

Supporting Statement for
Uniform Grant Application for Non-Entitlement Discretionary Grants
(OMB Control Number 0584-0512)

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

The information collection is a revision of a currently approved package for all non-entitlement discretionary grant programs to collect information from grant applicants. The Food and Nutrition Service (FNS) has a number of non-entitlement discretionary grant programs. The term “grant” in this submission refers only to non-entitlement discretionary grants or cooperative agreements. Discretionary grant announcements include a number of information collections, including a “project description” (program narrative), budget information, disclosure of lobbying activities certification, and disclosure of Corporate Felony Convictions and Corporate Federal Tax Delinquencies. The budgetary information (SF-424 series), the lobbying certification (SF-LLL), and disclosure of Corporate Felony Convictions and Corporate Federal Tax Delinquencies (AD-3030; OMB Control Number 0505-0025, Expiration Date: December 31, 2012) forms have already been approved by the Office of Management and Budget (OMB) and therefore, do not require a separate approval. The SF-425 is approved by OMB (OMB Control Number 0348-0061, Expiration Date: February 28, 2015); however, reporting and recordkeeping burden hours associated with this form must be accounted for in each agency’s information request packages.

This information is needed to evaluate and rank applicants and protect the integrity of the grantee selection process. All FNS discretionary grant programs would be eligible, but not required, to use this uniform grant application package. If FNS decides to use the uniform grant application package, FNS will note in the grant solicitation that applicants must use the uniform grant application package and that the information collection has already been

approved by OMB. If FNS decides not to use the uniform grant application package or determines that it needs grant applicants to provide additional information not contained in the uniform package, then FNS will publish a notice soliciting comments on its application to collect different or additional information before making the grant solicitation.

The uniform grant application package will include: general information and instructions; requirements for the program narrative statement describing how the grant objectives will be reached as well as a description of the budget; Department of Agriculture form AD-3030 for the Corporate Felony Convictions and Corporate Federal Tax Delinquencies; and the Standard Forms SF-424 series, SF-425 and SF-LLL, that request basic information, budget information, and disclosure of lobbying activities certification, respectively. The proposed information collection covered in this request is related to the requirements for the program narrative statement which is described in section 1c(5) of OMB Circular A-102 and OMB Circular A-110 (as implemented at USDA 7 CFR Parts 3015, 3016, and 3019), and will apply to all types of grantees: States and local governments, Indian Tribal organizations, Non-Profit organizations, For-Profit organizations, and Institutions of Higher Education.

The authorities for these grants vary. The legal or administrative authorities for the potential programs requesting use of this uniform grant application package are listed below:

DISCRETIONARY GRANTS/COOPERATIVE AGREEMENTS	PROGRAM AUTHORIZATION
Child Nutrition - Team Nutrition Training Grants	Child Nutrition Act of 1996, as amended 19(c)
Child Nutrition – Direct Certification Grants	Richard B. Russell National School Lunch Act, as amended, Section 9(b)(4) & Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act of 2010 (P.L. 111-80), Section 749(h)
Child Nutrition – Administrative Review & Training Grants	Richard B. Russell National School Lunch Act, as amended, Section 22
Child Nutrition – Summer Food Service Grants	Richard B. Russell National School Lunch Act as amended, Section 13(a) (12)
Child Nutrition – School Breakfast Grants	Child Nutrition Act of 1996 as amended, Section 23
Child Nutrition – Childhood Hunger Challenge Grants	Richard B. Russell National School Lunch Act as amended, Section 24(b)
Child Nutrition – Farm to School Grants	Richard B. Russell National School Lunch Act as amended, Section 18(g)(3), by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA)
Supplemental Nutrition Assistance Program – Outreach Grants	Food and Nutrition Act of 2008 as amended, Section 17(a)(1)
Supplemental Nutrition Assistance Program – Participation Grants	Food and Nutrition Act of 2008 as amended, Section 11 (t)(1)
Special Supplemental Nutrition Program for Women, Infants and Children – Electronic Benefits Transfer Grants	Child Nutrition Act of 1996 as amended, Section 17(h)(10)(B)(ii)
Special Supplemental Nutrition Program for Women, Infants and Children – Infrastructure Grants	Child Nutrition Act of 1996 as amended, Section 17(h)(10)(B)(i)(I)
Special Supplemental Nutrition Program for Women, Infants and Children – Special Projects and Concept Papers	Child Nutrition Act of 1996 as amended, Section 17(h)(10)(B)(i)(III)

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate how the agency has actually used the information received from the current collection.

