

Attachment B

ESTIMATE OF THE COLLECTION OF INFORMATION BURDEN TABLE											
Regulatory Section	Information Collected	Form(s)	Estimated Number of Respondents	Annual Responses per Respondent	Total Annual Responses	Hours per Response	Total Annual Burden Hours	Previous Submission: Total Annual Burden Hours	Difference Due to Adjustments	Difference Due to Program Changes	Reason for Difference (See also Narrative Statement)
REPORTING BURDEN ESTIMATES											
Affected Public: STATE & LOCAL AGENCIES (Including U.S. Territories and Indian Tribal Organizations)											
249.3(d)	Local agency applications		1,060	0.5	530	2	1,060	1,040	20		Increase in State agencies from 52 to 53
249.4	State Plan of Operations		53	1	53	40	2,120	2,080	40		Increase in State agencies from 52 to 53
249.6(a)(3)	Certification data for seniors		53	15,849	840,000	0.25	210,000	200,000	10,000		Increase in program recipients from 800,000 to 840,000.
249.10(b)	Review of farmer, farmers' market, roadside stand and CSA program applications		53	244	12,924	0.25	3,231	3,622	(391)		Decrease in burden hours due to a miscalculation in the number of farmers, farmers' markets, roadside stands, and CSA programs under the last burden revision.
249.10(e)	Monitoring and review of at least 10 percent of authorized farmers, farmers' markets, roadside stands, and CSA programs		53	49	2,585	1.5	3,877	543	3,334		Increase in burden hours due to a miscalculation in the number of farmers, farmers' markets, roadside stands, and CSA programs under the last burden revision.
249.10(f)	Coupon/CSA management system		53	1	53	5	265	260	5		Increase in State agencies from 52 to 53
249.10(h)	Coupon reconciliation		53	1	53	3	159	156	3		Increase in State agencies from 52 to 53
249.11	Financial management system		53	1	53	10	530	520	10		Increase in State agencies from 52 to 53
249.12	Prior approval for cost items per 2 CFR part 200, subpart E, and 2 CFR parts 400 and 415		5	1	5	40	200	800	(600)		Recalculation of the estimated time it would take for a State agency to complete a request for prior approval for capital expenditures, and other cost items in the administration and operation of the SFMNP.

249.17(b)(2)	State agency corrective action plans		8	1	8	10	80	70	10	Increase in the expected number of management evaluations scheduled each year.
249.18(b)	Audit responses		1	1	1	15	15	15	0	Limited OIG Inspections, no expected increase.
249.23(b)	Financial/recipient reports	FNS-683A			-		-	2,080	(2,080)	Removed because reporting burden is covered under FPRS OMB #0584-0594, expiration date 10/31/2019.
Subtotal Reporting: State and Local Agencies			1,113	769.3305031	856,265	0.2587251	221,537	211,186	10,351	-
Affected Public: INDIVIDUALS/HOUSEHOLDS (Applicants for Program Benefits)										
249.6	Certification data for seniors		840,000	1.00	840,000	0.0167	14,028	13,360	668	Increase in burden hours due to an increase in the number of program recipients.
Subtotal Reporting: Individuals/Households			840,000		840,000		14,028	13,360	668	-
Affected Public: AUTHORIZED FARMERS, FARMERS' MARKETS, ROADSIDE STANDS, CSA PROGRAMS										
249.10(b)	Authorized farmer, farmers' market, roadside stand and CSA program applications		12,924	1.00	12,924	0.08	1,034	290	744	Increase in burden hours due to a miscalculation in the number of farmers, farmers' markets, roadside stands, and CSA programs under the last burden revision.
Subtotal Reporting: Authorized farmers, farmers' markets, roadside stands and CSA programs			12,924		12,924		1,034	290	744	-
GRAND SUBTOTAL: REPORTING			854,037		1,709,189		236,599	224,836	11,763	-
RECORDKEEPING BURDEN ESTIMATES										
Affected Public: STATE & LOCAL AGENCIES (Including U.S. Territories and Indian Tribal Organizations)										
249.9	Nutrition education		53	15,849	840,000	0.25	210,000	200,000	10,000	Increase in program recipients from 800,000 to 840,000.
249.10(b)	Authorized farmers, farmers' markets, roadside stands and CSA program agreements		53	1	53	Err:522	Err:522	104	Err:522	Increase in State agencies from 52 to 53
249.10(e)	Monitoring and review of at least 10 percent of authorized farmers, farmers' markets, roadside stands, and CSA programs		53	1	53	2	106	104	2	Increase in State agencies from 52 to 53
249.11	Record of financial expenditures		53	1	53	2	106	104	2	Increase in State agencies from 52 to 53
249.16(a)	Fair hearings		53	1	53	1	53	52	1	Increase in State agencies from 52 to 53
249.23(a)	Record of Program operations		53	1	53	40	2,120	2,080	40	Increase in State agencies from 52 to 53
GRAND SUBTOTAL: RECORDKEEPING			53		840,265		212,491	202,444	10,047	-
GRAND SUBTOTAL REPORTING AND RECORDKEEPING			854,090		2,549,454	-	449,090	427,280	21,810	0

