

2020 SUPPORTING STATEMENT
for
Micro-Grants for Food Security Program – 2018 Farm Bill
OMB No. 0581-NEW
(Emergency Request)

NOTE TO REVIEWER:

We are requesting emergency review and approval of a new information collection. A burden is being imposed on eligible State departments of agriculture for the collection of reporting requirements under section 4206 of the Agriculture Improvement Act of 2018 (Pub. L. 115-334) (Farm Bill): Micro-Grants for Food Security Program (MGFSP) (7 U.S.C. 7518). The 2018 Farm Bill directs the Secretary of Agriculture to make available \$10 million in fiscal year 2020. Given the limited time remaining in this fiscal year, State departments of agriculture are mandated by the 2018 Farm Bill to develop appropriate grant applications for the 2020 fiscal year program and the Department is mandated to adequately evaluate these new proposals and obligate the funds. Accordingly, we request emergency approval of the information collection, so that the Department can allocate the grant funds as required by the 2018 Farm Bill.

A. Justification.

1. EXPLAIN THE CIRCUMSTANCES THAT MAKE THE COLLECTION OF INFORMATION NECESSARY. IDENTIFY ANY LEGAL OR ADMINISTRATIVE REQUIREMENTS THAT NECESSITATE THE COLLECTION.

The information collection requirements in this request are needed for the implementation of the Micro-Grants for Food Security Program (MGFSP), which operates pursuant to the authority of section 4206 of the Agriculture Improvement Act of 2018 (Public Law 115—343), (7 U.S.C. 7518) (Farm Bill). Section 4206 directs the Secretary of Agriculture to “distribute funds to the agricultural department or agency of each eligible state for the competitive distribution of subgrants to eligible entities for fiscal year 2019 and each fiscal year thereafter.”

The MGFSP works to increase the quantity and quality of locally grown food in food insecure communities, including through small-scale gardening, herding, and livestock operations.

The following states and territories are the only eligible USDA grant recipients, i.e. “eligible States” as defined in the legislation, noted above. Alaska and Hawaii are eligible to receive the maximum grant amount of approximately \$2 million, or 40 percent whichever is greater than the total amount funding made available in each fiscal year. American Samoa, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, the Federated States of Micronesia, Guam, the Republic of the Marshall Islands, the Republic of Palau, and the United States Virgin Islands are eligible to receive the minimum grant amount of approximately \$125,000, or 2.5 percent, whichever is greater than the total amount of funding made available in each fiscal year.

The Agricultural Marketing Service (AMS), which will administer MGFSP under the Transportation and Marketing Program's Grants Division, will publish a Request for Applications (RFA) to establish application requirements, the review and approval process, and grant administration procedures. MGFSP is authorized under section 4206 of the 2018 Farm Bill and codified at 7 USC 7518 and executed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).

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.

MGFSP is voluntary and respondents will either request or apply for this specific non-competitive grant program. In doing so, they provide information, and AMS is the primary user of the information.

The information collected is needed to certify that grant participants are complying with applicable program regulations, and the data collected is the minimum information necessary to effectively carry out the program requirements. The information collection requirements in this request are essential to carry out the intent of 7 USC 751, to provide the respondents the type of service they request, and for AMS to administer this program.

Most forms to be used for the MGFSP grant are used by all AMS grant programs (approved under Office of Management and Budget (OMB) No. 0581-0240). A small number of forms are specific to this non-competitive grant program. These forms may have specific programmatic dates, data elements and other information required for this specific grant program. For these reasons, the formatting of this collection lists forms grouped into two subtitles: 1) Standardized Forms for All AMS Grant Programs; and 2) Non-competitive AMS Grant Program: MGFSP Only.

STANDARDIZED FORMS FOR ALL AMS GRANT PROGRAMS

The following forms are used by all AMS grant programs (approved under OMB No. 0581-0240) including MGFSP and the responses and burden for each are entered on the AMS-71 under the subtitle "Standardized Forms for All AMS Grant Programs" as one-line entry for MGFSP only.

- a. **Request for Applications (RFA) (Reading)** is an announcement and guidance documentation published by AMS that contains information regarding how to complete a grant application package, along with a public notice of funds. The Request for Application Announcement and Program Guidelines will be revised annually, or as

needed, and posted with the application announcement at Grants.gov and on the AMS website at www.ams.usda.gov as soon as the Agency announces that it is accepting applications. While this document is not signed, applicants must read and utilize this document to prepare their application, review which items are allowable, and understand the terms and conditions of the grant award. Certain sections of these forms are uniform for every grant program, and while specific programmatic dates and other information varies, this does not affect the underlying Paperwork Reduction Act (PRA) burden. AMS is submitting the MGFSP RFA as an example that is representative of what this new grant program will use.

