NATIONAL HUNGER CLEARINGHOUSE DATABASE FORM

OMB No.: 0584-0474

Expiration Date: 8/31/2012

Project Manager: Raymond Magee

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CONTENTS

A. Justification

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.

This is a request for extension without change of the currently approved information collection 0584-0474; Expiration Date August 31, 2012. Section 26 of the National School Lunch Act, which was added to the Act by section 123 of P.L. 103-448 on November 2, 1994, mandates that FNS enter into a contract with a non-governmental organization to establish and maintain a clearinghouse to provide information to non-governmental groups located throughout the United States that assist low-income individuals or communities regarding food assistance, self-help activities to aid individuals in becoming self-reliant, and other activities that empower low-income individuals or communities to improve the lives of low-income individuals and reduce reliance on Federal, State, or local government agencies for food or other assistance.

FNS contracted with World Hunger Year *(WHY)*, of New York, New York on September 29, 1995 to establish and maintain a National Hunger Clearinghouse. The contract has been extended three times and will expire September 30, 2015 under Section 26 amended December 13, 2010 in P.L. 111-296, Section 409.

The National Hunger Clearinghouse collects, develops and distributes information and resources to help build the capacity of emergency food providers to address the immediate needs of struggling families and individuals while promoting self-reliance and access to healthy food. The Clearinghouse includes the National Hunger Hotline, (1-866-3 HUNGRY or 1-866-348-6479), which refers people in need anywhere in the U.S. to food pantries, soup kitchens, government programs and model grassroots organizations.

FNS, via WHY, began data collection activities for the National Hunger Clearinghouse in May 1996. The National Hunger Clearinghouse Database Form (FNS-543) was originally sent via mail, fax, etc. to businesses (for profit organizations) and not for profit institutions that assist low-income individual or communities. Currently, the organizations submit data online (Appendix A) about the type of services they provide and their respective target markets. The information submitted via form FNS-543 is maintained in the WHY Hunger Database.

The information is used by FNS to fight hunger and improve nutrition by increasing participation in the FNS nutrition programs through the development, coordination, and evaluation of strategic initiatives, partnerships, and outreach activities.

This database enables FNS to get the resources to those who need it most. Information is collected annually and maintained by our contractors for five years. Thus, FNS is renewing this data collection to continue to collect information mandated by congress to cover burden hours in years four and five.

2. **Indicate how, by whom, how frequently, 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 information, collected annually on the FNS-543, provides a resource for groups that assist low-income individuals or communities regarding nutrition assistance programs or other assistance. Organizations will provide important information such as office hours, website address, phone numbers, contact names, target population, types of services provided to the community, the organizations' service locations, children services provided, whether the organization provides counseling or educational or job training services, health care assistance, homeless or housing services and any food assistance or government program assistance which will enable service groups to do a better job of assisting the target audience.

This information will be used by policy officials at the Office of the Deputy Secretary for Food, Nutrition and Consumer Services at USDA. Other interested parties may include nutrition or health education professionals, state or local government health officials, nutrition councils, public interest advocates, private foundations, and corporate officials.

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.**

In compliance with the e-Government Act of 2002, FNS has reviewed this information collection in an effort to make electronic collection available to respondents. The National Hunger Clearinghouse uses state-of-the-art computer and telecommunications technologies, when feasible, to connect to the targeted audience. The information is collected only through the Internet. The information is available free of charge through a toll-free telephone line (1-866-3HUNGRY) and via the World Wide Web on www.whyhunger.org/findfood Clearinghouse information is also disseminated through periodic e-mail. Organizations may also register to be included in the Clearinghouse database at http://www.whyhunger.org/joinTheNetwork/governmentInfo. All of the surveys are received electronically.

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

Although there are similar data collections, those do not meet our needs. FNS is mandated to enter into a contract with a non-governmental organization to establish and maintain a clearinghouse. The FNS managed data collection is necessary to meet our needs.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

The burden for this information collection is minimal and participation is voluntary.

The size of the organizations vary, ranging from large national groups to small volunteer-run grassroots organizations; 10% are estimated to be small entities.

