

2021 SUPPORTING STATEMENT
for
Farm and Food Workers Relief Grant Program –
The Consolidated Appropriations Act, 2021 (Pub. L. 116-260)
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 meat and poultry slaughter and processing facilities for the collection of reporting requirements under section 751 of the Consolidated Appropriations Act, 2021, signed into law on December 27, 2020.

The Consolidated Appropriations Act, 2021 (CAA) directs the Secretary of Agriculture to make available \$700 million for the period of fiscal years 2021, until expended. Given the limited time remaining in this fiscal year the agency is requesting emergency review due to the immediate need to provide financial assistance to farmworkers and meatpacking workers impacted by COVID-19. The Department is mandated by the CAA to develop appropriate grant applications for the 2021 fiscal year program and 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 CAA.

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 U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS) to administer a new competitive grant program, entitled the Farm and Food Workers Relief Grant Program (FFWR), under its Transportation and Marketing Program's Grants Division and in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) (2 CFR part 200).

FFWR is authorized and funded by the Consolidated Appropriations Act, 2021 in response to the ongoing COVID-19 pandemic and its impacts to farmworkers, meatpacking workers, and grocery workers who incurred expenses preparing for, preventing exposure to, and responding to the COVID-19 pandemic. FFWR supports eligible entities including State agencies, Tribal entities, and nonprofits with tax exempt status under section 501(c)(3) of title 26, that have experience in providing support or relief services to farmworkers, meatpacking workers, or grocery store workers. Examples include, but are not limited to:

- Providing personal protective equipment such as masks to such workers,
- Hosting a COVID-19 vaccine clinic or outreach campaign, or
- Providing financial support to such workers during the COVID-19 pandemic.

The legal authority and administrative requirements to carry out the new grant program in this request is as follows:

The FFWR Grant is authorized and funded under [section 751 of the Consolidated Appropriations Act of 2021 \(Pub. L. No. 116—260\)](#) in response to the ongoing COVID-19 pandemic.

Approximately \$700 million, minus administrative expenses, will be available to fund FFWR applications under this solicitation. To administer this competitive grant program, AMS will publish a Request for Applications (RFA) which will to establish application requirements, the review and approval process, and grant administration procedures in accordance with 2 CFR part 200. The FFWR provides financial support to eligible entities to deliver relief to farmworkers, meatpacking workers, and grocery workers who incurred expenses preparing for, preventing exposure to, and responding to the COVID-19 pandemic. Financial relief of \$600 per worker may be provided to individual farmworkers and meatpacking workers in specialty crops, non-specialty crops, dairy, livestock, and poultry industries. This includes farmworkers and meatpacking workers that assist in the supply of local food systems, including farmers markets, restaurants, and schools, and growers who produce livestock or poultry under a contract for another entity. AMS will select the highest quality proposals submitted by those eligible to receive an FFWR grant. Additionally, AMS will solicit subject matter experts to act as peer reviewers for competitive grant programs under its purview. Interested individuals apply and those selected objectively review and evaluate grant applications against the criteria outlined in the published RFA.

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.

FFWR is voluntary and respondents will either request or apply for this specific competitive grant program. In doing do, 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 the terms and conditions of the agreement, including the requirements outlined in the Uniform Guidance, and the data collected is the minimum information necessary to effectively carry out the program requirements, support program integrity, and ensure eligible applicants can access the program. The information collection requirements in this request are essential to carry out the intent of section 751 of the CAA, to provide the respondents the type of service they request, and for AMS to administer this program.

Most forms to be used for the FFWR grant are used by all AMS grant programs (approved under Office of Management and Budget (OMB) No. 0581-0240). This competitive grant program will use some program-specific forms to collect information specific to this 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) Competitive AMS Grant Program Forms: FFWR 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 FFWR and the responses and burden for each are entered on the AMS-71 under the subtitle “Standardized Forms for All AMS Grant Programs” as a one-line entry for FFWR 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 FFWR 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. **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 (Reading)** 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 CFR 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. AMS is submitting one form as an example that is representative of what all AMS grant programs use.

- 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 and second year of the grant and within 120 days after the third (final) year 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. Final Performance Report Template** is submitted no later than 120 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. AMS is submitting one form as an example that is representative of what all AMS grant programs use.
- j. 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 200.334 and the general award terms and conditions, which are published on the AMS website.

