

SUPPORTING STATEMENT - PART A for

OMB Control Number 0584-0624:

SNAP-Ed Connection Recipe Submission and Review Form (FNS 890)

“What’s Cooking?” USDA Mixing Bowl

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Attachments

Attachment 1: SNAP-Ed Connection Recipe Submission and Review Form (FNS 890)

Attachment 2: Burden Table

Attachment 3: Legal Authority SNAP-Ed

Attachment 4: Legal Authority Name change from Food Stamps to SNAP

A1. 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.

This is a revision of a currently approved information collection request. The National Agriculture Library (NAL) originally hosted the SNAP-Ed Connection Sharing Form on its web servers, which was transferred to Food and Nutrition Service (FNS) in 2015; however, the associated OMB Control Number: 0518-0031 was transferred from Agriculture Research Service (ARS) to FNS in 2017. In 2001, the United States Department of Agriculture's (USDA) Food and Nutrition Service (FNS) established the SNAP-Ed Connection Sharing Form to improve access to SNAP Nutrition Education resources. In 2008, the Web site was renamed the SNAP-Ed Connection Sharing Form due to the change in Program name from Food Stamps to SNAP per the Food, Conservation, and Energy Act of 2008 (Pub.L. 110-234, H.R. 2419, 122 Stat. 923, Section 4001 enacted May 22, 2008, also known as the 2008 U.S. Farm Bill) Attachment 4.

The What's Cooking? USDA Mixing Bowl (formerly the Food Stamp Nutrition Connection Sharing Form, and then SNAP-Ed Connection Sharing Form) <https://whatscooking.fns.usda.gov> is an online recipe database. This database is a central location for recipe users to search for healthy recipes that support the Dietary Guidelines for Americans. FNS suggest to those who submit recipes should use the SuperTracker (0584-0532, Expiration Date: 10/31/2018) recipe analysis feature to get the nutritional information for their recipe. The recipe database is now a combination of recipes from

other USDA Food and Nutrition Service (FNS) programs such as the Food Distribution Program on Indian Reservations (FDPIR), Commodity Supplemental Food Program (CSFP), The Emergency Food Assistance Program (TEFAP), SNAP-Ed and the Center for Nutrition Policy and Promotion (CNPP). The recipes benefit consumers (Individuals/Households), SNAP-Ed personnel, State Agency staff, school nutrition personnel (State, Local & Tribal Agencies) and the private sector (Business).

Staff from FNS programs review the data collected from the voluntary online Recipe Finder Submission Form (Attachment 1) and use the form to determine whether a recipe is eligible for inclusion in the database. The criteria for recipe inclusion vary by program area. The Recipe Finder Submission Form allows SNAP-Ed personnel, consumers from the general public, school nutrition personnel, USDA Foods program operators, and State Agency nutrition programs, and the private sector to submit recipes on-line, making the submission process efficient.

Data collected from the Recipe Review Form (Attachment 1) allows people who have used approved recipes to provide feedback about the recipe that may help future users. Any of the public using this website can provide feedback and leave comments. Food and Nutrition Service encourages, but does not require or mandate, state/local programs to submit materials to “What’s Cooking? SNAP-Ed Connection for inclusion. The authority for FNS to collect this information is contained in Section 28 of the Food and Nutrition Act (FNA) of 2008, as amended through P.L. 113–128.

A2. Purpose and Use of the Information.

Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate how the agency has actually used the information received from the current collection.