- b. SF-424 Application for Federal Assistance (approved under OMB No. 4040-0004)** is completed once when the participants apply for the grant program. The information will be used by AMS to determine applicant eligibility for participation in the program. The information can be obtained electronically and is required to be collected electronically through Grants.gov. (Responses and burden will be submitted to OMB No. 4040-0004.)
- c. AMS-33 Notice of Award and Grant Agreement** will be entered into by the recipient and AMS after approval of a grant application. The grant agreement will be read, and one copy is required to be signed by the grant recipient and returned to AMS. This information will be used by AMS to certify that grant participants are complying with applicable program regulations. The grant agreements require an original signature and will be collected electronically. AMS is submitting one form as an example that is representative of what all AMS grant programs use.
- d. AMS General Terms and Conditions** is a document published by AMS setting forth recipient compliance with terms and conditions of the award and all Federal grant regulations and administrative requirements including 2 C.F.R. Part 200. The document also includes recipient assurances and certifications with the incoming application submission; changes in project contacts, leaders, managers, and staff; cost principles; actions that need prior approval; performance monitoring; reporting requirements; and payment requirements. The AMS General Terms and Conditions does not require a signature and may be updated annually to reflect mandatory additions and other changes made by regulatory or OMB requirements. Certain sections of these forms are uniform for every grant program, and while specific programmatic dates and other information varies, this does not affect the underlying PRA burden. This document is available on the AMS website at www.ams.usda.gov. AMS is submitting one form as an example that is representative of what all AMS grant programs use.
- e. Amendment Request** is submitted by grant recipients and is required if there is a change in key personnel, scope or objectives of the grant, extension of the grant agreement, and/or budget changes. This information is prepared electronically and will be collected

electronically as a function of the program. Program participants will collect and assemble the amendment request based on guidance provided by AMS. Instructions for how to submit an amendment request are outlined for the grant recipient in the AMS General Terms and Conditions. AMS is submitting an example that is representative of what information is collected by all AMS grant programs to process an amendment request.

- f. Interim Performance Report Template** is submitted by the grant recipients to track the progress of an award throughout the performance period. The interim performance report briefly summarizes activities performed and milestones achieved for each objective or sub-element of the narrative; notes unexpected delays or impediments as well as favorable or unusual developments; outlines work to be performed during the succeeding period; and comments on the level of grant funds and matching contributions expended to date on the project. The interim performance report template is available at the AMS grants website.
- g. SF-270 Request for Advance or Reimbursement (approved under OMB No. 4040-0012)** is completed whenever the recipient requests an advance or reimbursement of grant funds. The information will be used by AMS to make and keep track of grant advances and disbursements. The information can be obtained electronically and is collected electronically in ezFedGrants. (Responses and burden will be submitted to OMB No. 4040-0012.)
- h. SF-425 Federal Financial Report (approved under OMB No. 4040-0014)** is required within 90 days after the completion of the first, second, and third years of the grant period. The information will be used by AMS to determine the financial status of the State's grant projects. The information can be obtained electronically and is collected electronically in ezFedGrants. (Responses and burden will be submitted to OMB No. 4040-0014.)
- i. SF-428 C Tangible Personal Property Report Disposition Request/Report (approved under OMB No. 4040-0018)** is to be completed 90 days after the expiration date of the grant period to comply with various legal and regulatory requirements as described within the form. The form is to be used by recipients when required to request disposition instructions or to report disposition of Federally-owned property or acquired equipment under Federal assistance awards at any time other than award closeout. The information will be used by AMS to determine the status of tangible personal property

purchased with grant funds. The information can be obtained electronically and is collected electronically. (Responses and burden will be submitted to OMB No. 4040-0018.)

