

**0National Institute of Food and Agriculture
U.S. Department of Agriculture
Information Collection OMB No. 0524-0026**

SUBJECT: Supporting Statement for Paperwork Reduction Act Submission to Revise and Extend OMB No. 0524-0026, Form NIFA-666, Organizational Information.

TERMS OF CLEARANCE:

The Information Collection OMB No 0524-0026 is electronically available in a fillable format and applicants may submit electronically via email. Providing an electronic web-based system would not be cost effective given the small amount of transactions and the amount information collected.

A. 1JUSTIFICATION

1. CIRCUMSTANCES MAKING COLLECTION OF INFORMATION NECESSARY

The National Institute of Food and Agriculture (NIFA) has primary responsibility for providing linkages between the Federal and State components of a broad-based, national agricultural research, extension, and higher education system. Focused on national issues, its purpose is to represent the Secretary of Agriculture and the intent of Congress by administering formula and grant funds appropriated for agricultural research, extension, and higher education. Before awards can be made, certain information is required from applicants to assure compliance with the civil rights laws and to effectively assess the potential recipient's capacity to manage Federal funds.

Form NIFA-666—*Organizational Information*: Section 450i of Title 7 of the U.S. Code and other grant authorities authorizes the Department of Agriculture to make Competitive, Special, and Facilities Research grants to improve agriculture in the United States. The information required by this form enables NIFA to determine that applicants recommended for awards are responsible recipients of Federal funds. The information pertains to organizational management and financial matters of the potential grantee. This form and the documents which the applicant attaches to it provide NIFA with information such as the legal name of the grantee, certification that the organization has the legal authority to accept Federal funding, identification and signatures of the key officials of the organization, the organization's practices in regard to compensation rates and benefits of employees, insurance for equipment, subcontracting with other organizations, etc., as well as the financial condition of the organization. All of this information is considered by NIFA prior to award to determine that grantees are both managerially and fiscally responsible.

2. HOW, BY WHOM, AND PURPOSE FOR WHICH INFORMATION IS TO BE USED

The collection of information is gathered by NIFA through the use of the “Organizational Information” (NIFA Form-666). NIFA uses this form to assure that the grantees are managerially and fiscally responsible.

If this information is not collected, it would not be possible to determine that the prospective grantees are responsible.

3. USE OF IMPROVED INFORMATION TECHNOLOGIES

NIFA has made these forms available on its web site. With regards to compliance with the Government Paperwork Elimination Act (44 U.S.C. 3504 note), NIFA is proposing to postpone making an electronic option available for this information collection until the Federal government-wide electronic process is developed for collecting organizational information and statutory certifications from new grantees. Under the Federal Financial Assistance Management Improvement Act of 1999 (P.L. No. 106-107), Federal agencies and OMB have been working together to streamline and simplify the award and administration of federal grants. NIFA continue to participate in these efforts.

Documents requested on an as-needed basis by the individual Grant Management Specialist as they begin their review of the proposal, prior to award. The request for this information and the documents are sent electronically to the applicant with a cover letter which includes instructions on where to send the completed documents and the information requested. Because these are requested as needed by our specialists, we do not have one particular email address to have them sent as the applicant is requested to return them directly to the requestor. They are instructed to send the information electronically to the requestor

4. DESCRIBE EFFORTS TO IDENTIFY DUPLICATION.

This information is only collected once by NIFA.

5. METHODS TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES.

This information is collected only once unless the grantee information changes and then only the updated information is requested. No small businesses were respondents.

6. CONSEQUENCES IF INFORMATION COLLECTION WERE LESS FREQUENT.

Since information is collected only when the grantee initially is funded through NIFA, or when that information changes, it would not be feasible to collect it less frequently.

7. SPECIAL CIRCUMSTANCES FOR INFORMATION COLLECTION.

Information collected is consistent with regulations in 7 CFR Part 3015, 7 CFR Part 3016, and 7 CFR Part 3019. There are no additional requirements.

8. FEDERAL REGISTER NOTICE

Notice of intent to request an extension of a currently approved information collection was published in the *Federal Register* (Vol 8, FRN 57) March 25, 2015. There was one comment received for this collection

CONSULTATION WITH PERSONS OUTSIDE THE AGENCY

NIFA has proposed no changes in this collection and has not consulted with others outside the agency since the previous approval.

9. EXPLAIN ANY DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS.

Payments or gifts are not given to any respondents.

10. CONFIDENTIALITY PROVIDED TO RESPONDENTS.

Forms received are maintained in the Awards Management Branch, Office of Extramural Programs, National Institute of Food and Agriculture, U.S. Department of Agriculture, in accordance with agency responsibilities for maintenance of official records following the provisions of the Privacy Act.

11. QUESTIONS OF A SENSITIVE NATURE.

Information collected from grantees is not considered sensitive.

12. ESTIMATE OF BURDEN.

Total Annual Burden

| | Number of Respondents | Number of Responses/Respondent | Hours/Response | Total Annual Burden Hours |
|----------|-----------------------|--------------------------------|----------------|---------------------------|
| NIFA-666 | 150 | 1 | 6.3 | 945 |

Total Annual Cost to the Respondents

| | Hourly Rate | Hours Worked / Response | Cost / Response | Number of Responses | Total Annual Cost |
|---------------------------------|-------------|-------------------------|-----------------|---------------------|-------------------|
| NIFA-666 Administrative Support | \$21.32 | 1 | \$21.32 | 150 | \$3198.00 |
| NIFA-666 Accountant | 32.57 | 5.3 | \$177.62 | 150 | \$25,743.00 |

| | | | | | |
|--|--|--|--|--|--------------------|
| | | | | | \$28,941.00 |
|--|--|--|--|--|--------------------|

* Salary estimates were taken from the Department of Labor Employment and Wages, Annual Averages 2015.

13. CAPITAL/START UP COSTS

There is no capital/startup costs.

14. PROVIDE ESTIMATES OF ANNUALIZED COST TO THE FEDERAL GOVERNMENT.

Total Cost to Government

| | Hourly Rate | Hours worked/Response | Cost / Response | Number of Responses | Total Cost to Government |
|----------|------------------|-----------------------|-----------------|---------------------|--------------------------|
| NIFA-666 | G2 12/5, \$41.86 | 2 | 83.72 | 150 | \$12,558.00 |

Costs included in the above are used for publishing the form and reviewing the form to determine compliance.

15. REASONS FOR CHANGES IN BURDEN.

There was no change in the burden.

16. TABULATION, ANALYSIS AND PUBLICATION PLANS.

The information collected is not planned for publication. It is used solely to administer the program.

17. REASONS DISPLAY OF EXPIRATION DATE OF OMB APPROVAL IS INAPPROPRIATE.

NIFA plans to display the expiration date on the forms.

18. EXCEPTIONS TO 83-I CERTIFICATION STATEMENT.

The agency is able to certify compliance with all provisions under Item 19 of OMB Form 83-I.