

Appendix 2: ESTIMATE OF THE COLLECTION OF INFORMATION BURDEN TABLE

Regulatory Section	Information Collected	Form(s)	Estimated Number of Respondents	Annual Responses per Respondent	Total Annual Responses	Hours per Response	Total Annual Burden Hours	Previous Submission: Total Annual Burden Hours	Difference Due to Adjustments	Difference Due to Program Changes	Reason for Difference (See also Narrative Statement)
REPORTING BURDEN ESTIMATES											
Affected Public: STATE & LOCAL AGENCIES (Including Indian Tribal Organizations and U.S. Territories)											
249.3(d)	Local agency applications		1,040	0.5	520	2	1,040	1,020	20		Increase in State agencies from 51 to 52
249.4	State Plan		52	1	52	40	2,080	2,040	40		Increase in State agencies from 51 to 52
249.6(a)(3)	Certification data for seniors		52	15,385	800,000	0.25	200,000	225,000	(25,000)		Decrease in participants from 9000,000 to 800,000.
249.10(b)	Review of farmer applications		52	70	3,622	1	3,622	4,598	(976)		Decrease in number of farmers, markets, roadside stands, and CSA programs to be reviewed from 4,598 to 3,622.
249.10(e)	Monitoring/review of farmers		52	6.96442307692308	362.2	1.5	543	690	(147)		Decrease in number of farmers, markets, roadside stands, and CSA programs
249.10(f)	Coupon/CSA management system		52	1	52	5	260	255	5		Increase in State agencies from 51 to 52
249.10(h)	Coupon reconciliation		52	1	52	3	156	153	3		Increase in State agencies from 51 to 52
249.11	Financial management system		52	1	52	10	520	510	10		Increase in State agencies from 51 to 52
249.12	Prior approval for costs per 7 CFR 3016.22		5	1	5	160	800	800	-		
249.17(b)(2)	State agency corrective action plans		7	1	7	10	70	120	(50)		Decrease in #of ME's
249.18(b)	Audit responses		1	1	1	15	15	180	(165)		Limited OIG Inspections
249.23(b)	Financial/recipient reports		52	1	52	40	2,080	2,040	40		Increase in State agencies from 51 to 52
249.23(b)	Annual Financial and Program Data Report	FNS 683A	51		-	2	-	102	(102)		Removed because reporting burden is covered under 0584-0594 FPRS.
Subtotal Reporting: State and Local Agencies			1,092	736.9749542	804,777	0.2624157	211,186	237,508	(26,322)	-	
Affected Public: INDIVIDUALS/HOUSEHOLDS (Applicants for Program Benefits)											
249.6	Certification data for seniors		800,000	1.00	800,000	0.0167	13,360	9,000	4,360		
Subtotal Reporting: Individuals/Households			800,000		800,000		13,360	9,000	4,360	-	
Affected Public: Authorized Outlets (Farmers/Markets/Roadside Stands/CSAs)											
249.10(b)	Authorized outlets		3,622	1.00	3,622	0.08	290	368	78		Decrease in burden hours due to decrease in authorized outlets.

Subtotal Reporting: Authorized outlets			3,622		3,622		290	368	78	-	
GRAND SUBTOTAL: REPORTING			804,714		1,608,399		224,836	246,876	(21,884)	-	
RECORDKEEPING BURDEN ESTIMATES											
Affected Public: STATE & LOCAL AGENCIES (Including Indian Tribal Organizations and U.S.Territories)											
249.9	Nutrition education		52	15,385	800,000	0.25	200,000	225,000	(25,000)		Decrease in the number of recipients
249.10(b)	Authorized outlet agreements		52	1	52	2	104	102	2		Increase in State agencies from 51 to 52
249.10(e)	Summary of authorized outlet monitoring		52	1	52	2	104	102	2		Increase in State agencies from 51 to 52
249.11	Record of financial expenditures		52	1	52	2	104	102	2		Increase in State agencies from 51 to 52
249.16(a)	Fair hearings		52	1	52	1	52	51	1		Increase in State agencies from 51 to 52
249.23(a)	Record of Program operations		52	1	52	40	2,080	2,040	40		Increase in State agencies from 51 to 52
GRAND SUBTOTAL: RECORDKEEPING			52		800,260		202,444	227,397	(24,953)	-	
GRAND TOTAL: REPORTING AND RECORDKEEPING			804,714		2,408,659		427,280	474,273	(46,837)	0	

