



**United States
Department of
Agriculture**

Food and
Nutrition
Service

1320
Braddock Pl.

Alexandria, VA
22314

TO: Jordan Cohen
OMB Desk Officer
Office of Information and Regulatory Affairs
Office of Management and Budget

THROUGH: Ruth Brown, Department Clearance Desk Officer
United States Department of Agriculture
Office of Chief Information Office

and

Rachelle Ragland-Greene *rgreene*
Information Collection Desk Officer
OPS/Planning and Regulatory Affairs Office
Food and Nutrition Service (FNS)

FROM: Gregory Walton, Chief
Grants Management Operations Branch
Grants and Fiscal Policy Division
Office of Financial Management, FNS

DATE: August 11, 2020

SUBJECT: Justification to a change to OMB Control No: 0584-0512
Office of Financial Management Grants and Fiscal Policy Division
Performance Progress Report (FNS-908)

The Food and Nutrition Service (FNS) requests a non-substantive change to the Office of Financial Management Grants and Fiscal Policy Form (FNS-908), approved under OMB Control No. 0584-0512; expiration date of July 31, 2022. FNS made non-substantive edits to the public burden statement, drop down tabs of the form, and final metrics.

None of the revisions consist of any changes to the information collection, and retailers are not asked to submit any new or additional documentation to FNS. The estimated time to complete the form is not impacted by these changes.

Please see the following information for a detailed explanation regarding the requested changes:

Public Burden Statement:

In the FNS address, change “3101 Park Center Drive, Room 1014, Alexandria, VA 22302” to “1320 Braddock Place, 5th Floor, Alexandria, VA 22314”.

Federal Fiscal Year of Award:

Revise the date dropdown listing on page 1 of the form from “2010 – 2100” to “2017 – 2040.”

Program and Tag Information:

Update the “Program” and “Tag” dropdown information to coincide with discretionary grants currently awarded by FNS. Currently there are 44 discretionary grants to choose from; FNS has added 10 additional discretionary grants for an updated total of 54 discretionary grants (see Attachment C Excel Burden Chart Discretionary Grants).

Final Metrics:

Remove this section from page 5 of the form. All final reporting will be captured in required Box 7 (on page 3 of the form) during the final reporting period.

If you have any questions regarding this request, please contact Rachelle Ragland-Greene at 703-305-2586 or Rachelle.Ragland-Greene@USDA.gov.

Attachments:

- A.) Currently approved Form FNS-908 (version 1.2)
- B.) Revised Form FNS-908 (version 1.3)
- C.) Excel Burden Chart Discretionary Grants