The online form is easily read and the information sought should be readily available to the respondents. The total expected burden per respondent is estimated to be 10 minutes.

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 this data is not collected or is collected less frequently, FNS' responsibility to aid low-income individual or communities to become more self-reliant and empowered; improve the lives of low-income individual and reduce reliance on the Federal, State, or local governmental agencies for food or other assistance will be diminished. The database provides valuable information to groups that assist low-income individuals or communities regarding nutrition assistance programs or other assistance. The Clearinghouse database is the only readily available source of current information on effective program models, pending legislation and rule makings, surplus and emergency food distribution networks, and USDA food programs and policies.

In order to maintain the database, updated program and mailing information must be collected from organizations contained in the database once each year.

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. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.5.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, 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.

A Federal Register Notice was published on June 25, 2012 (77 FR 37869) and will remain open until August 24, 2012. One comment was received, but the comment does not have relevance to the notice.

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 form, and on the data elements to be recorded, disclosed, or reported.

WHY, contractor for the National Hunger Clearinghouse, has had numerous consultations (both within its organization and with outside professionals) over the years. The consultations are used to ensure the technical soundness of the design in order to maximize the potential usefulness of the Clearinghouse database, to confirm the collection of appropriate data, and to include techniques to reduce respondent burden. Individuals consulted are:

Esther Morales
McLennan County Hunger Coalition
1520 South 11^{th} Street
Waco, TX 76707
254-224-8486

Peg Billyard
Worker Justice Center for New York, Inc.
101 hurley Avenue, Suite 5
Kingston, NY 12401
845-331-6615

There will be annual consultations with the respondents.

9. Explain any decision to provide any payment or gift to respondents, other than reenumeration of contractors or grantees.

No payments or gifts 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.

No confidential data will be collected.

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.

This information collection does not involve questions of a sensitive nature.

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. 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.**

Affected Public: Private industry (Business or other for-profit, Not-for-profit institutions)

Estimated Number of Respondents: 1,750

Frequency of Response: One (1) response per respondent.

Average Time Per Response: .167 or 10 minutes.

Total Annual Responses: 1,750

Annual Hour Burden: 292 hours.

TABLE 1. ESTIMATED ANNUAL HOUR BURDEN

Affected Public	(b) Form Number	(c) No. Respondents	(d) No. Responses Per Respondent	(e) Est. Total Annual Responses (cxd)	(f) Hours Per Response	(g) Total Burden (exf)
Reporting Burden						
Private Industry (For-profit and non-profit),	543	1,750.00	1.00	1750.00	.167	292.25
Total Annual Burden Estimates		**1,750.00**	**1.00**	**1750.00**	.167	**292.25**

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

A wide variety of people affiliated with an organization may complete the form—from CEOs to volunteer interns. Therefore, according to the Bureau of Labor Statistics—Employment, Hours, and Earning from the Current Employment Statistics survey (National), Social advocacy organizations, April 2012, an average wage of $22.56 per hour will be used to calculate the cost or $0.376 per minute. Since it will take a respondent approximately 10 minutes to complete the form ($0.376 x 10=$3.76), the annualized cost estimate is $6,580 (1,750 respondents x $3.76).

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 items 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/start-up or ongoing operational/maintenance cost 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 and any other expense that would not have been incurred without this collection of information.

The hours worked monitoring the clearinghouse annually is 50% of an employee's time. The cost is based on 50% of the salary of a GS-13 Step 1 for the Washington D.C. locality area which is $89,033 ($89,033 x 50% = $44,516.50). The annual amount of the contract is $90,532. The annual total cost Federal Government is $135,048.50 ($44,516.50 + $90,532).

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

This request is for an extension without change of a currently approved information collection.

Minor revisions have been made to form FNS-543 that do not impact the total burden.

FNS is also correcting a bookkeeping error. This ICR does not involve the collection of information by statistical methods and there is no burden associated with non-respondents. The burden associated with this collection is attributable to respondents only.

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

This submission does not involve the collection of information by statistical methods.

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.

We are not seeking approval concerning the display of the expiration date.

18. Explain each exception to the certification statement identified in Item 19 "Certification for Paperwork Reduction Act."

There are no exceptions to the certification statement.