There is one form; associated with this information collection request. However, there are two sections, the first section is voluntary (Attachment 1 FNS 890) “SNAP-Ed Connection Recipe Submission Form” will collect the name, organization, contact name, email, phone numbers allow with description of the recipe, number of servings, serving size, preparation times, directions and a picture. This form allows the affected public State Local & Tribal Government, Business-for-not-for-profit and Individuals/Households (respondent types: SNAP-Ed personnel, consumers from the general public, school nutrition personnel, the private sector, USDA Foods program operators, and State Agency nutrition programs) the opportunity to submit recipes on-line and saves contributors time and money in photocopying and mailing/faxing recipes. Food, Nutrition, and Consumer Services (FNCS) staff reviews recipes submitted from the public to determine whether the recipes should be included in the recipe database. This process may include conducting an independent nutritional analysis of the recipe and calculating a cost estimate. Approved recipes are posted with proper citations to the authors. Authors will provide their name and email addresses when submitting recipes, incase FNS has questions or need clarification on the recipe.

The second section is also voluntary (Attachment 1) “SNAP-Ed Connection Recipe Review Form” allows the affected public State Local & Tribal Government, Business-for-not-for-profit and Individuals/Households (respondent types: SNAP-Ed personnel,

consumers from the general public, school nutrition personnel, the private sector, USDA Foods program operators, and State Agency nutrition programs) the opportunity to share their feedback about recipes. Individuals who use the approved recipes benefit from reading the comments provided others for personal and educational purposes. Feedback gathered from this form allows the database to display recipes based on a rating scale by those who used the recipe. The online website will display the rating scale from highest rated recipes first when this option is selected by the online user.

A3. Use of information technology and burden reduction.

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.

FNS seeks to comply with the E-Government Act of 2002, which promotes the use of technology to reduce respondent burden. The Recipe Submission and Review forms FNS 890 are available for completion online. The information is collected using the on-line forms only. This eliminates the need for hard copies or manual data-entry. The forms are available on the site at: <http://www.whatscooking.fns.usda.gov/>.

The Recipe Submission Form is available electronically on the What's Cooking? USDA Mixing Bowl Web site allows SNAP-Ed personnel, consumers from the general public, school nutrition personnel, the private sector, USDA Foods program operators, and state agency nutrition programs **the opportunity to** share their recipes and receive

feedback from FNC S staff. 100% of the information is collected electronically at <http://www.whatscooking.fns.usda.gov/>.

A4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Question 2.

Every effort has been made to avoid duplication. “What’s Cooking?” USDA Mixing Bowl serves as a repository of low cost and healthy recipes for households as well as large quantity recipes for schools participating in the National School Lunch Program. While there are similar websites that the general public can submit recipes to, these websites do not meet our needs for the information required. FNS solely administers and monitors “What’s Cooking?” USDA Mixing Bowl website. The FNCS program areas participating in the “*What’s Cooking?*” *USDA Mixing Bowl* use one collection and Web site to minimize duplication across program areas. Other than the Recipe Submission and Rating Form, there is no known form to collect this information.

A5. Impacts on small businesses or other small entities.

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 impact to small businesses and other small entities should be minimal, due to the voluntary nature of this data collection. Those respondents who submit recipes are expected to be members of State, Local or Tribal government, the general public, academic institutions and business that develop recipes as part of their nutrition education materials, schools that participate in the Federal School Nutrition program and

general consumers (individuals/households). Out of 250 respondents who submit recipes, approximately 1% (or 2.5) are considered small businesses, which specialize in nutrition education, that choose to participate by submitting recipes. This information collection has been held to the minimum required for the intended use. The collection of information does not have a significant economic impact on small businesses or other small entities.

A6. Consequences of collecting the information less frequently.

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.

This is an ongoing information collection request. The purpose of this collection is to improve access for educators, schools and households to resources. If this collection is not conducted or conducted less frequently, the threat to program integrity increases and there is decreased accountability for the use of Federal funds for the administration of FNS Nutrition programs that benefits the participants in USDA food assistance programs; in addition, FNCS would not be able to improve access to resources.

An additional concern if this information is not collected, is that it would inhibit the ease with which FNS could respond and share feedback, decreasing the integrity of the project.

A7. Special circumstances relating to the Guidelines of 5 CFR 1320.5.

