

2016 SUPPORTING STATEMENT
for
AMS Grant Programs
OMB NO. 0581-0240

NOTE TO REVIEWER: The Agricultural Marketing Service (AMS) recently merged its grant programs into one Grants Division. Due to this organizational merger, AMS, in accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. § 3501-20), is requesting from the Office of Management and Budget approval of the revised renewal submission of 0581-0240 “Federal-State Market Improvement Program. Included in this revised renewal submission, AMS has merged currently approved 0581-0235 “Farmers’ Market Promotion Program,” 0581-0248 “Specialty Crop Block Grant Program-Farm Bill, 0581-0287 “Local Food Promotion Program,” and a new program “Specialty Crop Multi-state Program.” AMS also renamed the collection “AMS Grant Program” as stated in the Federal Register Notice published April 26, 2016, Vol. 81, No. 80, pages 24556-24557. Upon approval of this collection, AMS will submit discontinuation requests to retire 0581-0248, 0581-0287, and 0581-0235 keeping all grant programs under one collection 0581-0240 AMS Grant Programs.

A. Justification.

1. EXPLAIN THE CIRCUMSTANCES THAT MAKE THE COLLECTION OF INFORMATION NECESSARY. IDENTIFY ANY LEGAL OR ADMINISTRATIVE REQUIREMENTS THAT NECESSITATE THE COLLECTION.

(a.) **Federal-State Marketing Improvement Program (FSMIP)** operates pursuant to the authority of the Agricultural Marketing Act of 1946 (7 U.S.C. 1621, et. seq.). Section 204(b) authorizes the Secretary of Agriculture to make available funds to State Departments of Agriculture, State bureaus and departments of markets, State agricultural experiment stations, and other appropriate State agencies for cooperative projects in marketing services and in marketing research to effectuate the purposes of title II of the Agricultural Marketing Act of 1946.

FSMIP provides matching funds on a competitive basis to assist eligible entities in exploring new market opportunities for U.S. food and agricultural products and to encourage research and innovation aimed at improving the efficiency and performance of the marketing system. AMS has been allocated approximately \$1 million in fiscal year (FY) 2016 for FSMIP; and it is anticipated that funding will remain at or near this level for FYs 2017 and 2018. Approximately 15 projects are expected to be funded annually, and the average grant award is expected to be about \$65,000. The program is voluntary.

(b.) **Farmers' Market Promotion Program (FMPP)** operates pursuant to the authority of the Agricultural Marketing Act of 1946 (7 U.S.C. 1621-1627), the Farmer-to-Consumer Direct Marketing Act of 1976 (7 U.S.C. 3001-3006), and the authorized FMPP (7 U.S.C. 3005). Section 6 of U.S.C. 3005 directs the Secretary of Agriculture to carry out a program to “make grants to eligible entities for projects to establish, expand, and promote farmers’ markets and to promote direct producer-to-consumer marketing.” The FMPP grant program is administered by the AMS, Transportation and Marketing Program (TM).

The purposes of the FMPP are to: 1) increase domestic consumption of agricultural commodities by improving and expanding, or assisting in the improvement and expansion of, domestic farmers’ markets, roadside stands, community-supported agriculture programs, agri-tourism activities, and other direct producer-to-consumer market opportunities; and 2) develop, or aid in the development of, new farmers’ markets, roadside stands, community-supported agriculture programs, agri-tourism activities, and other direct producer-to-consumer opportunities.

(c.) **Specialty Crop Block Grant Program (SCBGP)** operates pursuant to the authority of Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 USC 1621 note); amended by Section 10010 of the Agriculture Act of 2014 (2014 Farm Bill). Section 10010 directs the Secretary of Agriculture to “make grants to States for each of the fiscal years 2014 through 2018 to be used by State departments of agriculture solely to enhance the competitiveness of specialty crops.”

The SCBGP works to increase the competitiveness of specialty crops. The 2014 Farm Bill made mandatory outlays available for fiscal years 2014 through 2017 in the amount of \$72.5 million and \$85 million in 2018. The Program is voluntary.

(d.) **Specialty Crop Multi-State Program (SCMP)** (new grant program), also operates pursuant to the authority of Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 USC 1621 note); amended by Section 10010 of the Agriculture Act of 2014 (2014 Farm Bill). Section 10010 directs the Secretary of Agriculture to “make grants to States for each of the fiscal years 2014 through 2018 to be used by State departments of agriculture solely to enhance the competitiveness of specialty crops.”

The SCMP competitively award funds to State departments of agriculture to solely enhance the competitiveness of specialty crops by funding collaborative, multi-state projects that address the following regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion. The 2014 Farm Bill

authorized funding for fiscal years 2014 through 2018 in the amount of \$1 million for the first year, and increasing by \$1 million for each subsequent year so that \$5 million will be available in 2018. The funds are no-year money, so funds not expended in the authorized fiscal year roll over into the next fiscal year.

- (e.) **Local Food Promotion Program (LFPP)** operates pursuant to the authority of the Agriculture Act of 2014 (P.L. 113-79) (2014 Farm Bill), which amended the Farmer-to-Consumer Direct Marketing Act of 1976 (7 U.S.C. 3005) by expanding the Farmers' Market Promotion Program (FMPP) to also include LFPP.

Through fiscal years 2014-2018, the 2014 Farm Bill provides \$30 million in funding for FMPP and LFPP combined. On an annual basis, approximately \$15 million will be made available for local and regional food business enterprise projects under the LFPP component. Eligible entities for grants under LFPP include: agricultural cooperatives, producer networks, producer associations, community supported agriculture networks, community supported agriculture associations, and other agricultural business entities (for-profit groups); nonprofit corporations; public benefit corporations; economic development corporations; regional farmers' market authorities; and local and Tribal governments.

The Agricultural Marketing Service (AMS) is reviewing grant applications, annual and final performance reports, grant amendments, payment requests, financial reports, and tangible personal property reports for its grant programs. The grant programs are executed in accordance with applicable parts of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

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.**

STANDARDIZED FORMS

These forms are used by more than one grant program or all grant programs. Programs using these forms are in bold in the explanation. The burden is charged on the AMS-71 under each program using these standardized forms.

Request for Applications AMS publishes an announcement and guidance documentation which contains information regarding how to complete a grant application package, along with a public notice of funds. The Request for Application Announcement and Program Guidelines will be revised annually, or as needed, and posted with the application announcement at www.Grants.gov and on the AMS website at www.ams.usda.gov as soon as the Agency announces that

it is accepting applications. While this document is not signed, applicants must read and utilize this document to prepare their application, review which items are allowable, and understand the terms and conditions of the grant award. Certain sections of these forms are uniform for every grant program, and while specific programmatic dates and other information varies, this does not affect the underlying PRA burden. (This form is used by all grant programs in this collection. Burden for this form is shown under each participating grant program on the AMS-71.)

Request for Grant Amendment (narrative) (NEW) submitted by the grant recipients is required if there is a change in key personnel, scope or objectives of the grant, extension of the grant agreement, and/or budget changes. This information is prepared electronically and will be collected electronically as a function of the program. Program participants will collect and assemble the Request for Grant Amendment narrative based on guidance provided by AMS. (This form is used in the **FSMIP (not used previously, submitted for future use), FMPP, SCBGP, LFPP** and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

AMS-33 Agreement Face Sheet will be entered into by the recipient and AMS after approval of a grant application. The Grant Agreement will be read and one copy is required to be signed by the grant recipient and returned to AMS. This information will be used by AMS to certify that grant participants are complying with applicable program regulations. The Grant Agreements require an original signature and will be collected by mail. (This form is used by all grant programs in this collection. Burden for this form is shown under each participating grant program on the AMS-71.)

AMS-34 Conflict of Interest and Confidentiality Statement For Grant Reviewers (NEW) is mandatory for reviewers to sign to indicate compliance with the conflict of interest and confidentiality requirements. Regarding confidentiality, reviewers must agree not to copy, quote, or otherwise use or disclose to anyone, any information from any application. Reviewers must also agree with the conflict of interest requirements, which include that the reviewer does not have: a) a direct financial interest in the review outcome; or have direct and predictable financial interests in the outcome; b) indirect interests with the organization or personnel submitting an application under AMS grant programs; or C) any relationship, such as a close personal friendship, that may affect the reviewers' judgment or be seen as doing so by a reasonable person familiar with the relationship. Peer reviewers will not be eligible to serve as a reviewer if they are (a) employed by, volunteer for, or serve as a board member or other type of committee/team member for an organization that submitted an application that same year under AMS grant programs; or (b) a proposed subcontractor or financial beneficiary in a budget from any organization submitting an application

that same year under AMS grant programs. This form is available on the AMS website. (This form is used in the **FSMIP, FMPP, LFPP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

Recordkeeping--AMS requires that grant recipients and subrecipients maintain all records pertaining to the grant for a period of 3 years after the final financial report has been submitted to AMS, in accordance with Federal recordkeeping regulations. This requirement is provided in 2 CFR 200.333 and the general award terms and conditions, which are published on the AMS website. (This function is used by all grant programs in this collection. Burden for this requirement is shown under each participating grant program on the AMS-71.)

