

INSTRUCTIONS: Use this form when a single information collection document involves multiple reporting and recordkeeping requirements. The totals of the figures in cols. should be entered in item 13 of OMB-83-1: cols. (D) &/or (I) = 13a (respondent is only counted once); cols. F & I = 13b; cols. H & K = 13c. (F)Total/(D)Total = (E)Average (H)Total/(F)Total = (G)Average (K)Total/(I)Total = (J)Average NOTE: The columns will calculate automatically. If Col. E's response is something other than annually, i.e., 1/6 years, list as "1/6" & decimal will display.			TITLE OF INFORMATION COLLECTION DOCUMENT Local Food Promotion Program					OMB NO. 0581-0287		DATE PREPARED June 6, 2014	
IDENTIFICATION OF REPORTING OR RECORDKEEPING REQUIREMENT			ANNUAL BURDEN								
SECTION OF REGS. (A)	DESCRIPTION (B)	FORMS NO (S) (If "none" so state) (C)	REPORTS					RECORDS			
			NO. OF RESPONDENTS (D)	NO OF RESPONSES PER RESPONDENT (E)	TOTAL ANNUAL RESPONSES (Col. D x E) (F)	HOURS PER RESPONSE (G)	TOTAL HOURS (Col. F x G) (H)	NO. OF RECORD-KEEPERS (I)	ANNUAL HOURS PER RECORD-KEEPER (J)	TOTAL RECORD-KEEPING HOURS (Col. I x J) (K)	
7 USC 1621 & 7 USC 3001-3005	Registration with SAM.gov (OMB 3090-0290) (this is a new Federal Government process and the burden has not be determined; burden hours herein are an estimate)	None	1,500	1.00	1,500.00	1.00	1,500.00			0.00	
	LFPP Request for Applications Announcement and Program Guidelines	None	1,500	1.00	1,500.00	6.00	9,000.00			0.00	
	LFPP Grant Narrative and Instructions	None	1,500	1.00	1,500.00	10.00	15,000.00			0.00	
	LFPP Project Budget and Match Request	None	1,500	1.00	1,500.00	0.50	750.00			0.00	
	Written Proof of Eligibility	Written	1,500	1.00	1,500.00	0.50	750.00			0.00	
	LFPP Verification Letter(s) of Matching Funds	Written	1,500	1.00	1,500.00	2.00	3,000.00			0.00	
	Peer Reviewer Application and Qualification Form for FMLFPP (Burden increase for FMPP included.)	None	150	1.00	150.00	0.25	37.50			0.00	
	AMS Conflict of Interest and Confidentiality Statement For Grant Reviewers (Burden increase for FMPP included.)	AMS-34	150	1.00	150.00	1.00	150.00			0.00	
	LFPP Grant Program, General Terms and Conditions (TM-34 FMPP Grant Program General Terms and Conditions document included as a sample. LFPP Form still under development.)	None	300	1.00	300.00	1.00	300.00			0.00	
	SUBTOTAL Page 1				9,600.00		30,487.50				
	TOTAL OF ALL PAGES				10,500.00		34,687.50	300.00	0.00	300.00	
	TOTAL - COLUMNS "F" AND "I" = OMB 831, 13b; COLUMNS "H" AND "K" = OMB 831, 13c				10,800.00		34,987.50				

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TITLE OF INFORMATION COLLECTION DOCUMENT

Local Food Promotion Program Request, page 2

OMB NO.

0581-0287

DATE PREPARED

June 6, 2014

IDENTIFICATION OF REPORTING OR RECORDKEEPING REQUIREMENT			ANNUAL BURDEN							
SECTION OF REGS. (A)	DESCRIPTION (B)	FORMS NO (S) (If "none" so state) (C)	REPORTS					RECORDS		
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	Grant Agreement - United States Department of Agriculture, Agricultural Marketing Service, Agreement Face Sheet	AMS-33	300	1.00	300.00	2.00	600.00			
	LFPP Interim Performance Report	None	300	1.00	300.00	4.00	1,200.00			
	LFPP Final Performance Report	None	300	1.00	300.00	8.00	2,400.00			0.00
	Recordkeeping	None			0.00		0.00	300	1.000	300.00
SUBTOTAL Page 2					900.00		4,200.00	300		300.00
Forms and Burden Approved Under Other OMB Numbers										
	SF-424 Application for Federal Assistance (Common form approved under OMB#4040-0004)	SF-424	1,500	1.00	1,500.00	1.00	1,500.00			
	SF-424B Assurances-Non-Construction Program (Common form approved under OMB#4040-0007)	SF-424B	1,500	1.00	1,500.00	0.25	375.00			0.00
	SF-270 Request for Advance or Reimbursement (Common form approved under OMB#4040-0012)	SF-270	200	3.00	900.00	1.00	900.00			0.00
	SF-425 Federal Financial Report (Common form approved under OMB#4040-0014)	SF-425	200	2.00	500.00	1.50	750.00			0.00
SUBTOTAL					4,400.00		3,525.00	0		0.00

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	Forms and Burden Approved Under Other OMB Numbers									0.00
	SF-424 Application for Federal Assistance (Approved under OMB#4040-0004)	SF-424	1,500	1.0000	1,500.00	1.0000	1,500.00			0.00
	SF-424B Assurances-Non-Construction Program (Approved under OMB#0348-0040)	SF-424B	1,500	1.0000	1,500.00	0.2500	375.00			0.00
	SF-270 Request for Advance or Reimbursement (Approved under OMB#0348-0004)	SF-270	200	3.0000	900.00	0.7800	702.00			0.00
	SF-425 Federal Financial Report (Approved under OMB#0348-0061)	SF-425	200	2.0000	500.00	1.5000	750.00			0.00
					0.00		0.00			0.00
	SUBTOTAL				4,400.00		3,327.00	0		0.00