

Chart A: Burden Hour Estimates of Information Collection
(Food for Progress, 416(b), and McGovern-Dole Program)

	Collection Activity	Number of Respondents*	Number of Responses Annually per Respondent	Total Annual Responses	Estimated Hours per Response	Total Annual Burden Hours
Grant Recipients	1 Proposal	16	3.3	53	762.0	40,234
	2 Agreement Negotiation	20	1.0	20	228.0	4,560
	3 Evaluation Plan and Baseline	20	1.0	20	240.0	4,800
	4 Amendments to Agreements	20	1.0	20	85.3	1,706
	5 Financial Reports	30	10.0	300	36.0	10,800
	6 Performance Reports	30	10.0	300	98.7	29,610
	7 Compliance (audits, contracts, subrecipient agreements, etc.)	30	10.0	300	29.0	8,700
	8 Claims	6	3.3	20	1.0	20
	9 Mid-term and Final Evaluations	20	1.0	20	240.0	4,800
	10 Reimbursement Requests	30	5.4	162	1.5	243
	11 Agreement Closeout	30	1.2	36	19.0	684
Subtotal				1,251		106,156
Freight Forwarders	13 Ocean Freight Invitations for Bids	6	11.0	66	3.0	198
	14 Charter Parties/Booking Notes	6	15.0	90	3.5	315
	15 Confirmation that Freight Offers are Responsive	6	11.0	66	3.5	231
	16 Enter Sales Orders	6	14.2	85	1.5	128
	17 Enter Goods Receipts	6	38.2	229	2.0	458
	18 Freight Forwarder Certifications	6	3.3	20	1.0	20
	Subtotal			556		1,350
Survey Owners/Companier/Brokers	19 Submit freight offers and payments	20	9.5	190	20	3,800
	21 Complete and submit discharge surveys			89		178
	TOTAL			2,086		111,484

**Chart B: Burden Hour Estimates of Recordkeeping
(Food for Progress, 416(b), and McGovern-Dole Program)**

	Recordkeeping Activity (copying and filing of the following documents)	Number of Recordkeepers	Number of Copies/Files Annually per Recordkeeper	Total Annual Copies/Files	Estimated Hours per Copy/File	Total Annual Recordkeeping Hours
Grant Recipients	1 Proposal	16	3.3	53	0.7	37
	2 Agreement Negotiation	20	1.0	20	0.7	14
	3 Evaluation Plan and Baseline	20	1.0	20	0.7	14
	4 Amendments to Agreements	20	1.0	20	0.7	14
	6 Financial Reports	30	10.0	300	0.7	210
	7 Performance Reports	30	10.0	300	0.7	210
	8 Compliance (audits, contracts, subrecipient agreements, etc.)	30	10.0	300	0.7	210
	9 Claims	6	3.3	20	0.7	14
	10 Mid-term and Final Evaluations	20	1.0	20	0.7	14
	11 Cash Advance and Reimbursement Requests	30	5.4	162	0.7	113
	12 Agreement Closeout	30	1.2	36	0.3	11
	Subtotal			1,251		861
Freight Forwarders	13 Ocean Freight Invitations for Bids	6	11.0	66	0.5	33
	14 Charter Parties/Booking Notes	6	15.0	90	0.5	45
	15 Confirmation that Freight Offers are Responsive	6	11.0	66	0.5	33
	16 Enter Sales Orders	6	14.2	85	0.5	43
	17 Enter Goods Receipts	6	38.2	229	0.5	115
	18 Freight Forwarder Certifications	6	3.3	20	0.5	10
	Subtotal			556		278
	19 Submit freight offers and payments	20	9.5	190	0.5	95
Survey Own er- Brok er Compa nies	21 Complete and submit discharge surveys	12	7.4	89	0.5	44
	TOTAL			2,086		1,279

Average of FINCA and WFP Estimates

Collection Activity	Number of Respondents	Number of Responses Annually per Respondent	Total Annual Responses
Proposal	16	3.3	53
Agreement Negotiation	20	1.0	20
Evaluation Plan and Baseline	20	1.0	20
Amendments to Agreements	20	1.0	20
Financial Reports	30	10.0	300
Performance Reports	30	10.0	300
Compliance (audits, contracts, subrecipient agreements, etc.)	30	10.0	300
Claims	6	3.3	20
Mid-term and Final Evaluations	20	1.0	20
Cash Advance and Reimbursement Requests	30	5.4	162
Agreement Closeout	30	1.2	36
Subtotal			1,251

Estimated Hours per Response	Total Annual Burden Hours
718.5	37,937
228.0	4,560
270.0	5,400
47.7	953
9.5	2,850
36.0	10,800
29.0	8,700
1.0	20
315.0	6,300
1.5	243
19.0	684
	78,447