- j. Final Performance Report Template** is submitted no later than 90 calendar days after the performance period expiration date. The final performance report contains background information on the importance of the project, a description of how the issue or problem was approached, a summary of results, conclusions, and lessons learned, a description of the project beneficiaries, any publications, presentations or websites generated, and a contact person for the project. The final performance report template is available at the AMS grants website.
- k. SF-428 B Tangible Personal Property Final (Award Closeout) Report (approved under OMB No. 4040-0018)** is to be completed 90 days after the expiration date of the grant award to comply with various legal and regulatory requirements as described within the form. The form is used by grant recipients when required to provide a final property report for closeout of Federal assistance awards. The form allows grant recipients to request from AMS specific disposition of Federally-owned property and acquired equipment. The attachment also provides a means for calculating and transmitting appropriate compensation to AMS for residual unused supplies. The information can be obtained electronically and is collected electronically. (Responses and burden will be submitted to OMB No. 4040-0018.)
- l. Recordkeeping** is required by AMS for grant recipients and subrecipients to maintain all records pertaining to the grant for a period of 3 years after the final financial report has been submitted to AMS, in accordance with Federal recordkeeping regulations. This requirement is provided in 2 CFR 200.333 and the general award terms and conditions, which are published on the AMS website.

NON-COMPETITIVE AMS GRANT PROGRAM: MGFSP ONLY

The following forms are used by MGFSP and the responses and burden for each are entered on the AMS-71 under the subtitle “Non-Competitive AMS Grant Program: MGFSP Only” to cover this program.

- a. Grant Administration Narrative** includes a description of the State Department of Agriculture’s application granting process to include a plan for conducting a competitive grant process, conducting outreach, and budget and administration of the anticipated grant agreement. The Grant Administration Narrative is completed once the eligible State

Department of Agriculture applies for the grant program. Eligible States are provided in the grant legislation, and each must comply with all RFA requirements. AMS uses the information in the narrative to confirm that the eligible State Departments of Agriculture have submitted all qualifying documentation and information. The information is completed electronically and is required to be collected electronically through Grants.gov as a function of the program.

- b. **Negotiated Indirect Cost Rate Agreement (NICRA)** is a document submitted to AMS to reflect an estimate of indirect cost rate negotiated between the Federal Government and a Grantee/Contractor's organization which reflects the indirect costs (facilities and administrative costs) and fringe benefit expenses incurred by the organization that will be the same across all the agencies of the United States.
- c. **Project Narrative Form** is submitted by State Departments of Agriculture after they receive the notice of award and the grant agreement is in place. State Departments of Agriculture will collect and assemble a series of project narratives that include the name of the project partner and description, project title, project purpose and objectives, expected measurable outcomes, and budget with justification of costs. The information is used by AMS to determine eligibility of project partner(s) and allowability of project activities, based on the guidelines provided in the RFA and the legislation. This Word document template will be found on the AMS grants website and was included with the information collection package.

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.

The Application for Federal Assistance (Standard form (SF) 424) for AMS Grant Programs can be obtained and must be submitted electronically at <http://www.grants.gov>.

AMS grant programs integrates ezFedGrants into its processes and procedures. ezFedGrants is USDA's OMB Circular A-123 system of record for processing Federal financial assistance transactions, which allows AMS Grant Division staff and its award recipients to access and manage USDA grant agreements online. The system provides significant efficiencies to all users managing grant and agreement portfolios.

The Request for Advance or Reimbursement (SF 270), Federal Financial Report (SF 425), and Tangible Personal Property Reports (SF 428 C and B) can be obtained at <https://www.grants.gov/web/grants/forms.html> and submitted electronically through ezFedGrants at <https://www.nfc.usda.gov/FSS/ClientServices/ezFedGrants/>. The Notice of Award and Grant Agreement (AMS 33), which requires an original signature, can also be signed and collected in ezFedGrants as well as interim and final performance reports and amendment requests.

AMS posts the majority of forms that applicants and recipients need to apply for, manage and report on grant activity on the AMS grants and opportunities website at <https://www.ams.usda.gov/services/grants>. AMS forms applicable to MGFSP can be obtained on the AMS website and then filled out electronically and submitted by email and/or the ezFedGrants online portal include:

- Request for Applications (RFA);
- AMS General Terms and Conditions;
- Interim Performance Report Template;
- Final Performance Report Template;
- Amendment Request template;
- Grant Administration Narrative template; and
- Project Narrative Form template.

4. DESCRIBE EFFORTS TO IDENTIFY DUPLICATION. SHOW SPECIFICALLY WHY ANY SIMILAR INFORMATION ALREADY AVAILABLE CANNOT BE USED OR MODIFIED FOR USE FOR THE PURPOSE(S) DESCRIBED IN ITEM 2 ABOVE.

This program is not maintained by any other Agency; therefore, the requested information will not be available from any other existing records.

