

**OMB Information Collection Supporting Statement  
SNAP-Ed Connection Sharing Form  
Collection Number 0518-0031**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy if the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

In 2001, the United States Department of Agriculture's (USDA) Food and Nutrition Service established the Food Stamp Nutrition Connection to improve access to Food Stamp Program Education resources. In 2008, the Web site was renamed the SNAP-Ed Connection. The Web site is developed and maintained at the National Agricultural Library's Food and Nutrition Information Center (FNIC). The SNAP-Ed Connection is a resource Web site for SNAP-Ed administrators and educators. SNAP-Ed personnel use the SNAP-Ed Connection Web site to locate curricula, participant materials, nutrition research, administrative documents, and information regarding SNAP-Ed program development, implementation and evaluation. This resource Web site helps SNAP-Ed personnel find the tools and information they need to implement evidence-based obesity prevention programs.

Food and Nutrition Service encourages, but does not require or mandate, state/local SNAP-Ed programs to submit materials to SNAP-Ed Connection for inclusion in the Resource Finder Database.

The authority for NAL to collect this information is contained in the CFR, Title 7, Volume 1, Part 2, Subpart K, Sec. 2.65 (92). See attached.

**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.**

The SNAP-Ed Connection Resource Finder is an online database of SNAP-Ed-related materials. The SNAP-Ed Connection Resource Sharing Form gives SNAP-Ed personnel, as well as those who develop nutrition education materials, the opportunity to voluntarily share information about resources that can be used to administer, develop, implement, evaluate or showcase SNAP-Ed programs.

Information collected via this form enables the SNAP-Ed Connection staff to review materials for possible inclusion in the SNAP-Ed Connection Resource Finder. SNAP-Ed personnel and other interested parties then search this database via the SNAP-Ed Connection Web site (<http://snap.nal.usda.gov>) to locate materials of interest. By using this database, SNAP-Ed-funded programs can share resources with each other, reduce duplication of efforts, and improve program quality. SNAP-Ed-funded programs can also learn about useful nutrition education materials created by other organizations.

Using the information gathered via the Sharing form, SNAP-Ed Connection staff has added over 600 materials to the Resource Finder database. The collection is ongoing to allow continuous additions to the database.

**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 to the collection. Also describe any consideration of using information technology to reduce burden.**

The Resource Sharing Form has been available on the SNAP-Ed Connection Web site since it was approved by OMB. SNAP-Ed providers have the option of printing the form from the Web site, then mailing/faxing hard copies to SNAP-Ed Connection. This option accommodates persons that may have difficulty reading or completing online forms. Approximately 95% of respondents opt to use the online submission process.

**4. Describe any efforts to identify duplication, show specifically why any similar information already available cannot be used or modified for use of the purposes described in item 2 above.**

Currently, there is no other known form or system to collect this information.

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

The collection of information will not have a significant economic impact on small businesses or other small 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.**

Failure of the SNAP-Ed Connection to collect this information would significantly inhibit the ability to provide up-to-date information on existing SNAP-Ed Funded materials and nutrition education materials that are appropriate for SNAP-Ed programs and providers. Without this information, SNAP-Ed programs would be less able to share resources and would be more likely to duplicate materials that have already been created.

**7. Special Circumstances Relating to Guidelines 5 CFR 1320.5**

There are no special circumstances for the collection of information requirements.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency**

A Federal Register notice was published in the Federal Register on April 1, 2014, Volume 79, Number 62, pages 18257-18258). One comment was received, but it did not have any bearing on this information collection. The NAL did not consult with a representative on the information collection prior to submission to OMB.

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

No payment of gift was or will be provided to respondents.

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

The confidentiality of information received by SNAP-Ed Connection is consistent with the Freedom of Information Act (FOIA).

**11. Justification for Sensitive Questions**

Questions of a sensitive nature are not applicable to this information collection.

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

Based on the number of SNAP-Ed programs, it is estimated that there will be 170 respondents with 770 responses annually. The estimated hours per response are based on the length of the survey. It is expected that it will take 10 minutes to complete the form. See copy of spreadsheet.

SNAP-Ed Personnel and other developers of nutrition education materials will complete the survey. The total estimated cost to respondents is \$3,586.78. The cost to our respondents is based on the mean hourly wage of \$27.07 per hour (Bureau of Labor and Statistics Occupational Employment and Wages, May 2013, Dietitians and Nutritionists).

**13. Estimate of Other Total Annual Cost Burden to Respondents or Record-Keepers**

There are no capital and start-up, operation, maintenance, and purchase costs associated with this information collection.

**14. Annualized Costs to the Federal Government**

The estimated annualized cost to the Federal government is \$17,906. The estimated time for review, data entry, and tracking is 435 hours. The information from the form will be extracted by a government employee or contractor with an approximate cost to the government of \$41.16 per hour.

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

The number of respondents increased from 50 to 170 and the number of responses increased from 50 to 770. The burden hours have increased from 16 to 132.5, which is a difference of 116.5. This is due to the expansion of the database to include SNAP-Ed-funded materials beyond nutrition education materials (brochures, impact reports, annual report examples, etc.).

**16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

Information will be reported based on queries to the SNAP-Ed Connection Resource Finder Database.

**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.**

SNAP-Ed Connection is not seeking approval to exempt display of the expiration date for OMB approval.

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

There are no exceptions to Item 19 of OMB Form 83-I.