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;**
- requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- requiring respondents 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 three years;**
- 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;**
- requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- 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**
- 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.**

There are no special circumstances that would cause this information collection to be conducted in a manner inconsistent with 5 CFR 1320.5.

A8. Comments to the Federal Register Notice and efforts for consultation.

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 instructions 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 years. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

A Federal Register notice was published on August 22, 2017, Volume 82, Number 161, pages 39757-39758. No comments were received. FNS programs program areas, including SNAP, CNPP, Child Nutrition (CN) and FDP, were consulted to update the recipe submission form. FNS has provided the online submission and review form to

each program area, which in turn forwarded the online forms to one stakeholder in their region for a total of 7 stakeholders, for comments and recommendations. Three are identified below. No comments or recommendations were received.

1. Debby Weitzel
Email: Debby.Weitzel@colostate.edu
Telephone: [\(970\) 491-5922](tel:(970)491-5922)
Coordinator/ESBA Customer Service
Department of Food Science and Human Nutrition
Colorado State University

2. Pennsylvania Nutrition Education Network (this is a group of people hence no individual name is available)
pa_nen@phmc.org

3. Alice Henneman
Email: ahenneman1@unl.edu
Telephone: 402-441-7180.
Extension Director Lincoln Nebraska Metro District
University of Nebraska

A9. Explain any decisions to provide any payment or gift to respondents.

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.

A10. Assurances of confidentiality provided to respondents.

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

The Department complies with the Privacy Act 1974 requirements. While recipe submitters are required to provide their name, institution and email information, this

information will not be published in a form that identifies them. FNS staff will use the information of the approved recipes to post citations to the authors or request clarifying information for recipes only. Only FNS staff will have access to the recipe submitters contact information and this information will not be shared with others or posted online.

A Federal Register Notice was published a system of record notice (SORN) titled FNS-8 USDA/FNS Studies and Reports.¹ Names and phone numbers will not be linked to participants' responses, tracked mail, or telephone; and will be stored in locked file cabinets or password.

This information is safeguarded at the Supplemental Nutrition Assistance Program, Program Accountability and Administration Division, in FNS Headquarters office in a host computer database. The host computer server which contains the FNS 890 form information stored in the database is located at FNS' Office of Information Technology in Alexandria, Virginia.

A11. Justification for any questions of a sensitive nature.

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.

¹ Published in the *Federal Register* on April 25, 1991 (56 FR 19078).

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

A12. Estimates of the hour burden of the collection of information.

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.

A) Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. 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.

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

The affected public for this information collection is 90 State, Local & Tribal Government, 55 Business-for-not-for-profit and 105 Individuals/Households. The requested burden hours associated with this collection are shown in the burden charts below. The following people/respondent types may submit recipes: SNAP-Ed personnel, consumers from the general public, school nutrition personnel, USDA Foods program operators, Federal and State agency nutrition programs, and the private sector. Based on the number of FNS programs, it is estimated that there will be 250 respondents with 250 responses annually. The estimated hours per response are based on the length of the survey. It is estimated that completion of the entire form will take 17 minutes (11

minutes for Recipe Review section plus 6 minutes for Recipe Submission section of FNS 890.

It is possible for respondents to complete either the submission section or the review section without needing to complete the entire form. The submission and review section is estimated to take 11 minutes (0.122 hours) to complete for State agencies and Individuals/Households respondents. The submission and review section is estimated to take 6 minutes (0.1002) to complete the form for Business respondents. The total estimated burden hours are 28 burden hours.

