

**Chart A: Burden Hour Estimates of Information Collection
(Food for Progress, 416(b), and McGovern-Dole Program)**

	Collection Activity	Number of Respondents*	Number of Responses Annually per Respondent	Total Annual Responses	Estimated Hours per Response	Total Annual Burden Hours	
Grant Recipients	1	Proposal	16	3.6	58	345.0	19,872
	2	Agreement Negotiation	20	1.0	20	114.0	2,280
	3	Evaluation Plan and Baseline	20	1.0	20	122.0	2,440
	4	Amendments to Agreements	20	1.0	20	70.0	1,400
	5	Financial Reports	30	15.0	450	25.3	11,385
	6	Performance Reports	30	15.0	450	97.5	43,875
	7	Compliance (audits, contracts, subrecipient agreements, etc.)	12	1.0	12	9.5	114
	8	Claims	6	1.0	6	1.4	8
	9	Mid-term and Final Evaluations	20	1.0	20	116.0	2,320
	10	Reimbursement Requests	30	4.0	120	1.5	180
	11	Agreement Closeout	30	1.5	45	5.0	225
		Subtotal			1,221		84,099
Freight Forwarders	13	Ocean Freight Invitations for Bids	6	9.0	54	3.0	162
	14	Charter Parties/Booking Notes	6	12.0	72	3.5	252
	15	Confirmation that Freight Offers are Responsive	6	9.0	54	3.5	189
	16	Enter Sales Orders	6	14.2	85	1.5	128
	17	Enter Goods Receipts	6	38.2	229	2.0	458
	18	Freight Forwarder Certifications	6	3.3	20	1.0	20
		Subtotal			514		1,209
Ship Owner-Broker	19	Submit freight offers and payments	15	9.5	143	20	2,850
	Survey Companies	21	Complete and submit discharge surveys	10	7.5	75	2
		TOTAL			1,952		88,308

* Number of respondents reflects the number of different (unique) respondents. Unique respondents totaled 61 (30 grant recipients, 6 freight forwarders, 15 ship owners, and 10 survey companies).

**Chart B: Burden Hour Estimates of Recordkeeping
(Food for Progress, 416(b), and McGovern-Dole Program)**

		Recordkeeping Activity (copying and filing of the following documents)	Number of Recordkeepers	Number of Copies/Files Annually per Recordkeeper	Total Annual Copies/Files	Estimated Hours per Copy/File	Total Annual Recordkeeping Hours
Grant Recipients	1	Proposal	16	4.6	74	0.7	52
	2	Agreement Negotiation	20	1.0	20	0.7	14
	3	Evaluation Plan and Baseline	20	1.0	20	0.7	14
	4	Amendments to Agreements	20	1.0	20	0.7	14
	6	Financial Reports	30	8.0	240	0.7	168
	7	Performance Reports	30	8.0	240	0.7	168
	8	Compliance (audits, contracts, subrecipient agreements, etc.)	12	1.0	12	0.7	8
	9	Claims	6	3.3	20	0.7	14
	10	Mid-term and Final Evaluations	20	1.0	20	0.7	14
	11	Cash Advance and Reimbursement Requests	30	5.4	162	0.7	113
	12	Agreement Closeout	30	1.5	45	0.3	14
			Subtotal			872	
Freight Forwarders	13	Ocean Freight Invitations for Bids	6	11.0	66	0.5	33
	14	Charter Parties/Booking Notes	6	15.0	90	0.5	45
	15	Confirmation that Freight Offers are Responsive	6	11.0	66	0.5	33
	16	Enter Sales Orders	6	14.2	85	0.5	43
	17	Enter Goods Receipts	6	38.2	229	0.5	115
	18	Freight Forwarder Certifications	6	3.3	20	0.5	10
			Subtotal			556	
Strip Survey Own Compa er- Brok er- ies	19	Submit freight offers and payments	15	9.5	143	0.5	71
21	Complete and submit discharge surveys	10	7.4	74	0.5	37	
		TOTAL			1,645		979

Average of FINCA and WFP Estimates

Collection Activity	Number of Respondents	Number of Responses Annually per Respondent	Total Annual Responses	Estimated Hours per Response	Total Annual Burden Hours
Proposal	22	4.6	101	718.5	72,712
Agreement Negotiation	20	1.0	20	228.0	4,560
Evaluation Plan and Baseline	20	1.0	20	270.0	5,400
Amendments to Agreements	20	1.0	20	47.7	953
Financial Reports	30	10.0	300	9.5	2,850
Performance Reports	30	10.0	300	36.0	10,800
Compliance (audits, contracts, subrecipient agreements, etc.)	12	1.0	12	29.0	348
Claims	6	3.3	20	1.0	20
Mid-term and Final Evaluations	20	1.0	20	315.0	6,300
Cash Advance and Reimbursement Requests	30	5.4	162	1.5	243
Agreement Closeout	30	1.5	45	19.0	855
Subtotal			1,020		105,041