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. Dx E)
Total Reporting Burden	804,714	1.999	1,608,399	0.140	224,836
Total Recordkeeping Burden	52	15,389.615	800,260	0.253	202,444
TOTAL BURDEN FOR #0584-0541	804,714	2.993	2,408,659	0.177	427,280

	Responses	Hours
Currently approved burden	2,710,756	474,273
Burden Requested with this ICR	2,408,659	427,280
Difference	(302,097)	(46,993)

ATTACHMENT A: SFMNP

Regulatory Section	Information Collected	Form(s)	Estimated Number of Respondents
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Affected Public: STATE & LOCAL

249.3(e)	Local agency applications		1,020
249.4	State Plan		51
249.6	Certification data for seniors		51
249.10(b)	Review of vendor applications		51
249.10(e)	Monitoring/review of vendors		51
249.10(f)	Coupon/CSA management system		51
249.10(h)	Coupon reconciliation		51
249.11	Financial management system		51

249.12	Prior approval for costs per 7 CFR 3016.22		5
249.17(b)(2)	State agency corrective action plans		12
249.18(b)	Audit responses		12
249.23(b)	Financial/recipient reports		51
249.23(b)	Annual Financial and Program Data Report	FNS 683A	51
Subtotal Reporting: State and Local Agencies			1,071
Affected Public:			
249.6	Certification data for seniors		900,000
Subtotal Reporting: Individuals/Households			900,000
Affected Public:			
249.10(b)	Farmer applications & agreements		4,598
Subtotal Reporting: Vendors			4,598
GRAND SUBTOTAL: REPORTING			905,669
Affected Public: STATE & LOCAL			
249.9	Nutrition education		51
249.10(b)	Authorized outlet agreements		51
249.10(e)	Summary of authorized outlet monitoring		51
249.11(c)	Record of financial expenditures		51
249.16(a)	Fair hearings		51
249.23(a)	Record of Program operations		51
GRAND SUBTOTAL: RECORDKEEPING			51
GRAND TOTAL: REPORTING AND RECORDKEEPING			905,720

	Estimated # Respondents	Responses Per Respondent
Total Reporting Burden	905,669	1.999

Total Recordkeeping Burden	51	17,652.059
TOTAL BURDEN FOR #0584-0541	905,669	2.993

	Responses	Hours
Currently approved burden	1,934,932	497,778
Burden Requested with this ICR	2,710,756	474,273
Difference	775,824	(23,505)

REPORTING AND RECORDKEEPING REQUIREMENTS (OMB #0584-0541)

Annual Responses per Respondent	Total Annual Responses	Hours per Response	Total Annual Burden Hours	<i>Previous Submission:</i> Total Annual Burden Hours	Difference Due to Adjustments
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REPORTING BURDEN ESTIMATES

LOCAL AGENCIES (Including Indian Tribal Organizations and U.S. Territories)

1	510	2	1,020	980	40
1	51	40	2,040	1,960	80
17,647	900,000	0.25	225,000		
90	4,598	1	4,598		
9.0	460	1.5	690	881	(191)
1	51	5	255	245	10
1	51	3	153	147	6
1	51	10	510	490	20

1	5	160	800	800	-
1	12	10	120	120	-
1	12	15	180	180	-
1	51	40	2,040	1,862	178
1	51	2	102	98	4
845.8476190	905,903	0.2621779	237,508	7,763	147

INDIVIDUALS/HOUSEHOLDS (Applicants for Program Benefits)

1.00	900,000	0.01	9,000	240,921	-
	900,000		9,000	240,921	-

Public: VENDORS (Farmers/Markets/Roadside Stands/CSAs)

1.00	4,598	0.08	368	5,870	-
	4,598		368	5,870	-
	1,810,501		246,876	254,554	147

RECORDKEEPING BURDEN ESTIMATES

LOCAL AGENCIES (Including Indian Tribal Organizations and U.S.Territories)