Table A.12A – Estimates of Hour Burden for FNS 890

Affected Public	Type of Respondent	Number of Respondents	Frequency per Respondents	Total Annual Response	Average Time per Response (hours)	Total Annual Burden hours	Hourly Wage Rate	Total Cost to Respondents
State, Local or Tribal Agencies	Recipe Submission Form	15	1	15	0.1837	3	\$28.33	\$84.99
State, Local or Tribal Agencies	Recipe Review Form	75	1	75	0.1002	8	\$28.33	\$226.64
State, Local or Tribal Agencies Sub-Total		90	1	90	0.1222	11	-----	\$311.63
Business-for-not-for-profit	Recipe Submission Form	5	1	5	0.1837	1	\$28.33	\$28.33
Business-for-not-for-profit	Recipe Review Form	50	1	50	0.1002	5	\$28.33	\$1416.5
Business Sub-Total		55	1	55	0.1090	6	-----	\$1444.83
Individual or Households	Recipe Submission Form	5	1	5	0.1837	1	\$20.00	\$20.00
Individual or Households	Recipe Review Form	100	1	100	0.1002	10	\$20.00	\$200.00
Individual or Households Sub-Total		105	1	105	0.1222	11	-----	\$220.00
Total Respondents Cost		250	1	250	0.112	28	-----	\$1976.46

Table A.12B – Estimated Cost to Respondents

The total estimated cost to respondents is \$1,976.46 (see table above for breakout). The cost to all respondents, including Businesses, is based on the mean hourly wage of \$28.33 per hour (Bureau of Labor and Statistics Occupational Employment and Wages, May 2016, Dietitians and Nutritionists (<https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>)).

We assume that Businesses will use the equivalent of Dietitians/Nutritionists for the purpose of submitting recipes to “What’s Cooking?” USDA Mixing Bowl

Because FNS nutrition assistance programs are 100% Federally funded program, there is no reimbursed cost to the State, local or Tribal agencies.

The cost estimate for Individuals/Households is based on a standard \$20.00/hour since this website is available to anyone who wishes to use it.

A13. Estimates of other total annual cost burden.

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 questions 12 and 14). The cost estimates should be split into two components: (a) a total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.

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

A14. Provide estimates of annualized cost to the Federal government.

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 estimate of the total annual cost to the Federal government for this data collection is \$14,582.26. This includes contract cost of \$14,129.50, and Federal employee cost for salaries of GS-13 Step 5 of \$405.00 and GS-14 step 5 of \$47.86 It is estimated that Federal employees receiving an average General Schedule (GS) Grade 13 Step 05 and Grade 14 Step 5 respectively.

(https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/GS_h.pdf) preparation for this information collection takes approximately 10 hours to complete. \$40.50 x 10 hours = \$405.00 and one hour by the Branch Chief to oversee the submission process to OMB at the hourly cost of \$47.86.

This information collection assumes that a total of 117 contractor hours will be needed to review, monitor and upload the resources submitted to the “What’s Cooking?” USDA Mixing Bowl website. The hourly rate for the contractor performing this work is \$121.11. The total cost for this work will be \$14,129.50. (\$121.11 hourly rate x 117 hours = \$14,129.50)

Table A.14-1 Summary of Cost to the Federal Government

Source of Cost	Number of Respondents	Number of Hours	Hourly Rate	Total Cost
Federal Employees (GS grade 13, step 5)	1	10	\$40.50	\$405.00
Branch Chief	1	1	\$47.86	\$47.86
Contractor Labor		117	\$121.11	\$14,129.50
Total				\$14,582.36

A15. Explanation of program changes or adjustments.

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

This is a revision of a currently approved information collection request. This collection was transferred to FNS 2017 from ARS. The current approved burden is 1,269 burden hours and 8,630 total annual responses; FNS is requesting 27 burden hours and 250 total annual responses. This revision reflects decreases of -1,242 hours and -8,380 total annual response which is due to an adjustment which from a decrease in the expected number of respondents who submit recipes to the website.

A16. Plans for tabulation, and publication and project time schedule.

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

Approved recipes will be posted on the SNAP-Ed Connection website which is hosted by FNS at <https://snaped.fns.usda.gov/snap-ed-library>.

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A17. Displaying the OMB Approval Expiration Date.

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.

A18. Exceptions to the certification statement identified in Item 19.

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

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