

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**Farm Service Agency (FSA)**  
**(on behalf of the Commodity Credit Corporation (CCC))**  
**OMB Number 0560-XXXX**

**Dairy Assistance Program for Puerto Rico (DAP-PR) in Response to 2017 Hurricanes**

FSA on behalf of CCC is requesting **EMERGENCY CLEARANCE** because the Secretary requested that FSA immediately assist Puerto Rican dairy operations affected by the 2017 hurricanes. Puerto Rico asked USDA to assist dairy farmers for the purchase of generators, diesel, and feed. DAP-PR would provide assistance in providing feed for dairy operations for the production and marketing of dairy in Puerto Rico during the recovery from the 2017 hurricanes.

FSA is publishing a notice of funds availability (NOFA) to provide guidance and where to apply for request for assistance (CCC-315); the form is computer generated by FSA system onsite, as needed. The plan is for the NOFA to be on public display on Thursday, October 19, 2017. Therefore, we are requesting OMB's emergency PRA approval no later than Wednesday, October 18, 2017.

**Justification**

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

FSA is using Section 5(b) of the CCC Charter Act that authorizes CCC to "make available materials and facilities required in connection with the production and marketing of agricultural commodities (other than tobacco)." This expansive authority is readily available for the procurement of feed and fuel for the dairy sector in Puerto Rico, as such goods are, under current circumstances, required in connection with the production and marketing of dairy in Puerto Rico. If funding is available, assistance in the procurement of fuel may be made available at the discretion of the Secretary.

Puerto Rico suffered intense damage from Hurricane Maria in late September, with producers facing near total losses. The Island Territory continues to suffer severe hardship related to the availability of electricity, fuel, and, in some cases, survivability. Dairy producers, in particular, face the loss of their dairy operation unless both feed for their cattle and electricity to continue their milking operations until recovery operations are able to stabilize conditions on the island.

There are 277 licensed dairy operations (licensed by the Department of Agriculture of Puerto Rico) that are expected to participate in DAP-PR. There are 3 feed vendors in Puerto Rico; they will enter into an agreement with FSA to provide feed to the dairy operations through FSA provided forms and receipts for payment by CCC.

FSA has information from the Puerto Rico Department of Agriculture and will pre-populate the

form CCC-315 with the size of dairy herd, inventory of cattle, and contact information. The dairy representative will only need to provide the number of cattle that have died (and therefore do not need to be included in the calculation for feed) and sign to certify that the information and calculated payment are correct in order to obtain the total value for the feed. The dairy operation may choose to draw down on the amount value up to 3 times at any of the 3 feed vendors. Each time the dairy draws down on the amount to purchase feed, both the feed vendor and dairy representative will sign to acknowledge the use of the voucher; the purchase receipt will be attached to the signed voucher. (NOTE: The CCC-315 form is both the application form and the voucher; all information will be maintained together – as the form is used, it will show the running amount available and the past drawdowns from the total value of the voucher.)

FSA will use the voucher and receipt and with feed vendors and the dairy representatives to purchase a one-month support of feed, which can be spread out for 4 purchases (weekly feed purchases are expected). This 100 percent payment is expected to provide 30-days feed, this is an average amount, not a guaranteed amount to feed cattle for 30-days. The vendors are reluctant to extend credit to dairy producers who have suffered devastating losses. FSA will enter into agreement with the 3 feed vendors and to accept vouchers to provide feed to the dairy operation, and then FSA will reimburse the vendors for the feed.

**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.**

1 – FSA has the information from the Puerto Rico Department of Agriculture from the dairy operation's license information – contact info, number of head, and so on to use for DAP-PR.

2 – The dairy representative will tell us how many cattle have died or been sold (as an adjustment to the number of head from item 1).

3 – FSA system uses the information from items 1 and 2 to calculate the amount for the maximum value of the voucher & FSA prints the form pre-filled with the information. The form CCC-315 will be generated by FSA system.

4 – The dairy representative will sign the CCC-315 to apply for DAP-PR.