5. IF THE COLLECTION OF INFORMATION IMPACTS SMALL BUSINESSES OR OTHER SMALL ENTITIES (ITEMS 5 OF THE OMB FORM 83-I), DESCRIBE THE METHODS USED TO MINIMIZE BURDEN.

The eligible entities for MGFSP are state departments of agriculture. The act of collection of information will not have an adverse impact on small businesses or other small entities. Providing for electronic submission of grant applications will simplify and lessen the burden on applicant's resources because they will no longer need to duplicate and submit paper applications. In addition, the information, voluntarily collected from each grant applicant may help provide grant funds to food insecure communities within a State.

6. DESCRIBE THE CONSEQUENCE OF 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.

MGFSP's purpose is to provide grants to states. In accordance with section 4206 of the Farm Bill, each fiscal year after 2019 that funding is appropriated to the MGFSP, States will have to apply to be eligible to receive grant funds for that fiscal year. Without this collection of information, AMS would not be able to review applications, award grant funds to eligible entities, reimburse costs, or monitor grants compliance with regulations and administration procedures of the program.

7. 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;**

Respondents are not required to report more than quarterly.

- **REQUIRING RESPONDENTS TO PREPARE A WRITTEN RESPONSE TO A COLLECTION OF INFORMATION IN FEWER THAN 30 DAYS AFTER RECEIPT OF IT;**

Respondents are not required to prepare a written response to a collection of information fewer than 30 days after receipt.

- **REQUIRING RESPONDENTS TO SUBMIT MORE THAN AN ORIGINAL AND TWO COPIES OF ANY DOCUMENT;**

Respondents are not required 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 3 YEARS;**

Respondents are not required to retain any records for more than 3 years. This is part of normal business practice.

- **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;**

The information collected will not be utilized in connection with a statistical survey.

- **REQUIRING THE USE OF A STATISTICAL DATA CLASSIFICATION THAT HAS NOT BEEN REVIEWED AND APPROVED BY OMB;**

There is no requirement for a statistical data classification.

- **THAT INCLUDES A PLEDGE OF CONFIDENTIALITY THAT IS NOT SUPPORTED BY AUTHORITY ESTABLISHED IN STATUE 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**

No confidential information is collected.

- **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.**

Respondents are not required to submit proprietary trade secrets or other confidential information.

- 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.**

AMS is requesting emergency approval from OMB for this new collection. The 60-day notice for public comment on this new information collection has been sent to the Federal Register for publication.

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.

Staff from the AMS Grants Division attend the annual meeting of the National Association of State Departments of Agriculture (NASDA), an association that represents the elected and appointed commissioners, secretaries, and directors of the departments of agriculture in all fifty states and four U.S. territories, to discuss policy issues and lessons learned that pertain to AMS grants. Staff held telephone conversations with eligible State departments of agriculture to seek consultation related to the MGFSP. In addition, staff will discuss issues informally at meetings and in telephone conversations with applicants prior to the application deadline and with grant recipients as they carry out their projects.

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.

Sharon Hurd, Market Development Branch, Hawaii Department of Agriculture at Sharon.K.Hurd@hawaii.gov and (808) 973-9465

Johanna Herron, Inspection and Market Services Manager (former), Alaska Department of Natural Resources Division of Agriculture at (907) 761-3864

Lyssa Frohling, Development Specialist, Alaska Department of Natural Resources Division of Agriculture at lyssa.frohling@alaska.gov and (907) 761-3853

AMS cannot identify a circumstance that would preclude consultation with stakeholders.

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 for simply filling out the form. Payment will be made in the form of a grant if the project is approved.

10. DESCRIBE ANY ASSURANCE OF CONFIDENTIALITY PROVIDED TO RESPONDENTS AND THE BASIS FOR THE ASSURANCE IN STATUTE, REGULATION, OR AGENCY POLICY.

MGFSP does not request confidential information from respondents and therefore provides no assurances related to confidentiality.

11. PROVIDE ADDITIONAL JUSTIFICATION FOR ANY QUESTIONS OF A SENSITIVE NATURE, SUCH AS SEXUAL BEHAVIOR AND ATTITUDES, RELIGIOUS BELIEFS, AND OTHER MATTERS THAT 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.

Questions of a sensitive nature are not found in this information collection.