Registration with SAM.gov (approved under #3090-0290) is required, and applicants must include a statement that they have checked the status of subgrantees and contractors at the System for Award Management (www.sam.gov) to ensure that subgrantees and contractors are not debarred, suspended or otherwise excluded from eligibility to receive grant funds. (This form is used in the **FSMIP, FMPP, LFPP, SCBGP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

Confirmation of Match is mandatory for reviewers to include written verification of commitment from each third party who will contribute cash and/or in-kind matching non-Federal resources to the project. Further details are provided in the program guidelines on the AMS website and at www.Grants.gov. (This form is used in the **FSMIP and LFPP** (previously “LFPP Verification Letters(s) of Matching Funds”) grant programs. Burden for this form is shown under participating grant programs on the AMS-71.)

Accounting System and Financial Capability Questionnaire (NEW). A recipient of Federal funds must maintain an adequate accounting system that meet the criteria outlined in 2 CFR §200’s Standards for Financial and Program Management. The responses to the Accounting System and Financial Capability Questionnaire are used by AMS to evaluate the recipient’s accounting system to ensure the system will allow for the adequate, appropriate, and transparent use of Federal funds. The Questionnaire is available at the AMS grants website. (This form is used in the **FSMIP, FMPP, LFPP** and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

Project Beneficiaries Questionnaire (NEW). To assist with its outreach efforts and ensure equal access to its programs and services, AMS requests new recipients to complete the voluntary Project Beneficiaries Questionnaire

indicating which groups their project is intended to serve. The questionnaire is in the form of a checklist which contains the following categories: Ethnic groups – American Indian or Alaska Native; Black or African American; Asian; Hispanic or Latino; Native Hawaiian or Other Pacific Islander; Farmers/ranchers –Women Farmers or Ranchers; Youth Farmers or Ranchers; Socially Disadvantaged Farmers or Ranchers; Urban Farmers or Ranchers; Rural Farmers or Ranchers; Appalachia Farmers or Ranchers; Certified Organic Farmers or Ranchers; and Others - Low Income/Low Access Communities, Children, Youth, Elderly, Minority-Serving Institutions, Rural Communities, Urban Communities, Promise Zones, and StrikeForce states. AMS emails the form to prospective grant recipients. (This form is used in the **FSMIP, FMPP, LFPP** and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

Grant Terms and Conditions of Award (Reading). AMS publishes this document setting forth recipient compliance with terms and conditions of the award and all Federal grant regulations and administrative requirements including 2 CFR 200. The document also includes recipient assurances and certifications with the incoming application submission; changes in project contacts, leaders, managers, and staff; cost principles; actions that need prior approval; performance monitoring; reporting requirements; and payment requirements. The Grant Program General Terms and Conditions does not require a signature and may be updated annually to reflect mandatory additions and other changes made by regulatory or Office of Management and Budget grant requirements. Certain sections of these forms are uniform for every grant program, and while specific programmatic dates and other information varies, this does not affect the underlying PRA burden. This document is available on the AMS website at www.ams.usda.gov. (This form is used in the **FSMIP, FMPP** and the **LFPP** (previously “LFPP Grant Program, General Terms & Conditions”) grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

AMS Worksheet to Accompany each SF-270 Request (NEW). Recipients must submit the SF-270 Worksheet with each SF-270 request to document the details of requested reimbursed costs shown on the SF-270. The data provided on the Worksheet enables AMS to ensure that the requested reimbursements were contained in the approved project budget, and to assess if the project is on track with the approved timeline. The worksheet collects Grant Agreement Number; Recipient Organization; Recipient Contact; Time Period of the Request; Payee name; Date of Expense; Amount; Assigned Budget Category; and any Notes to explain the expense. The Worksheet is available at the AMS grants website. (This form is used in the **FSMIP, FMPP, LFPP** and the new **SCMP** grant programs. Burden for this form is shown under each grant program on the AMS-71.)

HUD Promise Zone Certification Form (OMB Approval Number 2527-0279)
(NEW)

The form is used to document that an application should receive preferences for AMS competitive grant programs. The Certification Form is submitted by organizations applying for federal assistance and is signed by the primary contact of the Lead Organization of a designated Promise Zones community, an individual authorized to make commitments on behalf of and legally bind the Lead Organization. The Certification Form provides evidence that the entity or entities named in the Form are:

1. Engaged in activities, that in consultation with the Promise Zone lead organization further the purposes of the initiative;
2. Proposing activities that either directly reflect the goals of the Promise Zone or will result in the delivery of services that are consistent with the goals of Promise Zone; and
3. Committed to maintain an on-going relationship with the Promise Zone lead organization for the purposes of coordinating with other Promise Zone activities, reporting on milestones and outcomes, and collaborating with the lead organization and other Promise Zone organizations in securing additional resources and partnerships, as necessary.

The form is available at the AMS grants website and is required to be collected electronically through www.grants.gov. (This form is used in the **FSMIP**, **FMPP**, and **LFPP** grant programs. Burden for this form is shown under each grant program on the AMS-71.)

COMMON FORMS –BURDEN SUBMITTED UNDER OMB APPROVED NUMBERS

The burden for these forms is listed under the programs using these common forms on the AMS-71. However, the burden is submitted to the OMB numbers assigned to these common forms.

SF-424 Application for Federal Assistance (Discretionary) (approved under OMB #4040-0004) is completed once when the participants apply for the grant program. The information will be used by AMS to determine applicant eligibility for participation in the program. The information can be obtained electronically and is required to be collected electronically through www.grants.gov. (This form is used in the **FSMIP**, **FMPP**, **SCBGP**, **LFPP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

SF-424-A Budget Information - Non-Construction Programs (approved under OMB #4040-0006) is completed once by grant applicants. The spreadsheets show the overall budget request and any non-federal resources for

programs that require a match, as well as a breakdown of the budget by object class. The information will be used by AMS to ensure that costs are reasonable and allowable and that the match requirement is met for those grant programs that require a match. This form can be obtained electronically and is required to be collected electronically through www.grants.gov. (This form is used in the **FSMIP, FMPP, LFPP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

SF-424-B Assurances-Non-Construction Programs, (approved under #4040-0007), is completed once by grant participants after grant approval and before grant funds are dispersed. The information will be used by AMS to certify that grant participants are complying with applicable program regulations. This information can be obtained electronically and is required to be collected electronically through www.grants.gov. (This form is used in the **FSMIP, FMPP, SCBGP, LFPP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

SF-425 Federal Financial Report (approved under #4040-0014) is required within 90 days after the completion of the first, second, and third years of the grant period. The information will be used by AMS to determine the financial status of the State's grant projects. The information can be obtained electronically and will be collected electronically. (This form is used in the **FSMIP, FMPP, SCBGP, LFPP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

SF-428 Tangible Personal Property Report (approved under #3090-0289) is to be completed 90 days after the expiration date of the grant period to comply with various legal and regulatory requirements as described within the form. The information will be used by AMS to determine the status of tangible personal property purchased with grant funds. The information can be obtained electronically and will be collected electronically. (This form is used in the **FMPP, SCBGP, LFPP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

SF-270 Request for Advance or Reimbursement (approved under #4040-0012) is completed whenever the recipient requests an advance or reimbursement of grant funds. The information will be used by AMS to make and keep track of grant advances and disbursements. The information can be obtained electronically and will be collected electronically. (This form is used in the **FSMIP, FMPP, SCBGP, LFPP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

SF-3881 ACH Vendor/Miscellaneous Payment Enrollment Form (approved under OMB# 1510-0056). This form is the vehicle for collecting information from non-federal reviewers of AMS competitive grants in order to pay them for their professional services. Non-federal reviewers provide their Payee/Company Information including name, address, social security number/tax identification number, and contact name and telephone number. Non-federal reviewers also provide their Financial Institution Information including the financial institution name, address and contact information, and the bank account and routing numbers. This information is used by the AMS payment office to establish accounts to pay reviewers once their reviews are complete. AMS provides the form to reviewers via email. (This form is used in the **FSMIP, FMPP, LFPP**, and the new **SCMP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

AD-3030 Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (approved under OMB# 0505 0025) The form applies to any entity that is a corporation. The information will be used to assess the applicant's status with regard to convictions of a felony criminal violation, and/or unpaid Federal tax liability status. Providing the requested information is voluntary. However, failure to furnish the requested information will make the applicant ineligible to enter into a contract, memorandum of understanding, grant, loan, loan guarantee, or cooperative agreement with USDA. The form is available at the AMS grants website and is required to be collected electronically through www.grants.gov. (This form is used in the **FSMIP, FMPP, LFPP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

AD-3031 Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants (approved under OMB# 0505-0025) The form applies to any entity that is a corporation. The information will be used to assess the applicant's status with regard to corporate felony convictions and corporate federal tax delinquencies. By accepting a federal award the recipient acknowledges that it: (1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal or State law within 24 months preceding the award, unless a suspending and debarment official of the United States Department of Agriculture has considered suspension or debarment of the recipient corporation, or such officer or agent, based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, the

agency will annul the agreement and may recover any funds the recipient has expended in violation of sections, 738 and 739. The form is available at the AMS grants website and is required to be collected electronically through www.grants.gov. (This form is used in the **FSMIP, FMPP, LFPP** grant programs. Burden for this form is shown under each participating grant program on the AMS-71.)