17,647	900,000	0.25	225,000	240,921	(15,921)
1	51	2	102	98	4
1	51	2	102	98	4
1	51	2	102	98	4
1	51	1	51	49	2
1	51	40	2,040	1,960	80
	900,255		227,397	243,224	(15,827)
	2,710,756		474,273	497,778	(15,680)

Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. Dx E)
1,810,501	0.136	246,876

900,255	0.253	227,397
2,710,756	0.175	474,273

Difference Due to Program Changes	Reason for Difference (See also Narrative Statement)
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
225,000	Burden previously accounted for under wrong affected public (Individual / Household). Also decrease in participants from 963,685 to 900,000.
4,598.00	Burden previously accounted for under wrong affected public (Vendors). Also decrease in number of farmers, markets, roadside stands, and CSA programs from 5,870 to 4,598.
	Decrease in number of farmers, markets, roadside stands, and CSA programs
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51

	Increase in State agencies from 49 to 51.
	Increase in State agencies from 49 to 51
229,598.00	
(231,921)	Burden reduced due to correction. Previously accounted for State Agency burden instead of Individual/Household burden.
(231,921)	
(5,502)	Burden reduced due to correction. Previously accounted for State Agency burden instead of Vendor burden.
(5,502)	
(7,825.41)	
	Decrease in recipients from 963,683 to 900,000
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
-	
(7,825)	

OMB #0584-0541
Senior Farmers' Market Program (SFMNP)
Reporting and Recordkeeping Requirements

January 2010

Regulation Section	Title	Forms	Estimated No. of Respondents	Reports Filed Annually	Total Annual Response	Estimated Hrs/Response
Affected Public: STATE & LOCAL AGENCIES (Including Indian Tribal Organizations and US Territories)						
Reporting						
249.3(e)	Local Agency Applications		490	1	490	2
249.4	State Plan		49	1	49	40
249.10(e)	Monitoring/review of outlets		587	1	587	1.5
249.10(f)	Coupon/CSA management system		49	1	49	5
249.10(h)	Coupon reconciliation		49	1	49	3
249.11	Financial management system		49	1	49	10
249.12	Prior Approval for costs per 7 CFR 3016.22		5	1	5	160
249.17(b)(2)	State agency corrective action plans		12	1	12	10
249.18(b)	Audit responses		12	1	12	15
249.23(b)	Financial/recipient reports		49	1	49	38
	Annual Financial and Program Data Report	FNS 683-A	49	1	49	2
Subtotal	(Reporting Requirements)		587		1,400	0.17
Affected Public: INDIVIDUALS/HOUSEHOLDS (Applicants for Program Benefits)						
Reporting						
249.6	Certification data for seniors		963,685	1	963,685	0.25
Subtotal	(Reporting Requirements)		963,685		963,685	
Affected Public: Farms (Farmers/Markets/Roadside stands/CSA's)						
Reporting						
249.10(b)	Farmer applications & agreements		5,870	1	5,870	1
Subtotal	(Reporting Requirements)		5,870		5,870	
Affected Public: STATE & LOCAL AGENCIES (Including Indian Tribal Organizations and US Territories)						
Recordkeeping						
249.9	Nutrition education		49	19,667	963,683	0.25
249.10(b)	Authorized outlet agreements		49	1	49	2
249.10(e)	Summary of authorized outlet monitoring		49	1	49	2
249.11	Record of financial expenditures		49	1	49	2
249.16(a)	Fair hearings		49	1	49	1
249.23(a)	Record of program operations		49	1	49	40
Subtotal	(Recordkeeping Requirements)		49		963,928	
TOTAL BURDEN	(Reporting & Recordkeeping)		970,142		1,934,932	

OMB #0584-0541
 Senior Farmers' Market Program (SFMNP)
 Reporting and Recordkeeping Requirements

January 2010

Annual Burden Hrs
980
1,960
881
245
147
490
800
120
180
1,862
98
7,763
240,921
240,921
5,870
5,870
240,921
98
98
98
49
1,960
243,224
497,778