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)
Total Reporting Burden	854,037	2.001	1,709,189	0.138	236,599

Total Recordkeeping Burden	53	15,854.057	840,265	0.253	212,491
TOTAL BURDEN FOR #0584-0541	854,090	2.985	2,549,454	0.176	449,090

1,696,530

	Responses	Hours
Currently approved burden	2,408,659	427,280
Burden Requested with this ICR	2,549,454	449,090
Difference	140,795	21,810

ATTACHMENT A: SFMNP

Regulatory Section	Information Collected	Form(s)	Estimated Number of Respondents
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Affected Public: STATE & LOCAL

249.3(e)	Local agency applications		1,020
249.4	State Plan		51
249.6	Certification data for seniors		51
249.10(b)	Review of vendor applications		51
249.10(e)	Monitoring/review of vendors		51
249.10(f)	Coupon/CSA management system		51
249.10(h)	Coupon reconciliation		51
249.11	Financial management system		51

249.12	Prior approval for costs per 7 CFR 3016.22		5
249.17(b)(2)	State agency corrective action plans		12
249.18(b)	Audit responses		12
249.23(b)	Financial/recipient reports		51
249.23(b)	Annual Financial and Program Data Report	FNS 683A	51
Subtotal Reporting: State and Local Agencies			1,071
Affected Public:			
249.6	Certification data for seniors		900,000
Subtotal Reporting: Individuals/Households			900,000
Affected Public:			
249.10(b)	Farmer applications & agreements		4,598
Subtotal Reporting: Vendors			4,598
GRAND SUBTOTAL: REPORTING			905,669
Affected Public: STATE & LOCAL			
249.9	Nutrition education		51
249.10(b)	Authorized outlet agreements		51
249.10(e)	Summary of authorized outlet monitoring		51
249.11(c)	Record of financial expenditures		51
249.16(a)	Fair hearings		51
249.23(a)	Record of Program operations		51
GRAND SUBTOTAL: RECORDKEEPING			51
GRAND TOTAL: REPORTING AND RECORDKEEPING			905,720

	Estimated # Respondents	Responses Per Respondent
Total Reporting Burden	905,669	1.999

Total Recordkeeping Burden	51	17,652.059
TOTAL BURDEN FOR #0584-0541	905,669	2.993

	Responses	Hours
Currently approved burden	1,934,932	497,778
Burden Requested with this ICR	2,710,756	474,273
Difference	775,824	(23,505)

REPORTING AND RECORDKEEPING REQUIREMENTS (OMB #0584-0541)

Annual Responses per Respondent	Total Annual Responses	Hours per Response	Total Annual Burden Hours	Previous Submission: Total Annual Burden Hours	Difference Due to Adjustments
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REPORTING BURDEN ESTIMATES

LOCAL AGENCIES (Including Indian Tribal Organizations and U.S. Territories)

1	510	2	1,020	980	40
1	51	40	2,040	1,960	80
17,647	900,000	0.25	225,000		
90	4,598	1	4,598		
9.0	460	1.5	690	881	(191)
1	51	5	255	245	10
1	51	3	153	147	6
1	51	10	510	490	20

1	5	160	800	800	-
1	12	10	120	120	-
1	12	15	180	180	-
1	51	40	2,040	1,862	178
1	51	2	102	98	4
845.8476190	905,903	0.2621779	237,508	7,763	147

INDIVIDUALS/HOUSEHOLDS (Applicants for Program Benefits)

1.00	900,000	0.01	9,000	240,921	-
	900,000		9,000	240,921	-

Public: VENDORS (Farmers/Markets/Roadside Stands/CSAs)