PROGRAM SPECIFIC FORMS

These forms are unique to the specific grant programs. Some forms have the same title but have different data elements required by the specific grant program, or may be a new form introduced to the grant program. Certain sections of these forms are uniform for every grant program, and while specific programmatic dates and other information differs slightly, this does not affect the underlying PRA burden stated on the AMS-71.

Federal-State Marketing Improvement Program (FSMIP)

Application Components. (Previously “Proposal Components...”) The application is completed one time when the eligible entity applies for a FSMIP grant. Required components include:

- SF-424 – Application for Federal Assistance
- SF-424A – Budget Information – Non-Construction Programs
- SF-424B – Assurances - Non-Construction Program
- Areas Affected by Project (Block 14 of the SF-424)
- Project Narrative
- Budget Narrative and Budget Spreadsheet
- Personnel Qualifications
- Verification of Matching Funds letter for each entity that will provide a cash and/or in-kind match (PDF or MS Word) See [Letter Template](#).
- Accounting System and Financial Capability Questionnaire (PDF) See [Form](#).
- At least one, and no more than three, Letters of Support from Stakeholders or Beneficiaries (PDF)

The following forms may be required:

- AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants
- AD-3031, Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants
- Negotiated Indirect Cost Rate Agreement (.pdf)

- Housing and Urban Development (HUD) Promise Zone Certification Form

The SF-424, SF-424A, SF-424B, AD-3030, AD-3031 and Areas Affected by Project are available electronically through grants.gov. The Verification of Matching Funds [Template](#), and the Accounting System and Financial Capability Questionnaire are available at the AMS grants website. The applicant creates the other application components electronically.

Interim Performance and Financial Reports. These reports track the progress of an award throughout the performance period. The Interim Performance Report briefly summarizes activities performed and milestones achieved for each objective or sub-element of the narrative; notes unexpected delays or impediments as well as favorable or unusual developments; outlines work to be performed during the succeeding period; and comments on the level of grant funds and matching contributions expended to date on the project. The Interim Financial Report (SF 425) documents the current financial status of the project. The Interim Performance Report template and SF 425 are available at the AMS grants website.

Final Performance and Financial Reports, A Final Performance Report and final SF-425 Federal Financial Report are required no later than 90 calendar days after the performance period expiration date. The Final Performance Report contains the following elements:

- Title of the Project:
- Grant Period: <<Start date>> through <<Ending date>>
- An outline of the issue or problem. Provide enough background information for the reader to understand the importance of the project. This section may draw from the background and justification contained in the approved project proposal.
- A description of how the issue or problem was approached via the project. Reference the project objectives and work plan.
- A description of the contribution of public or private agency partners in terms of the work performed.
- A summary of results, conclusions, and lessons learned. Lessons learned should cover both positive and negative aspects. Include a discussion of how the project was evaluated and whether or not it met project objectives. To the extent possible, include measurable results. At least one quantifiable metric must be included that indicates the change in status of the project from initiation to completion.

- A discussion of current or future benefits to be derived from the project.
- Recommendations for future research and, if applicable, an outline of next steps or additional research that might advance the project goals.
- A description of the project beneficiaries including the number, type and scale of producers, processors, and other businesses.
- Additional information generated by the grant project such as publications, presentations, and websites.
- A contact person for the project with telephone number and email address.

The Final Financial Report summarizes the cumulative financial activity of the grant over the entire grant period. The Interim Performance Report template and SF 425 are available at the AMS grants website.

Peer Reviewer Application and Qualification Form. The FSMIP Reviewer Application has three components: a current resume, a FSMIP Reviewer Application Form and an AMS Conflict of Interest and Confidentiality

The FSMIP Reviewer Application form consists of a checklist of the range and types of expertise required of prospective FSMIP reviewers including general knowledge of food/agricultural marketing, applied economics and/or experience working with and advising farmers and ranchers on some aspect of marketing, as well as specialized knowledge on one or more topics such as food safety, consumer economics, foreign market development, labeling, post-harvest handling and transportation, and sector-specific marketing issues. The form is not signed, but is submitted via email to FSMIP. This form is available on the AMS grants website.

Individual Reviewer Scoresheet and Individual Comment Sheet. The Individual Scoresheet is a spreadsheet used by each review team member to compile the scores they assign for each evaluation criterion for each assigned proposal. When completed, individual reviewers email their Individual Reviewer Scoresheets to their Team Lead who will compile the results on the Consensus Scoresheet. The Individual Reviewer Scoresheet is available electronically and is provided by FSMIP to all reviewers.

The Individual Comment Sheet is a Word file which includes space for the proposal title and tracking number as well as space for comments on each evaluation criterion. An Individual Comment Sheet is prepared by each reviewer for each assigned proposal and when filled out by the individual reviewer is used as a reference during the consensus discussion.

Consensus Scoresheet and Consensus Comment Sheet. The Consensus Scoresheet is a spreadsheet prepared by the Team Leads before the consensus

review showing the individual team members' scores on each evaluation criterion for each assigned proposal. The Consensus Scoresheet is used by the team to derive final scores and rankings of assigned proposals, and is submitted electronically to AMS at the end of the process. The Consensus Scoresheet is available electronically and is provided by FSMIP to the Team Leads.

The Consensus Comment Sheet is a Word file which includes space for the proposal title and tracking number as well as space for consensus comments that focus on the proposals' strengths, weaknesses and suggestions for improvement from the team. A Consensus Comment Sheet is prepared by the Team Lead for each assigned proposal after the consensus discussion and is submitted electronically to AMS. The Consensus Comment Sheet is available electronically and is provided by FSMIP to the Team Leads.

Specialty Crop Block Grant Program-Farm Bill (SCBGP)

State Plan (Narrative) is a form required by the 2014 Farm Bill that mandates a description of the State Department of Agriculture's application granting process to include a plan for conducting a competitive grant process, conducting outreach to socially disadvantaged and beginning farmers, and administration of the anticipated grant agreement.

The State Plan (Narrative) is completed once when the State Department of Agriculture applies for the grant program. The information is used by AMS to determine the State Departments of Agriculture eligibility for participation in the SCBGP. The information is completed electronically and is required to be collected electronically through www.grants.gov as a function of the program. State Departments of Agriculture will collect and assemble the State Plan (Narrative) based on guidance provided by the SCBGP. The State Plan (Narrative) shall include the following:

- Cover page and Granting Processes
- Project Title and Duration of Project
- Project Partner and Summary
- Project Purpose
- External Project Support
- Expected Measurable Outcomes
- Budget Narrative

Full details for preparing the State Plan (Narrative) are available at the SCBGP website <http://www.ams.usda.gov/scbgp>.

Interim Performance Report is required within 90 days after the completion of the first year of the grant period and once within 90 days after the second year of

the grant period. The Interim Performance Report is prepared electronically and will be collected electronically as a function of the program. Recipients will collect and assemble the Interim Performance Report narrative based on guidance provided by AMS. The Interim Performance Report includes a grant administration report and individual project reports detailing the:

- Project Title
- Federal Project Expenditures to Date
- Activities Performed

Sections for the Problems and Delays and Future Project Plans were removed from this information collection. The section Funding Expended to Date was renamed Federal Project Expenditures to Date to clarify that they should only report on federal funds and to request additional detail on expenditures.