5 – All of this is done at the feed vendor – the dairy representative will get feed – provide the vendor's receipt to the FSA employee, the FSA employee will print the voucher with the receipt information and the dairy rep and the vendor will both sign the CCC-315.

6 – Part 5 of the process may happen up to 4 times (may be a weekly feed purchases) up to the total value of the voucher, which will be drawn down each time it is used.

The vendors will receive payments from FSA through direct deposit using the signed form each time a voucher is used. Deposits are expected to be available to the vendors within 4 days.

**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.**

FSA is preparing an electronic system that will pre-populate the form CCC-315 with the dairy operations information to be used to print the form after the dairy representative provides the number of cattle that have died as a result of the 2017 hurricanes. FSA's electronic system will automatically calculate the amount and each receipt is used (up to 4 times, per dairy) the FSA system will draw the amount off of the total value of the CCC-315. Each time a receipt is used, FSA will print the CCC-315 from the FSA system for the dairy representative and feed vendor to sign.

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

This is a new information collection; therefore, no similar form exists. This information will be used for a short period of time due to a disaster affected by the 2017 hurricanes in Puerto Rico.

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

The information collection does not negatively impact small businesses or other small entities because the small businesses or entities will use the same application. Estimated 100 would be a small businesses or vendors in this request.

**6. Describe the consequences 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 to solicit applications will result in failure not able making payments to feed vendors and dairy representatives to get feeds.

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

- a. Requiring respondents to report information to the agency more often than quarterly;

**None.**

- b. Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;

**None.**

- c. Requiring respondents to submit more than an original and two copies of any document;

**None.**

- d. Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;

**None.**

- e. 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;

**None.**

- f. Requiring the use of a statistical data classification that has not been reviewed and approved by OMB.

**None.**

- g. That includes a pledge of confidentiality that is not supported by authority established in statute 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.

**None.**

- h. 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.

**None.**

- 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.**

**Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instruction and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

**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.**

This is a new information collection request.

The Notice of Funds Availability (NOFA) will be published in the Federal Register October 20, 2017. This is a one-time immediate need for assistance; extended approval beyond the 6 month emergency approval is not expected.

**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 or feed vendors other than legitimate feed for which the dairy representative is approved through DAP-PR.

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

All information collected is treated as confidential. USDA policy prohibits the giving out of individual information. This information is handled according to the Privacy Act and Freedom of Information Act.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

No questions of a sensitive or personal nature are included in the form.

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

FSA estimates that approximately 277 dairy representatives may provide information for DAP-PR (CCC-315) and receipts from feed vendors. The estimate is based on the number of dairy producers in Puerto Rico and information provided by FSA staff regarding the expected number of applicants based on known disaster events and losses within Puerto Rico.

FSA estimates for the respondents to take an average of 5 minutes per response. The annual burden hours is 207 in this request.

Respondent cost per hour was derived by using U.S. Bureau of Labor Statistics Occupational Employment and Wages, May 2016, Table 11-9013-Farmers, Ranchers and other Agricultural Managers. The U.S. mean household income, as measured by the Bureau of Labor, is \$36.44 hourly. The estimated cost is \$7,286 ( $\$35.20 \times 207$  burden hours).

**13. Provide estimates 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 estimates should be split into two components: (a) a total capital and start up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component.**

There are no capital, startup, or ongoing operation and maintenance costs associated with this information collection to respondents or recordkeepers.

**14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.**

The cost of form development, printing and distribution is minimal because the form is computer generated.

FSA employees cost per response is equal to 15 minutes for completion of the application form multiplied by \$24.40 (estimated employee average hourly wage; based 2017 General Schedule, Grade 7, Step 5). The total annualized cost to the Federal Government is \$3,393 ( $\$24.40 \times 0.5 \text{ hours} \times 1108 \text{ responses}$ ).

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

This is a new information request.

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

There are no plans to publish the information collected. The information are to be used solely to administer the program.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reason that display would be inappropriate.**

FSA is displaying OMB expiration date in the form.

**18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act," of OMB Form 83-I.**

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