The primary users of the information collected from the applicants are FNS and other Federal staff who will serve on a panel to systematically review, evaluate, and approve the grant/cooperative agreement applications and recommend the applicants most likely to meet program objectives and most responsive to the solicitation. The selection criteria will be contained in the Request for Application (RFA) package. This process will occur only once each year for each grant program.

The following grants.gov forms are required of grant applicants. They are located at http://www.grants.gov/agencies/aforms_repository_information.jsp: Click Active Forms.

Non-Construction Grant Projects Forms: SF-424 Family:

1. Application and Instruction for Federal Assistance (SF424), OMB Control Number 4040-0004, Expiration Date: March 31, 2012

2. Budget Information and Instruction (SF-424A), OMB Control Number 4040-0006, Expiration Date: June 30, 2014

3. Assurance-Non-Construction Programs (SF-424B), OMB Control Number 4040-0007, Expiration Date: June 30, 2014

The following required OMB form, SF LLL (Disclosure of Lobbying Activities), OMB Control Number 0348-0046, Expiration Date: December 31, 2013, can be obtained at:

<http://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.pdf>

The form is used to indicate whether the applying organization intends to conduct lobbying activities. If the organization does not intend to lobby, they can respond “**Not Applicable.**”

In addition, in compliance with Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55) Corporate Felony Convictions and Corporate Federal Tax Delinquencies, all applicants are required to fill-out and submit an Assurance Statement (AD-3030) with their completed RFA package (OMB Control Number 0505-0025; Expiration Date: December 31, 2012).

Lastly, applicants awarded a grant will be required to submit on a quarterly basis, the following form: SF-425, Federal Financial Report, (OMB Control Number 0348-0002; Expiration Date: October 31, 2013). http://www.whitehouse.gov/omb/grants_forms/

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.

FNS is committed to complying with the E-Government Act of 2002 to promote the use of technology. We will instruct respondents and grantees to submit 100% of grant applications through the Grants.gov portal. Grants.gov is a Federal government-wide website portal for the announcement of Federal funding opportunities and the receipt and disbursement of applications from interested parties to these opportunities to the applicable Federal agency. Applications will not be accepted by e-mail, fax, or delivered by mail or a delivery service. The Grants.gov web site was developed as part of the Federal Financial

Assistance Management Improvement Act of 1999 (P.L. 106-107). All potential respondents will be able to learn about and receive the application package as well as apply on-line by accessing the www.grants.gov. Although application can only be submitted online, FNS will also continue to allow respondents to download the application from the FNS web site or by contacting FNS and requesting a hard copy by mail.

Additionally, grantees (those recipients awarded a grant) will be required to submit a SF 425, Federal Financial Report. We anticipate that at least 90% of grantees will submit the SF-425 electronically to FNS' Food Programs Reporting System (FPRS) at <https://fprs.fns.usda.gov/Home/Reminder.aspx>. The remaining grantees will submit the SF-425 in hard copy to FNS.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Question 2.

Applications are unique and program specific. There is no similar data collection effort available.

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

The information requested is the minimum amount required to meet program requirements. It cannot be reduced for small businesses or entities. Although some grantees may be considered a small business or entity; they deliver the same program benefits and perform the same function as any other grantees. Thus, they maintain the same kinds of information on file. FNS estimates that 25 percent of our respondents, including non-profit organizations and State

agencies are small businesses or 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.