1.00	4,598	0.08	368	5,870	-
	4,598		368	5,870	-
	1,810,501		246,876	254,554	147

RECORDKEEPING BURDEN ESTIMATES

LOCAL AGENCIES (Including Indian Tribal Organizations and U.S.Territories)

17,647	900,000	0.25	225,000	240,921	(15,921)
1	51	2	102	98	4
1	51	2	102	98	4
1	51	2	102	98	4
1	51	1	51	49	2
1	51	40	2,040	1,960	80
	900,255		227,397	243,224	(15,827)
	2,710,756		474,273	497,778	(15,680)

Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. Dx E)
1,810,501	0.136	246,876

900,255	0.253	227,397
2,710,756	0.175	474,273

Difference Due to Program Changes	Reason for Difference (See also Narrative Statement)
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
225,000	Burden previously accounted for under wrong affected public (Individual / Household). Also decrease in participants from 963,685 to 900,000.
4,598.00	Burden previously accounted for under wrong affected public (Vendors). Also decrease in number of farmers, markets, roadside stands, and CSA programs from 5,870 to 4,598.
	Decrease in number of farmers, markets, roadside stands, and CSA programs
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51

	Increase in State agencies from 49 to 51.
	Increase in State agencies from 49 to 51
229,598.00	
(231,921)	Burden reduced due to correction. Previously accounted for State Agency burden instead of Individual/Household burden.
(231,921)	
(5,502)	Burden reduced due to correction. Previously accounted for State Agency burden instead of Vendor burden.
(5,502)	
(7,825.41)	
	Decrease in recipients from 963,683 to 900,000
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
	Increase in State agencies from 49 to 51
-	
(7,825)	

OMB #0584-0541
Senior Farmers' Market Program (SFMNP)
Reporting and Recordkeeping Requirements

January 2010

Regulation Section	Title	Forms	Estimated No. of Respondents	Reports Filed Annually	Total Annual Response	Estimated Hrs/Response
Affected Public: STATE & LOCAL AGENCIES (Including Indian Tribal Organizations and US Territories)						
Reporting						
249.3(e)	Local Agency Applications		490	1	490	2
249.4	State Plan		49	1	49	40
249.10(e)	Monitoring/review of outlets		587	1	587	1.5
249.10(f)	Coupon/CSA management system		49	1	49	5
249.10(h)	Coupon reconciliation		49	1	49	3
249.11	Financial management system		49	1	49	10
249.12	Prior Approval for costs per 7 CFR 3016.22		5	1	5	160
249.17(b)(2)	State agency corrective action plans		12	1	12	10
249.18(b)	Audit responses		12	1	12	15
249.23(b)	Financial/recipient reports		49	1	49	38
	Annual Financial and Program Data Report	FNS 683-A	49	1	49	2
Subtotal	(Reporting Requirements)		587		1,400	0.17
Affected Public: INDIVIDUALS/HOUSEHOLDS (Applicants for Program Benefits)						
Reporting						
249.6	Certification data for seniors		963,685	1	963,685	0.25
Subtotal	(Reporting Requirements)		963,685		963,685	
Affected Public: Farms (Farmers/Markets/Roadside stands/CSA's)						
Reporting						
249.10(b)	Farmer applications & agreements		5,870	1	5,870	1
Subtotal	(Reporting Requirements)		5,870		5,870	
Affected Public: STATE & LOCAL AGENCIES (Including Indian Tribal Organizations and US Territories)						
Recordkeeping						
249.9	Nutrition education		49	19,667	963,683	0.25
249.10(b)	Authorized outlet agreements		49	1	49	2
249.10(e)	Summary of authorized outlet monitoring		49	1	49	2
249.11	Record of financial expenditures		49	1	49	2
249.16(a)	Fair hearings		49	1	49	1
249.23(a)	Record of program operations		49	1	49	40
Subtotal	(Recordkeeping Requirements)		49		963,928	
TOTAL BURDEN	(Reporting & Recordkeeping)		970,142		1,934,932	

OMB #0584-0541
 Senior Farmers' Market Program (SFMNP)
 Reporting and Recordkeeping Requirements

January 2010

Annual Burden Hrs
980
1,960
881
245
147
490
800
120
180
1,862
98
7,763
240,921
240,921
5,870
5,870
240,921
98
98
98
49
1,960
243,224
497,778