Final Performance Report is required once 90 days after expiration of the grant period. This information is used by AMS to certify that grant participants are complying with applicable program regulations. The Final Performance Report is prepared electronically and will be collected electronically as a function of the program. Recipients will collect and assemble the Final Performance Report narrative based on guidance provided by AMS. The Final Performance Report includes:

- Project Title
- Project Impact and Findings
- Beneficiaries
- Activities Performed
- Outcome(s) and Indicator(s)/Sub-Indicator(s)
- Contact Person
- Federal Project Expenditures to Date
- Additional Information

The section for Project Impact and Findings combines the previous sections Project Organization, Project Summary, and Project Purpose for this information collection. The section for Activities Performed combines the previous sections Project Activities and Lessons Learned for this information collection. The Outcome(s) and Indicator(s)/Sub-Indicator(s) section has replaced the Goals and Outcomes Achieved section and is collecting the program's OMB-approved performance Measures. A section for the Federal Project Expenditures was added to this information collection to provide a detailed breakdown of project expenditures.

Audit Report is required to be submitted to AMS by the recipient no later than 30 days after completion of an audit on all grant expenditures. The audit report

will be collected electronically as a function of the program. The SCBGP requires that States submit a link to its a-133 Single Audit Report. This is an organization-wide audit of any entity that expends \$750,000 or more in Federal funds during the non-federal entity's fiscal year. The audit is not exclusive to SCBGP operations but is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs. This information will be used by AMS to certify that grant participants are complying with applicable program regulations. Recipients will collect and assemble the Audit Report narrative based on guidance provided by AMS.

Farmers Market Promotion Program (FMPP)

Application Components (NEW). Completed applications must include the application components. AMS will use the information prior to award (pre-award) to determine eligibility of applicants; and pre- and post-award, to evaluate goals, objectives, work plans, expected results, and budget for the project prior to and after project implementation. The submitted narrative must not exceed 12 typed single-spaced 8" x 11" pages and include the following information:

- Project Title.
- Applicant/Organization Information.
- Primary Project Manager Information.
- Grant Application Type.
- Requested LFPP Funding and Matching Funds.
- Entity Type and Eligibility Statement.
- Priority Project Selection.
- Executive Summary.
- Background Statement.
- Work Plan, Resources, and Timeline Requirements.
- Expected Outcomes and Intended Beneficiaries.
- Budget Justification.
- Project Planning or Implementation Areas.

AMS reviews and revises the form annually. The narrative form is available on the AMS website at www.ams.usda.gov and at www.Grants.gov.

Peer Reviewer Application and Qualification Form (NEW) is a mandatory form for reviewers to complete and to submit their personal or work qualifications and resume. Reviewers must have a general knowledge of local and regional food enterprises that includes, but is not limited to, the financing, establishing, and operational aspects of businesses enterprises that process, distribute, aggregate, and/or store locally or regionally produced food products. Reviewers will apply their knowledge and expertise in these areas to objectively assess applications and provide both a numeric score and written comments for each application. The

form contains a checklist for potential reviewers to identify their employment and voluntary work experience. Boxes are provided for potential reviewers to indicate (a) their area of experience or expertise and (b) whether the person is a current or retired nonprofit, for-profit, or Federal/State government employee. The form is not signed, but submitted via email along with a copy of their resume. AMS may also request additional information or clarification from potential reviewers. The reviewer qualifications are used to determine whether a reviewer is qualified to serve as part of the grant review process. AMS will review and may revise the form annually. This form is available on the AMS website.

Consensus Scoresheet and Comments (NEW). The Consensus Scoresheet is a spreadsheet prepared by the Team Leads before the consensus review showing the individual team members' scores on each evaluation criterion for each assigned proposal. The Consensus Scoresheet is used by the team to derive final scores and rankings of assigned proposals, and is submitted electronically to AMS at the end of the process. The Consensus Scoresheet is available electronically and is provided by FMPP to the Team Leads.

Individual Reviewer Scoresheet (NEW). The Individual Scoresheet is a spreadsheet used by each review team member to compile the scores they assign for each evaluation criterion for each assigned proposal. When completed, individual reviewers email their Individual Reviewer Scoresheets to their Team Lead who will compile the results on the Consensus Scoresheet. The Individual Reviewer Scoresheet is available electronically and is provided by FMPP to all reviewers.

Interim Performance Report is required within 90 days after the completion of the first year of the grant period and once within 90 days after the second year of the grant period. The Interim Performance Report is prepared electronically and will be collected electronically as a function of the program. Recipients will collect and assemble the Interim Performance Report narrative based on guidance provided by AMS. The Interim Performance Report includes a grant administration report and individual project reports detailing the:

- Project Title
- Activities Performed
- Problems and Delays
- Future Project Plans
- Funding Expended to Date

A section for the Project Title was added to this information collection to provide an identifier for applications with multiple projects.

Final Performance Report is required once 90 days after expiration of the grant period. This information is used by AMS to certify that grant participants are complying with applicable program regulations. The Final Performance Report is prepared electronically and will be collected electronically as a function of the program. Recipients will collect and assemble the Final Performance Report narrative based on guidance provided by AMS. The Final Performance Report includes:

- Project Title
- Project Organization
- Project Summary
- Project Purpose
- Project Activities
- Goals and Outcomes Achieved
- Beneficiaries
- Lessons Learned
- Contact Information
- Additional Information

Local Food Promotion Program (LFPP)

Application Components, Completed applications must include a project narrative. AMS will use the information prior to award (pre-award) to determine eligibility of applicants; and pre- and post-award, to evaluate goals, objectives, work plans, expected results, and budget for the project prior to and after project implementation. The submitted narrative must not exceed 12 typed single-spaced 8" x 11" pages and include the following information:

- Project Title.
- Applicant/Organization Information.
- Primary Project Manager Information.
- Grant Application Type.
- Requested LFPP Funding and Matching Funds.
- Entity Type and Eligibility Statement.
- Priority Project Selection.
- Executive Summary.
- Background Statement.
- Work Plan, Resources, and Timeline Requirements.
- Expected Outcomes and Intended Beneficiaries.
- Budget Justification.
- Project Planning or Implementation Areas.

AMS reviews and revises the form annually. The narrative form is available on the AMS website at www.ams.usda.gov and at www.Grants.gov.

Peer Reviewer Application and Qualification Form, AMS utilizes this mandatory form for reviewers to complete and submit their personal or work qualifications and resume. Reviewers must have a general knowledge of local and regional food enterprises that includes, but is not limited to, the financing, establishing, and operational aspects of businesses enterprises that process, distribute, aggregate, and/or store locally or regionally produced food products. Reviewers will apply their knowledge and expertise in these areas to objectively assess applications and provide both a numeric score and written comments for each application. The form contains a checklist for potential reviewers to identify their employment and voluntary work experience. Boxes are provided for potential reviewers to indicate (a) their area of experience or expertise and (b) whether the person is a current or retired nonprofit, for-profit, or Federal/State government employee. The form is not signed, but submitted via email along with a copy of their resume. AMS may also request additional information or clarification from potential reviewers. The reviewer qualifications are used to determine whether a reviewer is qualified to serve as part of the grant review process. AMS will review and may revise the form annually. This form is available on the AMS website.

Consensus Scoresheet and Comments (NEW), The Consensus Scoresheet is a spreadsheet prepared by the Team Leads before the consensus review showing the individual team members' scores on each evaluation criterion for each assigned proposal. The Consensus Scoresheet is used by the team to derive final scores and rankings of assigned proposals, and is submitted electronically to AMS at the end of the process. The Consensus Scoresheet is available electronically and is provided by LFPP to the Team Leads.

Individual Reviewer Scoresheet (NEW), The Individual Scoresheet is a spreadsheet used by each review team member to compile the scores they assign for each evaluation criterion for each assigned proposal. When completed, individual reviewers email their Individual Reviewer Scoresheets to their Team Lead who will compile the results on the Consensus Scoresheet. The Individual Reviewer Scoresheet is available electronically and is provided by LFPP to all reviewers.

Interim Performance Report is required within 90 days after the completion of the first year of the grant period and once within 90 days after the second year of the grant period. The Interim Performance Report is prepared electronically and will be collected electronically as a function of the program. Recipients will collect and assemble the Interim Performance Report narrative based on guidance provided by AMS. The Interim Performance Report includes a grant administration report and individual project reports detailing the:

- Project Title

- Activities Performed
- Problems and Delays
- Future Project Plans
- Funding Expended to Date

A section for the Project Title was added to this information collection to provide an identifier for applications with multiple projects.