If the information is not collected, the programs will not have adequate data to select appropriate grantees, evaluate which grants should be continued, or monitor financial reporting requirements. FNS will seek minimal information that will be critical in selecting the most promising grantees. Reduced frequency is not possible as the annual frequency of applications coincides with the annual appropriation of funds.

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;**
- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **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;**
- **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established**
- **in statute 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**

- **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.**

There are no special circumstances that require the collection to be conducted in the manner stated above.

- 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. 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..**

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 years. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

A notice was placed in the Federal Register on July 27, 2012, Volume 77 pages 44210- 44213, soliciting comments on FNS's intent to request OMB approval for a uniform grant application package for FNS discretionary grant programs. FNS did not receive public comments in response to the Federal Register notice.

FNS staff often discuss the availability of the various grant opportunities and the grant application requirements with potential applicants at various national or regional meetings.

For example, FNS staff discussed the application process at the National USDA/State Agency Child Nutrition Conference in December 2011. These grant opportunities were also discussed at several webinars throughout FY 2011.

- 9. Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.**

There are no plans to provide payment or gifts to respondents.

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

FNS is requesting the information called for in this application package pursuant to its statutory authority to award grants. Provision of the information requested is entirely voluntary. The collection of this information is for the purpose of aiding in the review of applicants prior to grant award decisions and for management of grants. No personally identifiable information is requested from potential applicants. This information will be used within FNS and may also be disclosed outside of FNS as permitted by the Privacy Act under certain situations, including disclosures to the public as required by the Freedom of Information Act.

Grantees will be required to submit quarterly SF-425s, financial status reports. These reports will be stored in a secured database. Therefore, grantees must obtain authorization to submit the form into FPRS. The applications for authorization contain personally identifying information on individuals doing business with Food and Nutrition Service. Therefore, the Food and Nutrition Service published USDA e-Authentication Service (system of records) July 26, 2006 in the Federal Register Volume 71 page 42346 to specify the uses to be made of the information in this collection. Access to records is limited to those persons who process the records for the specific uses stated in this Privacy Act notice. Records are kept in physically secured rooms and/or cabinets. Paper records are segregated and physically secured in located cabinets. Various methods of computer security limit access to records in automated databases.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification 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.

There are no questions of a sensitive nature included in the uniform grant application package for discretionary grant programs.

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

A) Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. 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.

B) Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.

The table below provides estimates of average annual number of discretionary grant/cooperative agreement applications expected in FY 2012 - 2015, the estimated time required to complete the application (program narrative statements) and the estimated total burden hours for each type of annual discretionary grant/cooperative agreement. These estimates reflect numbers of discretionary grant/cooperative agreement applications received in the past and the average length of time it takes to complete the applications submitted.

Pre-Award Burden Estimates: Pre-Award burden hours are based on how many initial applications FNS receives in response to Request for Applications (RFAs.) The total annual estimated burden is 120,400 hours based on an estimated 1,505 application submissions taking 80 hours to complete depending on the specific discretionary grant/cooperative agreement program. The specific calculations are included in table A.12-1 Pre-Award Estimates of Burden Hours.

**Affected Public: State, Local and Tribal Government, Universities, and
Business-for and Not-for-Profit
A.12-1 Pre-Award Estimates of Burden Hours
Annual Discretionary Grants/Cooperative Agreements**

Type of Applicant and Number of Applicants by Type	Grant Program	Total Number Estimated Number of Respondents (Responses)	Frequency of Response Per Respondent	Total Estimated Annual Responses	Estimated Time (hours) to Complete Each Application	Estimated Burden Hours
State Government - 65	Child Nutrition Team Nutrition Training Grants	65	1	65	80	5,200
State Government - 15	Child Nutrition Direct Certification Grants	15	1	15	80	1,200
State Government - 10	Child Nutrition Administrative Review and Training Grants	10	1	10	80	800
State Government - 30	Child Nutrition Summer Food Service Program Grants	30	1	30	80	2,400
State Government - 30	Child Nutrition School Breakfast Expansion Grants	30	1	30	80	2,400
State Government – 10 Non-profit Organizations - 40	Child Nutrition Childhood Hunger Challenge Grants	50	1	50	80	4,000
State & Local		700		700	80	56,000

