a fast and accurate vehicle for SNAP-Ed Connection staff to communicate with the contributors.

The voluntary "SNAP-Ed Connection Recipe Review Form" allows SNAP-Ed providers and other Recipe Finder users the opportunity to review recipes on-line and share their feedback, including recipe photographs, with other Recipe Finder users. This serves SNAP-Ed Connection staff by helping to identify positive and negative entries into the database and helps to ensure that only high quality information remains 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 SNAP-Ed Connection Recipe Submission and Review forms are available for completion online at the SNAP-Ed Connection Web site. The information is 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 does 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 inhibit the ability of our target audience to participate in valuable resource sharing that will assist them, and in turn the SNAP-Ed participants. An additional concern if this information is not collected is that it may inhibit the ease with which SNAP-Ed 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. Describe comments in response to the Federal Register notice and efforts to consult outside the agency. Consultation with representative 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.**

A Federal Register notice was published in the Federal Register on July 19, 2011, on pages 42677-42678, Vol. 76, Number 138. No comments were received. The NAL did

not consult with a representative on the information collection prior to submission to OMB.

**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 250 respondents will respond once annually. The estimated hours per response are based on the length of the two surveys. It is expected that it will take 7.5 minutes per form to complete. See copy of spreadsheet. The total estimated cost to respondents is \$718.80. 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 changes from the previous submission.

**14. Annualized Costs to the Federal Government**

The estimated annualized cost to the Federal government for the SNAP-Ed Connection Recipe Submission Form and Review Form combined is \$1,780.92. The estimated time for review, data entry, and tracking is 16 hours for the Recipe Finder Submission Form and 20 hours for the Recipe Finder Review Form. The information from the forms 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.**

No changes.

**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.**

SNAP-Ed Connection [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.