12. PROVIDE ESTIMATES OF THE HOUR BURDEN OF THE COLLECTION OF INFORMATION.

THE STATEMENT SHOULD:

- **INDICATE THE NUMBER OF RESPONDENTS, FREQUENCY OF RESPONSE, ANNUAL HOUR BURDEN, AND AN EXPLANATION OF HOW THE BURDEN WAS ESTIMATED. UNLESS DIRECTED TO DO SO, AGENCIES SHOULD NOT CONDUCT SPECIAL SURVEYS TO OBTAIN INFORMATION ON WHICH TO BASE HOUR BURDEN ESTIMATES. CONSULTATION WITH A SAMPLE (FEWER THAN 10) OF POTENTIAL RESPONDENTS IS DESIRABLE. IF THE HOUR BURDEN ON RESPONDENTS IS EXPECTED TO VARY WIDELY BECAUSE OF DIFFERENCE IN ACTIVITY, SIZE, OR COMPLEXITY, SHOW THE RANGE OF ESTIMATED HOUR BURDEN, AND EXPLAIN THE REASONS FOR THE VARIANCE. GENERALLY, ESTIMATES SHOULD NOT INCLUDE BURDEN HOURS FOR CUSTOMARY AND USUAL BUSINESS PRACTICES.**

The public reporting burden for approximately 10 respondents (1 response per Alaska, American Samoa, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, the Federated States of Micronesia, Guam, Hawaii, the Republic of the Marshall Islands, the Republic of Palau, and the United States Virgin Islands) providing up to 120 annual responses is estimated to be 11 responses per respondent. It is estimated that a total of 318.33 hours per year will be required for the 10 respondents to complete the 120 responses, averaging approximately 2.65 hours per response. With this being a new grant program, the number of responses was calculated based on the standardized requirements that are either read or submitted for all AMS Grant Programs (RFA, SF-424, AMS 33, Terms and Conditions, amendments, and reporting), while also considering the specifics of MGFSP. The complete public reporting burden is summarized on AMS-71.

- **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.**

The complete public reporting burden is summarized on the AMS-71.

- **PROVIDE ESTIMATES OF ANNUALIZED COST TO RESPONDENTS FOR THE HOUR BURDENS FOR COLLECTIONS OF INFORMATION, IDENTIFYING AND USING APPROPRIATE WAGE RATE CATEGORIES.**

The respondents estimated annual cost in providing information to the MGFSP is \$20,430.42.

This total has been estimated by multiplying 318.33 total burden hours by \$64.18, an average of mean hourly earnings by full time state and local government management analyst employees (13-1111) (average \$48.38 per hour) plus cost for benefits (average \$18.80 per hour). Data for computation of this hourly wage were obtained from the U.S. Department of Labor Statistic's publication Occupational Employment Statistics' Occupational Employment and Wages, published May 2018. This publication can be found at the following website: <http://www.bls.gov/oes/current/oes131111.htm>.

Data for computation of state and local government workers benefit costs were obtained from the U.S. Department of Labor Statistic's Employer Costs for Employee Compensation – September 2018 News Release, published December 2018. This publication can be found at the following link: https://www.bls.gov/news.release/archives/ecec_12142018.pdf

13. PROVIDE AN ESTIMATE 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 ESTIMATE 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. THE ESTIMATES SHOULD TAKE INTO ACCOUNT COSTS ASSOCIATED WITH GENERATING, MAINTAINING AND DISCLOSING OR PROVIDING THE INFORMATION. INCLUDE DESCRIPTIONS OF METHODS USED TO ESTIMATE MAJOR COST FACTORS INCLUDING SYSTEM AND TECHNOLOGY ACQUISITION, EXPECTED USEFUL LIFE OF CAPITAL EQUIPMENT, THE DISCOUNT RATE(S), AND THE TIME PERIOD OVER WHICH COSTS WILL BE INCURRED. CAPITAL AND START-UP COSTS**

INCLUDE, AMONG OTHER ITEMS, PREPARATIONS FOR COLLECTING INFORMATION SUCH AS PURCHASING COMPUTERS AND SOFTWARE, MONITORING, SAMPLING, DRILLING AND TESTING EQUIPMENT; AND RECORD STORAGE FACILITIES.