Type of Applicant and Number of Applicants by Type	Grant Program	Total Number Estimated Number of Respondents (Responses)	Frequency of Response Per Respondent	Total Estimated Annual Responses	Estimated Time (hours) to Complete Each Application	Estimated Burden Hours
Government – 75	Child Nutrition Farm to School Grants		1			
School & School Districts –500						
Indian Tribal Governments – 25						
Non-profit Organizations – 50						
Producer Groups - 50						
State Government –17	WIC Electronic Benefits Transfer Grants	20	1	20	80	1,600
Indian Tribal Governments - 3						
State Government – 4	WIC Infrastructure Grants	5	1	5	80	400
Indian Tribal Governments -1						
State Government - 5	WIC Special Project Grants (<i>Full Applications</i>)	5	1	5	80	400
State Government - 5	WIC Special Project Grants (<i>Concept Only</i>)	5	1	5	80	400
	WIC Nutrition	10		10	80	800

Type of Applicant and Number of Applicants by Type	Grant Program	Total Number Estimated Number of Respondents (Responses)	Frequency of Response Per Respondent	Total Estimated Annual Responses	Estimated Time (hours) to Complete Each Application	Estimated Burden Hours
Universities - 10	Education Innovations Grants		1			
State Government - 20	SNAP Development of State Geographical Information System Capacity	20	1	20	80	1,600
Non-profit Organizations - 300	SNAP Outreach Grants	300	1	300	80	24,000
State & Local Governments – 30	SNAP Participation Grants	40	1	40	80	3,200
Non-profit Organizations - 10						
State & Local Governments - 100	Miscellaneous Grants Expected to be authorized by Congress	200	1	200	80	16,000
Non-profit Organizations - 100						
PRE-AWARD Total Annualized Burden Estimates		1,505		1,505		120,400

Summary Level Recap
Affected Public: State, Local and Tribal Government, Universities, and
Business-for and Not-for-Profit

A.12-1 Pre-Award Estimates of Burden Hours
Annual Discretionary Grants/Cooperative Agreements

Type of Applicant	Total Number Estimated Number of Respondents (Responses)	Frequency of Response Per Respondent	Total Estimated Annual Responses	Estimated Time (hours) to Complete Each Application	Estimated Burden Hours
State & Local Government	916	1	916	80	73,280
Indian Tribal Governments	29	1	29	80	2,320
SUB-TOTAL STATE, LOCAL & INDIAN TRIBAL GOVERNMENTS	945	N/A	945	N/A	75,600
Non-profit Organizations	500	1	500	80	40,000
Universities	10	1	10	80	800
SUB –TOTAL NON-PROFIT ORGANIZATIONS	510	N/A	510	N/A	40,800
Produce Groups	50	1	50	80	4,000
SUB-TOTAL BUSINESS OR OTHER FOR-PROFIT	50	N/A	50	N/A	4,000
TOTAL	1,505		1,505		120,400

Post-Award Burden Estimates:

Post-award burden hours are based on the production of quarterly financial reports using the SF-425 and progress reports and one final report that are submitted to FNS by the grantee selected for the project. Based on an average period of performance of 3 years, each grantee will submit 12 quarterly progress and financial reports (4 per year) and 1 final progress report and financial report.

These reports will ask for a description of the activities that took place during the previous period and report any deviations and difficulties. The financial reports will be the SF-425, which is the short form for reporting the financial status for the previous period, with the last SF-425 serving as the final financial status report. These reports are routine in nature and only request necessary information to monitor the progress and funds spent during the period of performance of the grant or cooperative agreement.

FNS estimates approximately 20 percent or 296 applications reviewed during the pre-award process will be selected for a grant and required to report and retain records during the award period.