Final Performance Report is required once 90 days after expiration of the grant period. This information is used by AMS to certify that grant participants are complying with applicable program regulations. The Final Performance Report is prepared electronically and will be collected electronically as a function of the program. Recipients will collect and assemble the Final Performance Report narrative based on guidance provided by AMS. The Final Performance Report includes:

- Project Title
- Project Organization
- Project Summary
- Project Purpose
- Project Activities
- Goals and Outcomes Achieved
- Beneficiaries
- Lessons Learned
- Contact Information
- Additional Information

Specialty Crop Multi-State Program (SCMP) (NEW Program)

All forms under this program are submitted as “new” as this is a NEW program.

Application Components (NEW). The application is completed one time when the participating state department of agriculture applies for a SCMP grant. Required components include:

- SF-424 – Application for Federal Assistance
- SF-424B – Assurances - Non-Construction Program (only once for each participating state department of agriculture, not for each application they submit)
- Narrative and Budget which consist of:
 - Cover Page
 - Table of Contents
 - Abstract
 - Narrative (not to exceed 15 pages)

- o References, if applicable
- o Budget Spreadsheet and Budget Narrative
- Other Required Elements:
 - o Personnel Qualifications
 - o A Letter of Commitment from Each Partner
 - o 3 Letters of Support from Stakeholders or Beneficiaries
 - o Areas Affected by Project (attachment from Block 14 of the SF-424)

The SF-424, SF-424B, and Areas Affected by Project are available electronically through grants.gov. The applicant creates the other application components electronically.

Application Screening Checklist, This checklist is used by SCMP participating state departments of agriculture to screen proposals submitted to them by multi-state partners. The checklist ensures that the proposals are complete and meet the basic requirements outlined in the SCMP Request for Applications before participating states submit them to AMS. The checklist is provided to participating states electronically by SCMP.

Interim Performance Report is required within 90 days after the completion of the first year of the grant period and once within 90 days after the second year of the grant period. The Interim Performance Report is prepared electronically and will be collected electronically as a function of the program. Recipients will collect and assemble the Interim Performance Report narrative based on guidance provided by AMS. The Interim Performance Report includes a grant administration report and individual project reports detailing the:

- Project Title
- Activities Performed
- Problems and Delays
- Future Project Plans
- Funding Expended to Date

A section for the Project Title was added to this information collection to provide an identifier for applications with multiple projects.

Final Performance Report is required once 90 days after expiration of the grant period. This information is used by AMS to certify that grant participants are complying with applicable program regulations. The Final Performance Report is prepared electronically and will be collected electronically as a function of the program. Recipients will collect and assemble the Final Performance Report

narrative based on guidance provided by AMS. The Final Performance Report includes:

- Project Title
- Project Organization
- Project Summary
- Project Purpose
- Project Activities
- Goals and Outcomes Achieved
- Beneficiaries
- Lessons Learned
- Contact Information
- Additional Information

Peer Reviewer Application and Qualification Form. AMS utilizes this mandatory form for prospective SCMP reviewers to submit their personal or work qualifications and resume. Reviewers must have general knowledge in at least one of the following topics as they relate to specialty crops: Food safety; Plant pests and disease; Research; Crop-specific common issues; and/or Marketing and promotion. The form is not signed, but is submitted via email along with a copy of the resume and the conflict/confidentiality statement. The reviewer application is used to select reviewers with the appropriate knowledge and expertise to review SCMP proposals. This form is available on the AMS grants website.

Individual Reviewer Scoresheet and Individual Comment Sheet. The Individual Reviewer Scoresheet is a spreadsheet used by each review team member to compile the scores they assign for each evaluation criterion for each assigned proposal. When completed, individual reviewers email their Individual Reviewer Scoresheets to their Team Lead who will compile the results on the Consensus Scoresheet. The Individual Reviewer Scoresheet is available electronically and is provided by SCMP to all reviewers.

The Individual Comment Sheet is a Word file which includes space for the proposal title and tracking number as well as space for comments on each evaluation criterion. An Individual Comment Sheet is prepared by each reviewer for each assigned proposal and when filled out by the individual reviewer is used as a reference during the consensus discussion. The Individual Comment Sheet is available electronically and is provided by SCMP to all reviewers.

Consensus Scoresheet and Consensus Comment Sheet. The Consensus Scoresheet is a spreadsheet prepared by the Team Leads before the consensus review showing the individual team members' scores on each evaluation criterion for each assigned proposal. The Consensus Scoresheet is used by the team to derive final scores and rankings of assigned proposals, and is submitted

electronically to AMS at the end of the process. The Consensus Scoresheet is available electronically and is provided by SCMP to the Team Leads.

The Consensus Comment Sheet is a Word file which includes space for the proposal title and tracking number as well as space for consensus comments that focus on the proposals' strengths, weaknesses and suggestions for improvement from the team. A Consensus Comment Sheet is prepared by the Team Lead for each assigned proposal after the consensus discussion and is submitted electronically to AMS. The Consensus Comment Sheet is available electronically and is provided by SCMP to the Team Leads.

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.

Standard forms (SF) 424, 424A and 424B can be obtained and submitted electronically on the <http://www.grants.gov> web site along with Standard forms AD-3030 and 3031. The State Plan Narrative and Application Components can be prepared electronically and is required to be submitted electronically through <http://www.grants.gov> web site.

The SF 270, SF 425, and SF 428 can be obtained at http://www.whitehouse.gov/omb/grants/grants_forms.html electronically and submitted electronically. The SF-3881 can be obtained at <http://www.gsa.gov/portal/forms/download/116290> electronically and submitted electronically.

The AMS-34, HUD Form 50153, AMS Worksheet to Accompany each SF-270 Request, Accounting System and Financial Capability Questionnaire, Confirmation of Match, and Peer Reviewer Application and Qualification Form can be obtained at www.ams.usda.gov electronically and submitted electronically.

The Interim Performance Report, Final Performance Report, Audit Report, Application Screening Checklist, Consensus Scoresheet and Comments, Individual Reviewer Scoresheet, and Project Beneficiaries Questionnaire can be prepared electronically and submitted electronically. The AMS-33 and Requests for Grant Amendments require an original signature and are collected electronically.

Registration with Sam.gov is achieved and collected through www.sam.gov.

4. DESCRIBE EFFORTS TO IDENTIFY DUPLICATION. SHOW SPECIFICALLY WHY ANY SIMILAR INFORMATION ALREADY AVAILABLE CANNOT BE USED OR MODIFIED FOR USE FOR THE PURPOSE(S) DESCRIBED IN ITEM 2 ABOVE.

These programs are not maintained by any other Agency; therefore, the requested information will not be available from any other existing records.

5. IF THE COLLECTION OF INFORMATION IMPACTS SMALL BUSINESSES OR OTHER SMALL ENTITIES (ITEMS 5 OF THE OMB FORM 83-I), DESCRIBE THE METHODS USED TO MINIMIZE BURDEN.

The Small Business Administration defines, in 13 CFR part 121, small agricultural producers as those having annual receipts of no more than \$750,000 and small agricultural service firms (small for-profit organizations) as those having annual receipts of no more than \$7.0 million.

SCBGP All 56 respondents for SCBGP are State agencies responsible for agriculture; therefore, we estimate that none are considered small businesses. The act of collection of information will not have an adverse impact on small businesses or other small entities. Providing for electronic submission of grant applications will simplify and lessen the burden on the State Departments of Agriculture resources because they will no longer need to duplicate and submit paper applications. In addition, the information, voluntarily collected from each grant applicant may help provide grant funds to disadvantaged and small farmers and entities within a State.

FSMIP The eligible entities for FSMIP are State departments of agriculture, State agricultural experiment stations, and other appropriate State agencies including State colleges and universities. Thus, this information collection will not impact small businesses and other small entities.

LFPP neither solicits nor collects proprietary information about receipts, sales, nor organization membership. However, under these definitions, we can report that 6 percent of the 750 respondents under the 2015 LFPP program would be considered small entities. These entities include producer networks, producer associations, agricultural cooperatives, and farmers' market authorities, who apply on behalf of multiple members.

This collection provides funding sources for small businesses and other small entities. All applicants must apply via the Grants.gov website. Providing for electronic submission of grant applications simplifies and lessens the burden on applicant's resources because they will no longer need to duplicate and submit paper applications.

FMPP neither solicits nor collects proprietary information about receipts, sales, nor organization membership. However, under these definitions, we can report that 4 percent of the 750 respondents under the 2015 FMPP program would be considered small entities. These entities include producer networks, producer associations, agricultural cooperatives, and farmers' market authorities, who apply on behalf of multiple members.

This collection provides funding sources for small businesses and other small entities. All applicants must apply via the Grants.gov website. Providing for electronic submission of grant applications simplifies and lessens the burden on applicant's resources because they will no longer need to duplicate and submit paper applications.