- **IF COST ESTIMATES ARE EXPECTED TO VARY WIDELY, AGENCIES SHOULD PRESENT RANGES OF COST BURDENS AND EXPLAIN THE REASONS FOR THE VARIANCE. THE COST OF PURCHASING OR CONTRACTING OUT INFORMATION COLLECTION SERVICES SHOULD BE A PART OF THIS COST BURDEN ESTIMATE. IN DEVELOPING COST BURDEN ESTIMATES, AGENCIES MAY CONSULT WITH A SAMPLE OF RESPONDENTS (FEWER THAN 10), UTILIZE THE 60-DAY PRE-OMB SUBMISSION PUBLIC COMMENT PROCESS AND USE EXISTING ECONOMIC OR REGULATORY IMPACT ANALYSIS ASSOCIATED WITH THE RULEMAKING CONTAINING THE INFORMATION COLLECTION, AS APPROPRIATE.**

- **GENERALLY, ESTIMATES SHOULD NOT INCLUDE PURCHASES OF EQUIPMENT OR SERVICE, OR PORTIONS THEREOF, MADE: (1) PRIOR TO OCTOBER 1, 1995, (2) TO ACHIEVE REGULATORY COMPLIANCE WITH REQUIREMENTS NOT ASSOCIATED WITH THE INFORMATION COLLECTION, (3) FOR REASONS OTHER THAN TO PROVIDE INFORMATION OR KEEPING RECORDS FOR THE GOVERNMENT, OR (4) AS PART OF CUSTOMARY AND USUAL BUSINESS OR PRIVATE PRACTICES.**

There are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

14. PROVIDE ESTIMATES OF ANNUALIZED COST TO THE FEDERAL GOVERNMENT. ALSO, PROVIDE A DESCRIPTION OF THE METHOD USED TO ESTIMATE COST, WHICH SHOULD INCLUDE QUANTIFICATION OF HOURS, OPERATION EXPENSES (SUCH AS EQUIPMENT, OVERHEAD, PRINTING, AND SUPPORT STAFF), AND ANY OTHER EXPENSE THAT WOULD NOT HAVE BEEN INCURRED WITHOUT THIS COLLECTION OF INFORMATION. AGENCIES ALSO MAY AGGREGATE COST ESTIMATES FROM ITEMS 12, 13, AND 14 IN A SINGLE TABLE.

Estimated Annual Cost to Federal Government to Operate MGFSP

Salaries/Benefits and Compensation/Awards	\$133,675.35
Travel	\$7,000.00

Contracts/Services	\$4,324.65
Printing/Copying/Mailing	-
Rent/Communication/Utilities	\$5,000.00
Supplies/Equipment	-
Total	\$150,000.00

The estimated annual cost currently to operate MGFSP is \$150,000 per year. The MGFSP program currently consists of one GS-13 Team Lead who is responsible for overseeing all aspects of the grant program and two GS-X Grants Management Specialists who are responsible for working with grant recipients from pre-award to closeout. The Team Lead and Grant Management Specialists work on MGFSP on a part-time basis.

Grant program oversight and policy management is provided by one GS-14 Deputy Grants Division Director and one GS-15 Grants Division Director on a part time basis.

The travel budget is for the employees to attend appropriate conferences and conduct site visits to projects.

The Contracts/Services line item includes a training budget for employees to continue development and keep updated certifications in Federal grants management. The budget is also used for special projects such as website upgrades and financial sponsorship of conferences that further AMS' mission as it relates to its grant programs.

The remaining line items are for administrative expenses and overhead.

15. EXPLAIN THE REASON FOR ANY PROGRAM CHANGES OR ADJUSTMENTS REPORTED IN ITEMS 13 OR 14 OF THE OMB FORM 83-I.

This is a new collection mandated by Section 4206 of the Farm Bill: MGFSP (7 U.S.C. 7518).

16. FOR COLLECTIONS OF INFORMATION WHOSE RESULTS WILL BE PUBLISHED, OUTLINE PLANS FOR TABULATION, AND PUBLICATION. ADDRESS ANY COMPLEX ANALYTICAL TECHNIQUES THAT WILL BE USED. PROVIDE THE TIME SCHEDULE FOR THE ENTIRE PROJECT, INCLUDING BEGINNING AND ENDING DATES OF THE COLLECTION OF INFORMATION COMPLETION OF REPORT, PUBLICATION DATES, AND OTHER ACTIONS.

The collected information will not be published, except for a listing of the awarded projects that will be posted on the AMS program website. This listing will be publicized through AMS Public Affairs, and Congress will also be notified.

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.

Each form currently contains an OMB number and an expiration date.

18. EXPLAIN EACH EXCEPTION TO THE CERTIFICATION STATEMENT IDENTIFIED IN ITEM 19, "CERTIFICATION FOR PAPERWORK REDUCTION ACT SUBMISSIONS," OF OMB FORM 83-I.

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

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

This information collection does not employ statistical methods.