A.12-1a Reporting Burden for Post-Award Estimates of Burden Hours

Action	Number Respondents	No. Annual Response	Total Annual Response	Hours per Response	Total Annual Burden
Quarterly Progress and Financial Reports	212	4	848	2.25	1908.00
Annual Final Report	212	1	212	2.25	477.00
SUB-TOTAL STATE, LOCAL & TRIBAL GOVERNEMENTS	212	N/A	1,060	N/A	2,385.00
Quarterly Progress and Financial Reports	78	4	312	2.25	702.00
Annual Final Report	78	1	78	2.25	175.50

SUB-TOTAL NON-PROFIT ORGANIZATIONS	78	N/A	390	N/A	877.50
Quarterly Progress and Financial Reports	6	4	24	2.25	54.00
Annual Final Report	6	1	6	2.25	13.50
SUB-TOTAL BUSINESS OR OTHER FOR-PROFIT	6	N/A	30	N/A	67.50
Post-Award Total Reporting Annualized Burden Estimates	296	N/A	1,480	N/A	3,330.00

A.12-1b Recordkeeping Burden for Post-Award Estimates of Burden Hours

Action	Number Respondents	No. Annual Response	Total Annual Response	Hours per Response	Total Annual Burden
Quarterly Progress and Financial Reports	212	4	848	.1169	99.13
Annual/Final Report	212	1	212	.1169	24.78
SUB-TOTAL STATE, LOCAL & TRIBAL GOVERNEMENTS	212	N/A	1,060	N/A	123.91
Quarterly Progress and Financial Reports	78	4	312	.1169	36.47
Annual/Final Report	78	1	78	.1169	9.12
SUB-TOTAL NON-PROFIT ORGANIZATIONS	78	N/A	390	N/A	45.59
Quarterly Progress and Financial Reports	6	4	24	.1169	2.80
Annual/Final Report	6	1	6	.1169	.70
SUB-TOTAL BUSINESS OR OTHER FOR-PROFIT	6	N/A	30	N/A	3.50
RECORDKEEPERS	N/A	N/A	296	N/A	N/A
Post-Award Total Annualized Recordkeeping Burden Estimates	296	N/A	1,776	N/A	173.00

**A.12-1c Reporting and Recordkeeping Summary Burden Estimates for
Pre & Post Award Activities**

Affected Public	Number Respondents	No. Annual Response	Total Annual Response	Hours per Response	Total Annual Burden
Applicants	1505	1	1505	80 hours	120,400
Selected Grantees (Reporting)	296	5	1,480	2.25	3,330
Selected Grantees (Recordkeeping)	296	5	1,776	.1169	173
Grand Total Annualized Reporting & Recordkeeping Burden Estimates	2,097	2.270386	4,761	26.024575	123,903

Assuming a staff person with a salary from \$21.07 to \$46.85 is needed to complete the applications, the total annualized dollars spent on respondent burden is \$\$4,250,141.19 as depicted in Table A.12-2 Estimates of Annualized Cost to Respondents. Wage rates were determined using <http://www.bls.gov/bls/wages.htm> website.

A.12-2 Estimates of Annualized Cost to Respondents

Type of Applicant	Hourly Wage Rate	Pre-Award Reporting			Post-Award Reporting			Post Award Recordkeeping			BLS Category
		Number of Applicants by Type	Estim. Burden Hours	Pre-Award Reporting Respondent Cost	Number of Applicants by Type	Estim. Burden Hours	Post-Award Reporting Respondent Cost	Number of Applicants by Type	Estim. Burden Hours	Post-Award Reporting Respondent Cost	
Indian Tribal Governments	\$ 46.85	29	2320	\$ 108,683.08	5.70	64.17	\$ 3,005.97	5.70	3.33	\$ 156.18	11-9032 Education Administrators, Elementary and Secondary School - Local Government
Non-profit Organizations	\$ 21.07	500	40000	\$ 842,800.00	98.34	1,106.33	\$ 23,310.27	98.34	57.48	\$ 1,211.10	21-0000 Community and Social Service Occupations
Producer Groups	\$ 21.07	50	4000	\$ 84,280.00	9.83	110.63	\$ 2,331.03	9.83	5.75	\$ 121.11	21-0000 Community and Social Service Occupations
School & School Districts	\$ 43.44	500	40000	\$ 1,737,692.31	98.34	1,106.33	\$ 48,061.31	98.34	57.48	\$ 2,497.05	11-9032 Education Administrators, Elementary and Secondary School - Elementary and Secondary Schools