SCMP All respondents for SCMP are State agencies responsible for agriculture; therefore, we estimate that none are considered small businesses. The act of collection of information will not have an adverse impact on small businesses or other small entities. Providing for electronic submission of grant applications will simplify and lessen the burden on the State Departments of Agriculture resources because they will no longer need to duplicate and submit paper applications. In addition, the information, voluntarily collected from each grant applicant may help provide grant funds to disadvantaged and small farmers and entities within a State.

6. DESCRIBE THE CONSEQUENCE OF 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.

The SCBGP's purpose is to provide grants to States to solely enhance the competitiveness of specialty crops. In accordance with Section 101 of the Specialty Crops Competitiveness Act of 2004; as amended under Section 10010 of the 2014 Farm Bill, each subsequent fiscal year through 2018 that funding is appropriated to the SCBGP, States are required to apply to be eligible to receive grant funds for that fiscal year. Without this collection of information the Agency would not be able to award grant funds to eligible entities and monitor compliance with regulations and administration procedures of the program.

The LFPP's purpose is to provide grants to eligible entities. Without the required information, AMS will not be able to review, award, reimburse, or monitor grants to eligible applicants.

The FMPP's purpose is to provide grants to eligible entities. Without the required information, AMS will not be able to review, award, reimbursement, or monitor grants to eligible applicants.

The FSMIP's purpose is to provide grants to eligible entities on a competitive basis. Without the required information, AMS will not be able to award grants to eligible entities.

The SCMP's purpose is to provide grants to eligible entities. Without the required information, AMS will not be able to review, award, reimburse, or monitor grants to eligible applicants.

7. EXPLAIN ANY SPECIAL CIRCUMSTANCES THAT WOULD CAUSE AN INFORMATION COLLECTION TO BE CONDUCTED IN A MANNER:

- **REQUIRING RESPONDENTS TO REPORT INFORMATION TO THE AGENCY MORE OFTEN THAN QUARTERLY;**

Respondents are not required to report more than quarterly.

- **REQUIRING RESPONDENTS TO PREPARE A WRITTEN RESPONSE TO A COLLECTION OF INFORMATION IN FEWER THAN 30 DAYS AFTER RECEIPT OF IT;**

Respondents are not required to prepare a written response to a collection of information fewer than 30 days after receipt.

- **REQUIRING RESPONDENTS TO SUBMIT MORE THAN AN ORIGINAL AND TWO COPIES OF ANY DOCUMENT;**

Respondents are not required to submit more than an original and two copies of any document.

- **REQUIRING RESPONDENTS TO RETAIN RECORDS, OTHER THAN HEALTH, MEDICAL, GOVERNMENT CONTRACT, GRANT-IN-AID, OR TAX RECORDS FOR MORE THAN 3 YEARS;**

Respondents are not required to retain any records for more than 3 years. This is part of normal business practice.

- **IN CONNECTION WITH A STATISTICAL SURVEY, THAT IS NOT DESIGNED TO PRODUCE VALID AND RELIABLE RESULTS THAT CAN BE GENERALIZED TO THE UNIVERSE OF STUDY;**

The information collected will not be utilized in connection with a statistical survey.

- **REQUIRING THE USE OF A STATISTICAL DATA CLASSIFICATION THAT HAS NOT BEEN REVIEWED AND APPROVED BY OMB;**

There is no requirement for a statistical data classification.

- **THAT INCLUDES A PLEDGE OF CONFIDENTIALITY THAT IS NOT SUPPORTED BY AUTHORITY ESTABLISHED IN STATUE OR REGULATION, THAT IS NOT SUPPORTED BY DISCLOSURE AND DATA SECURITY POLICIES THAT ARE CONSISTENT WITH THE PLEDGE, OR WHICH UNNECESSARILY IMPEDES SHARING OF DATA WITH OTHER AGENCIES FOR COMPATIBLE CONFIDENTIAL USE; OR**

No confidential information is collected.

- **REQUIRING RESPONDENTS TO SUBMIT PROPRIETARY TRADE SECRET, OR OTHER CONFIDENTIAL INFORMATION UNLESS THE AGENCY CAN DEMONSTRATE THAT IT HAS INSTITUTED PROCEDURES TO PROTECT THE INFORMATION'S CONFIDENTIALITY TO THE EXTENT PERMITTED BY LAW.**

Respondents are not required to submit proprietary trade secrets or other confidential 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 60-day notice for the AMS Grant Programs was published in the Federal Register on April 26, 2016, Vol. 81, No. 80, pages 24556-24557. The Notice was an Extension and Request for Revision of a currently Approved Information Collection, 0581-0240 Federal State Market Improvement Program and a Merge of the 0581-0235 Farmers Market Promotion Program; 0581-0248 Specialty Crop Block Grant Program - Farm Bill; 0581-0287 Local food Promotion Program; and a new program: Specialty Crop Multi-State Program into one collection and renaming the collection to AMS Grant Programs.

One comment was received, essentially suggesting that tax payer dollars should not be spent on farmers markets because products sold at the markets are more expensive

than those sold at larger grocery store chains. The individual suggested that the money be used instead to pay off debt and reduce Federal taxes. By posting this Notice in the Federal Register, AMS was announcing and inviting comments only on the information collection and associated burden for the programs. The agency is not inviting comments on the legality/use of Federal dollars for farmers markets. The Agriculture Act of 2014 (P.L. 113-79) (2014 Farm Bill) has already been authorized by Congress and therefore AMS has no authority to determine how taxpayer dollars are spent. AMS will carry out the regulation and grant funding as planned.

DESCRIBE EFFORTS TO CONSULT WITH PERSONS OUTSIDE THE AGENCY TO OBTAIN THEIR VIEWS ON THE AVAILABILITY OF DATA, FREQUENCY OF COLLECTION, THE CLARITY OF INSTRUCTIONS AND RECORDKEEPING, DISCLOSURE, OR REPORTING FORMAT (IF ANY), AND ON THE DATA ELEMENTS TO BE RECORDED, DISCLOSED, OR REPORTED.

The SCBGP Program Manager attends the annual meeting of the North American Agricultural Marketing Officials, a group whose members consist of the marketing directors of the State agriculture departments. These directors are often the project managers for SCBGP projects. These issues are discussed with State Department of Agriculture recipients during a pre-award and post-award webinar, as well as a lessons learned webinar after each grant award. In addition, consultation with specialty crop industry members, National Association of State Departments of Agriculture (NASDA), Specialty Crop Farm Bill Alliance, and the United Fresh Fruit and Vegetable Association (UFFVA) occurred to discuss the SCBGP. The SCBGP also publicizes the SCMP on its website and through discussions with its stakeholders.

The LFPP Program Manger consulted with representatives from different food systems stakeholders groups (e.g., producer groups, distributors, buyers, service providers) to identify and understand challenges and concerns of starting or expanding local and regional food business enterprises. Also, AMS solicits comments from awardees and peer reviewers to ensure that form instructions were clear and concise, and that forms can be easily accessed and used without difficulty.

The FMPP Program Manager conducted focus groups and interviews with farmers' market industry leaders to identify and understand challenges and concerns relating to direct marketing issues. AMS also solicits comments from awardees and peer reviewers under FMPP.

The FSMIP and SCMP Program Manager attends the annual meeting of the North American Agricultural Marketing Officials, a group whose members consist of the marketing directors of the State agriculture departments. These directors are very often the project managers for FSMIP projects. The FSMIP and SCMP Program

Manager also attends the annual Food Research Distribution Society meeting which is attended by university researchers, some of whom apply for and receive funds. Issues relating to the application and grant management processes may be discussed informally at such meetings. They are also discussed in telephone conversations with applicants prior to the application deadline and with grantees as they carry out their projects.

CONSULTATION WITH REPRESENTATIVES OF THOSE FROM WHOM INFORMATION IS TO BE OBTAINED OR THOSE WHO MUST COMPILE RECORDS SHOULD OCCUR AT LEAST ONCE EVERY 3 YEARS – EVEN IF THE COLLECTION OF INFORMATION ACTIVITY IS THE SAME AS IN PRIOR PERIODS. THERE MAY BE CIRCUMSTANCES THAT MAY PRECLUDE CONSULTATION IN A SPECIFIC SITUATION. THESE CIRCUMSTANCES SHOULD BE EXPLAINED.

