

United States Department of Agriculture
Farm Service Agency
OMB Number 0560-0226
On-line Registration for FSA-sponsored Events and Conferences

FSA is requesting for an extension without a revision of a currently approved information collection request (ICR). FSA is adding new elements in the online registration format to assist individuals and to gather information to provide an appropriate FSA-hosted conference and events. The new elements include: Specifying a request for a type of disability services, identifying how they learned about the event, providing additional names to invite to the event, waiver for liability, and demographic information including gender, race, and ethnicity. The new elements will not increase the burden hours because it is all self-explanatory for the respondent to complete the online format.

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.

The respondents need to submit the information on-line to pay and to make reservation prior to attending any conferences and events. The respondents who do not have access to Internet can mail or fax the format.

2. Indicate how, by whom, 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.

Farm Service Agency is collecting common elements such as name, organization, organizations, address, country, phone number, State, payment options and special accommodations from any interested respondents. The type of respondents is mainly individuals. FSA is using information to get payment, confirm and make hotel and other necessary arrangement for the individuals. The information is collected from the On-line web-based application and mailed or faxed copies. The information is collected occasionally from respondents.

The information is not shared with any other organizations inside and outside of USDA. The information collection may change by adding more specialized elements depend on the conferences and events sponsored by FSA, but the FSA will use the common elements for all registrations.

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.

The respondents are able to register on-line in the Registration On-line web-based application via

FSA Internet. The electronic formats of conferences and events are available to the respondents who want to mail or fax.

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

There are no duplication of information collections in other sources and organizations because FSA hosts the conferences and events.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.

This information collection activity is not impacting small business or entities.

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 collection of information is not conducted, there would be no conferences and events for the respondents to register.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

There are no special circumstances for FSA to conduct the collection of information.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), 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. Specifically address comments received on cost and hour burden.

The Federal Register Notice was published on June 2, 2016 at 81 FR **35295**. No comments received were received.

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

There are no payments or gift to respondents in this information collection.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The collected information is handled in according to established FSA procedures implementing

the Privacy Act, Freedom of Information Act and other applicable regulations.

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.

No questions of a sensitive nature are asked.

12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

The form of FSA-85-1 is attached to indicate the burden hours.

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

The annualized cost to respondents is estimated at \$5,400. It is based on \$24.00 hourly average wage rate for the individuals multiplied by total burden hours, 225.

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 and start-up or ongoing operation/maintenance costs associated with this information collection.

14. Provide estimates of annualized cost to the Federal government. 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 federal annualized cost to the Federal Government is estimated around \$84,192. The cost estimates are based on (obtained from OPM GS schedule) GS-13-8 (43.64; 43.64 x 160 hours a month= \$7,016) (plus fringe and 2 full time employee at 1 month each).

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

There are no changes in this information collection since the last OMB approval.

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

for tabulation and publication.

There are no plans to publish or outline the collected information.

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.

There are no plans to display the expiration date for OMB approval in this information collection because there are various formal announcements on the conferences and events except for the common elements to collect information from the respondents.

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

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