Type of Applicant	Hourly Wage Rate	Pre-Award Reporting			Post-Award Reporting			Post Award Recordkeeping			BLS Category
		Number of Applicants by Type	Estim. Burden Hours	Pre-Award Reporting Respondent Cost	Number of Applicants by Type	Estim. Burden Hours	Post-Award Reporting Respondent Cost	Number of Applicants by Type	Estim. Burden Hours	Post-Award Reporting Respondent Cost	
State & Local Government	\$ 42.16	205	16400	\$ 691,441.35	40.32	453.59	\$ 19,123.97	40.32	23.57	\$ 993.60	11-9032 Education Administrators, Elementary and Secondary School - Average of State and Local Government
State Government	\$ 37.48	211	16880	\$ 632,594.23	41.50	466.87	\$ 17,496.37	41.50	24.26	\$ 909.03	11-9032 Education Administrators, Elementary and Secondary School - State Government
Universities	\$ 40.61	10	800	\$ 32,488.00	1.97	22.13	\$ 898.56	1.97	1.15	\$ 46.69	11-9033 Education Administrators, Postsecondary— Junior College
Total		1505	120,400	\$ 4,129,978.96	296	3,330	\$ 114,227.47	296	173	\$ 5,934.75	\$ 4,250,141.19

13. Provide estimates of the total annual cost burden to respondents or record keepers resulting from the collection of information, (do not include the cost of any hour burden shown in questions 12 and 14). The cost estimates 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.

There are no capital costs, operating costs, or maintenance to report.

14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.

It is estimated that within FNS there is an average of about 20 hours of labor required to process an application package for this data collection. This labor estimate includes time spent by grants management operations and program staff to process an application (2 hours) and time spent by Agency staff to conduct a thorough technical review of each application (3 staff x 6 hours). Assuming 1,505 applications will be received on average, annually during FY 2012 - 2015, it is anticipated that 30,100 hours will be needed to process and review these applications. Assuming that the Agency staff participating in the processing and review of these applications make approximately \$48.52 per hour, the estimated annual cost to the Federal Government is \$1,460,452 (30,100 hours X \$48.52). In addition, the grants themselves are expected to total about \$75-\$100 million depending on how many grants are funded on a competitive basis and the merits of the applications received. Wage rates were determined based on the Office of Personnel Management salary table for FY 2012, GS 13, Step 5.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-1.

This is a revision to the currently approved information collection. The number of respondents decreased from 1,630 to 1,505, a decrease of 125 respondents. There were

additional grant programs added to the collection activities in FY 2012. This occurred because of new programs included in authorizing Program legislation. The change for this revision is from 77,024 to hours 123,730 hours, or an increase of 46,706 hours. This is mainly attributed to several new discretionary grant programs that were added from the 2010 Healthy, Hunger-Free Kids Act of 2010 (Child Nutrition/WIC Reauthorization Act) and the 2008 Farm Bill.

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

Information in the grant applications will not be published. Disclosure of information contained in the grant application package is subject to the Freedom of Information Act and The Privacy Act. FNS will publicize summary information of the applicants that receive funding at the FNS website, <http://www.fns.usda.gov>.

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.

There will be no request for an exception to the practice of displaying the expiration date for OMB approval.

18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I" Certification for Paperwork Reduction Act."

There will be no exception to the certification statement.