The LFPP program manager consulted with a number of different stakeholders and industry members in 2015 before altering its forms and Request for Applications:

Ferd Hoefner
Policy Director
National Sustainable Agriculture Coalition
110 Maryland Avenue NE
Washington, DC 20002
202-547-5754
fhoefner@sustainableagriculture.net

Wes King | Policy Specialist
National Sustainable Agriculture Coalition (NSAC)
110 Maryland Ave. NE, Ste. 209
Washington, DC 20002
wking@sustainableagriculture.net | (202) 547-5754

Jen O'Brien Cheek
Executive Director
Farmers Market Coalition
P.O. Box 499
Kimberton, PA 19442
jen@farmersmarketcoalition.org

Trudy Wastweet
Director, Congressional Relations
American Farm Bureau Federation®
600 Maryland Ave. SW, Suite 1000W
Washington, DC 20024

Desk: 202-406-3673
Cell: 202-809-5933
trudyw@fb.org

The FMPP Program Manager consulted with the following representatives from whom information was obtained regarding the project proposal budget and forms. This consultation occurred through grant writing conferences and workshops, industry meetings, peer reviewer meetings, and other program outreach activities associated with administering the agency's farmers market program:

Adam Schroeder, Pearl Market Manager (applicant/awardee)
Capital Crossroads Special Improvement District
23 North Fourth St.
Columbus, Ohio 43215
(614) 645-5061

Sanjay Kharod, Executive Director (applicant/awardee)
New Orleans Food and Farm Network
4840 Banks Street
New Orleans, Louisiana 70119
(504) 483-6967

James Coleman (applicant/awardee)
Town of Riverdale Farmers Market
5008 Queensbury Road
Riverdale, Maryland 20737
(301) 332-6258

Crystal Stewart, Regional Agriculture Specialist (applicant/awardee)
Cornell University Cooperative Extension
Eastern New York Commercial Horticulture Program
141 Fonclair Terrace
Johnstown, New York 12095
(518) 775-0018

Dennis Ebodaghe (peer reviewer)
USDA, National Institute of Food and Agriculture (NIFA)
National Program Leader/Small Farms Program
Washington, the District of Columbia
(202) 401-4385

The SCBGP and SCMP Program Managers participate in regular consultations with State Department of Agriculture grant recipients as well as Industry members:

Crystal Myers, California Department of Food and Agriculture, (916) 403-6533

Joshua Johnson, Florida Department of Agriculture and Consumer Services, (850) 617-7340

Karen Fedor, Maryland Department of Agriculture, (410) 841-5773

Industry members:

United Fresh Produce Association: Robert Guenther, Vice President, Government & Public Affairs, 1901 Pennsylvania Avenue NW, Suite 1100, Washington, DC 20006, telephone: (202) 303- 3400.

NASDA: Amanda Culp, Director, Communications, National Association of State Departments of Agriculture, 4350 North Fairfax Drive, #910, Arlington, VA 22203, telephone: (202) 296-9680.

The FSMIP Program Manager contacted the following individuals for their input in February 2016:

FSMIP Application and Grant Management

Marisol Alvares, International Development Representative II, Division of Marketing and Development, Florida Department of Agriculture and Consumer Services, 850-617-7328, Marisol.Alvares@FreshFromFlorida.com

Christian Olson, Marketing Specialist, Arkansas Department of Agriculture, 501-219-6324, Christian.Olson@aad.ar.gov

Shaina (Shea) Knight, Business Development Specialist, Colorado Department of Agriculture, Markets Division, 303-869-9176 Shaina.Knight@state.co.us

Rebecca Davidson, Marketing Specialist, Massachusetts Dept. of Agricultural Resources, 617-626-1744, rebecca.davidson@state.ma.us

9. EXPLAIN ANY DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS, OTHER THAN REMUNERATION OF CONTRACTORS OR GRANTEES.

No payments or gifts are provided to respondents, other than remuneration of recipients.

10. DESCRIBE ANY ASSURANCE OF CONFIDENTIALITY PROVIDED TO RESPONDENTS AND THE BASIS FOR THE ASSURANCE IN STATUTE, REGULATION, OR AGENCY POLICY.

AMS Grant programs do not request confidential information from respondents and therefore provides no assurances related to confidentiality.

11. PROVIDE ADDITIONAL JUSTIFICATION FOR ANY QUESTIONS OF A SENSITIVE NATURE, SUCH AS SEXUAL BEHAVIOR AND ATTITUDES, RELIGIOUS BELIEFS, AND OTHER MATTERS THAT 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.

Questions of a sensitive nature are not found in this information collection.

12. PROVIDE ESTIMATES OF THE HOUR BURDEN OF THE COLLECTION OF INFORMATION.

THE STATEMENT SHOULD:

- **INDICATE THE NUMBER OF RESPONDENTS, FREQUENCY OF RESPONSE, ANNUAL HOUR BURDEN, AND AN EXPLANATION OF HOW THE BURDEN WAS ESTIMATED. UNLESS DIRECTED TO DO SO, AGENCIES SHOULD NOT CONDUCT SPECIAL SURVEYS TO OBTAIN INFORMATION ON WHICH TO BASE HOUR BURDEN ESTIMATES. CONSULTATION WITH A SAMPLE (FEWER THAN 10) OF POTENTIAL RESPONDENTS IS DESIRABLE. IF THE HOUR BURDEN ON RESPONDENTS IS EXPECTED TO VARY WIDELY BECAUSE OF DIFFERENCE IN ACTIVITY, SIZE, OR COMPLEXITY, SHOW THE RANGE OF ESTIMATED HOUR BURDEN, AND EXPLAIN THE REASONS FOR THE VARIANCE. GENERALLY, ESTIMATES SHOULD NOT INCLUDE BURDEN HOURS FOR CUSTOMARY AND USUAL BUSINESS PRACTICES.**

This revised renewal submission for 0581-0240 includes the merging of 3 other grant programs plus a new program for a total of 1,866 respondents; 20,026 responses and a total of 51,820 burden hours.

- **IF THIS REQUEST FOR APPROVAL COVERS MORE THAN ONE FORM, PROVIDE SEPARATE HOUR BURDEN ESTIMATES FOR**

EACH FORM AND AGGREGATE THE HOUR BURDENS IN ITEM 13 OF OMB FORM 83-I.

The complete public reporting burden is summarized on AMS-71.

- **PROVIDE ESTIMATES OF ANNUALIZED COST TO RESPONDENTS FOR THE HOUR BURDENS FOR COLLECTIONS OF INFORMATION, IDENTIFYING AND USING APPROPRIATE WAGE RATE CATEGORIES.**

The respondents estimated annual cost in providing information to the overall AMS Grant Programs is \$1,514,180.40. This total has been estimated by multiplying 51,820 total burden hours by \$29.22, an average of mean hourly earnings by full time State and local government management analyst employees (13-1111). Data for computation of this hourly wage were obtained from the U.S. Department of Labor Statistic's publication Occupational Employment Statistics' Occupational Employment and Wages, published May 2015. This publication can be found at the following website:

<http://www.bls.gov/oes/current/oes131111.htm>.

13. PROVIDE AN ESTIMATE OF THE TOTAL ANNUAL COST BURDEN TO RESPONDENTS OR RECORDKEEPERS RESULTING FROM THE COLLECTION OF INFORMATION. (DO NOT INCLUDE THE COST OF ANY HOUR BURDEN SHOWN IN ITEMS 12 AND 14).

- **THE COST ESTIMATE 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. THE ESTIMATES SHOULD TAKE INTO ACCOUNT COSTS ASSOCIATED WITH GENERATING, MAINTAINING AND DISCLOSING OR PROVIDING THE INFORMATION. INCLUDE DESCRIPTIONS OF METHODS USED TO ESTIMATE MAJOR COST FACTORS INCLUDING SYSTEM AND TECHNOLOGY ACQUISITION, EXPECTED USEFUL LIFE OF CAPITAL EQUIPMENT, THE DISCOUNT RATE(S), AND THE TIME PERIOD OVER WHICH COSTS WILL BE INCURRED. CAPITAL AND START-UP COSTS INCLUDE, AMONG OTHER ITEMS, PREPARATIONS FOR COLLECTING INFORMATION SUCH AS PURCHASING COMPUTERS AND SOFTWARE, MONITORING, SAMPLING, DRILLING AND TESTING EQUIPMENT; AND RECORD STORAGE FACILITIES.**

- **IF COST ESTIMATES ARE EXPECTED TO VARY WIDELY, AGENCIES SHOULD PRESENT RANGES OF COST BURDENTS AND EXPLAIN THE REASONS FOR THE VARIANCE. THE COST OF PURCHASING OR CONTRACTING OUT INFORMATION COLLECTION SERVICES SHOULD BE A PART OF THIS COST BURDEN ESTIMATE. IN DEVELOPING COST BURDEN ESTIMATES, AGENCIES MAY CONSULT WITH A SAMPLE OF RESPONDENTS (FEWER THAN 10), UTILIZE THE 60-DAY PRE-OMB SUBMISSION PUBLIC COMMENT PROCESS AND USE EXISTING ECONOMIC OR REGULATORY IMPACT ANALYSIS ASSOCIATED WITH THE RULEMAKING CONTAINING THE INFORMATION COLLECTION, AS APPROPRIATE.**

- **GENERALLY, ESTIMATES SHOULD NOT INCLUDE PURCHASES OF EQUIPMENT OR SERVICE, OR PORTIONS THEROF, MADE: (1) PRIOR TO OCTOBER 1, 1995, (2) TO ACHIEVE REGULATORY COMPLIANCE WITH REQUIREMENTS NOT ASSOCIATED WITH THE INFORMATION COLLECTION, (3) FOR REASONS OTHER THAN TO PROVIDE INFORMATION OR KEEPING RECORDS FOR THE GOVERNMENT, OR (4) AS PART OF CUSTOMARY AND USUAL BUSINESS OR PRIVED PRACTICES.**

There are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

- 14. PROVIDE ESTIMATES OF ANNUALIZED COST TO THE FEDERAL GOVERNMENT. ALSO, PROVIDE A DESCRIPTION OF THE METHOD USED TO ESTIMATE COST, WHICH SHOULD INCLUDE QUANTIFICATION OF HOURS, OPERATION EXPENSES (SUCH AS EQUIPMENT, OVERHEAD, PRINTING, AND SUPPORT STAFF), AND ANY OTHER EXPENSE THAT WOULD NOT HAVE BEEN INCURRED WITHOUT THIS COLLECTION OF INFORMATION. AGENCIES ALSO MAY AGGREGATE COST ESTIMATES FROM ITEMS 12, 13, AND 14 IN A SINGLE TABLE.**

The total government cost for all the grant programs is \$3,365,441. See following for individual cost of each program.

The estimated annual cost currently to operate SCBGP is (\$1,934,525) per year. The SCBGP office currently consists of 5 full time employees who are responsible for all aspects of the grant program from pre-award to closeout. Grant program oversight and policy management is provided on a part time basis by one GS-15 Grants Division Director. The travel budget is for the employees to attend appropriate conferences, and conduct site visits to SCBGP projects. The Contracts/Services

budget includes training for the employees to keep up-to-date with developments in Federal grants management and for special projects such as website upgrades and financial sponsorship of conferences that compliment and further the agency mission as it relates to SCBGP. The remaining line items are for administrative expenses and overhead.

Estimated Annual Cost to Federal Government of Operating SCBGP

Salaries/Benefits/Awards	\$777,000
Travel	\$58,000
Contracts/Services	\$1,004,265
Printing/Copying/Mailing	\$5,000
Rent/Communication/Utilities	\$74,460
Supplies/Equipment	<u>\$15,800</u>
Total	\$1,934,525

The estimated annual cost to operate FSMIP is \$241,686 per year. The FSMIP office consists of one full time GS-14 Program Manager who is responsible for all aspects of the grant program from pre-award to closeout. The Travel budget is for the Program Manager to attend appropriate conferences, and conduct site visits to FSMIP projects. The Training budget is for the Program Manager to keep up to date with developments in Federal grants management.

Non-federal FSMIP reviewers receive a stipend for their services. Involving outside reviewers fosters greater consistency and transparency in the review of proposals, and, brings a high level of national expertise to improve the credibility and validity of the scoring and recommendations. The resulting reviews also provide more useful feedback for applicants. The Contracts/Services line item reflects compensation for non-federal reviewers.

Estimated Annual Cost to Federal Government of Operating FSMIP

Salaries/Benefits/Awards	\$183,921
Travel	\$6,000
Contracts/Services	\$50,015
Printing/Copying/Mailing	\$0
Rent/Communication/Utilities	\$750
Supplies/Equipment	<u>\$1,000</u>
Total	\$241,686

The estimated annual cost to operate SCMP is \$75,000. The cost includes stipends for non-federal proposal reviewers, and for the non-federal facilitator of the second-tier review.

Estimated Annual Cost to Federal Government of Operating SCMP

Salaries/Benefits/Awards	\$0
Travel	\$0
Contracts/Services	\$75,000
Printing/Copying/Mailing	\$0
Rent/Communication/Utilities	\$0
Supplies/Equipment	<u>\$0</u>
Total	\$75,000

The estimated annual cost to operate FMPP is \$555,030 per year. The FMPP office currently consists of 4 full time employees who are responsible for all aspects of the grant program from pre-award to closeout. Grant program oversight and policy management is provided on a full-time basis by one GS-15 Grants Division Program Manager. The travel budget is for the employees to attend appropriate conferences, and participate in site visits with other program staff. The training budget is for the employees to continue development and keep updated certifications.

Non-federal FMPP reviewers receive a stipend for their services. Involving outside reviewers fosters greater consistency and transparency in the review of proposals, and, brings a high level of national expertise to improve the credibility and validity of the scoring and recommendations. The resulting reviews also provide more useful feedback for applicants.

Estimated Annual Cost to Federal Government of Operating FMPP

Salaries/Benefits/Awards	\$494,354
Travel	\$9,161
Contracts/Services	\$45,515
Printing/Copying/Mailing	\$0
Rent/Communication/Utilities	\$0
Supplies/Equipment	<u>\$6,000</u>
Total	\$555,030

The estimated annual cost to operate LFPP is \$559,200 per year. The LFPP office currently consists of 3 full time employees who are responsible for all aspects of the grant program from pre-award to closeout. Grant program oversight and policy management is provided on a full-time basis by one GS-15 Grants Division Program Manager. The travel budget is for the employees to attend

appropriate conferences, and participate in site visits with other program staff. The training budget is for the employees to continue development and keep updated certifications.

Non-federal LFPP reviewers receive a stipend for their services. Involving outside reviewers fosters greater consistency and transparency in the review of proposals, and, brings a high level of national expertise to improve the credibility and validity of the scoring and recommendations. The resulting reviews also provide more useful feedback for applicants. The Contracts/Services line item reflects compensation for non-federal reviewers.

Estimated Annual Cost to Federal Government of Operating LFPP

Salaries/Benefits/Awards	\$458,037
Travel	\$12,000
Contracts/Services	\$77,588
Printing/Copying/Mailing	\$0
Rent/Communication/Utilities	\$5,575
Supplies/Equipment	<u>\$6,000</u>
Total	\$559,200

15. EXPLAIN THE REASON FOR ANY PROGRAM CHANGES OR ADJUSTMENTS REPORTED IN ITEMS 13 OR 14 OF THE OMB FORM 83-I.

This renewal is for a revision to include the merging of three currently approved grant collections and a new program resulting in an increase of 46,458 burden hours and 19,594 responses, but a decrease in respondents to 1,866. The current responses, burden hours and respondents for each merged collection and the new program is shown below.

	<u>Responses</u>	<u>Hours</u>	<u>Respondents</u>
0581-0235	3,100	20,988	1,500
0581-0248	448	1,624	56
0581-0287	10,800	34,988	1,500
SCMP-New	<u>2,856</u>	<u>6,724</u>	<u>240</u>
Total	17,204	64,324	3,296

When merged into 0581-0240, the various grant programs had a combined decrease of -11,143 burden hours. This decrease was a result of a reduction in applicants to 2,006; creating standardized forms for all programs where possible; and correcting previous errors in affected public and per response times. The combination of changes are shown on the separate AMS-Q15 breakdown supplementary attachment.

- 16. FOR COLLECTIONS OF INFORMATION WHOSE RESULTS WILL BE PUBLISHED, OUTLINE PLANS FOR TABULATION, AND PUBLICATION. ADDRESS ANY COMPLEX ANALYTICAL TECHNIQUES THAT WILL BE USED. PROVIDE THE TIME SCHEDULE FOR THE ENTIRE PROJECT, INCLUDING BEGINNING AND ENDING DATES OF THE COLLECTION OF INFORMATION COMPLETION OF REPORT, PUBLICATION DATES, AND OTHER ACTIONS.**

The collected information will not be published.

- 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.**

Each form currently contains an OMB number and an expiration date.

- 18. EXPLAIN EACH EXCEPTION TO THE CERTIFICATION STATEMENT IDENTIFIED IN ITEM 19, "CERTIFICATION FOR PAPERWORK REDUCTION ACT SUBMISSIONS," OF OMB FORM 83-I.**

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

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

This information collection does not employ statistical methods.