COMPETITIVE AMS GRANT PROGRAM: FFWR ONLY

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

- a. Peer Reviewer Application and Qualification Form** is a mandatory form for reviewers to complete and to submit their personal or work qualifications and resume. Reviewers will apply their knowledge and expertise to objectively assess applications and provide both a numeric score and written comments for each application. The

form contains a checklist for potential reviewers to identify their employment and voluntary work experience. Boxes are provided for potential reviewers to indicate (a) their area of experience or expertise and (b) whether the person is a current or retired nonprofit, for-profit, or Federal/State government employee. The form is submitted to AMS electronically through GrantSolutions. The reviewer qualifications are used to determine whether a reviewer is qualified to serve as part of the grant review process.

- b. AMS-34 Peer Reviewer Conflict of Interest and Confidentiality Worksheet** is mandatory for reviewers to sign to indicate compliance with the conflict of interest and confidentiality requirements. Regarding confidentiality, reviewers must agree not to copy, quote, or otherwise use or disclose to anyone, any information from any application. Reviewers must also agree with the conflict of interest requirements, which include that the reviewer does not have: a) a direct financial interest in the review outcome; or have direct and predictable financial interests in the outcome; b) indirect interests with the organization or personnel submitting an application under AMS grant programs; or C) any relationship, such as a close personal friendship, that may affect the reviewers' judgment or be seen as doing so by a reasonable person familiar with the relationship. Peer reviewers will not be eligible to serve as a reviewer if they are (a) employed by, volunteer for, or serve as a board member or other type of committee/team member for an organization that submitted an application that same year under AMS grant programs; or (b) a proposed subcontractor or financial beneficiary in a budget from any organization submitting an application that same year under AMS grant programs. The form is submitted electronically through GrantSolutions.
- c. Peer Reviewer AMS Grant Programs Scoresheet** is a document which includes space for the proposal title and tracking number as well as space for consensus comments that focus on each assigned proposal's strengths, weaknesses and suggestions for improvement. The document is used to derive final scores and rankings of assigned proposals and is submitted electronically through GrantSolutions.
- d. Grant Application** is completed one time when the eligible entity applies for a competitive grant. Required components of a grant application include a Project Narrative; Fiscal Plan and Resources; Personnel Qualifications; Letters of Commitment from Partner and Collaborator Organizations. The RFA published for each competitive grant program describes the specific grant application components, process and eligibility requirements in detail. Applications must be submitted electronically through Grants.gov.
- e. Negotiated Indirect Cost Rate Agreement (NICRA)** is an agreement generated by the grant recipient in coordination with their cognizant agency for indirect costs to reflect an estimate of indirect cost rate negotiated between the Federal Government

and a Grant Recipient 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.

- f. **Project Beneficiaries Questionnaire** is a voluntary form that AMS requests new recipients to complete to indicate which groups their project is intended to serve. The questionnaire is in the form of a checklist which contains the following categories: Ethnic groups – American Indian or Alaska Native; Black or African American; Asian; Hispanic or Latino; Native Hawaiian or Other Pacific Islander; Farmers/ranchers –Women Farmers or Ranchers; Youth Farmers or Ranchers; Socially Disadvantaged Farmers or Ranchers; Urban Farmers or Ranchers; Rural Farmers or Ranchers; Appalachia Farmers or Ranchers; Certified Organic Farmers or Ranchers; and Others - Low Income/Low Access Communities, Children, Youth, Elderly, Minority-Serving Institutions, Rural Communities, and Urban Communities. AMS emails the form to prospective grant recipients.
 - g. **Accounting System and Financial Capability Questionnaire** is completed by recipients and used by AMS to evaluate the recipient’s accounting system to ensure the system will allow for the adequate, appropriate, and transparent use of Federal funds. Recipients of Federal funds must maintain an adequate accounting system that meets the criteria outlined in 2 CFR part 200’s Standards for Financial and Program Management. The questionnaire is available at the AMS grants website.
 - h. **AMS Grant Programs Worksheet** is submitted along with each SF-270 request to document the details of requested reimbursed costs shown on the SF-270. The data provided on the Worksheet enables AMS to ensure that the requested reimbursements were part of the approved project budget, and to assess if the project is on track with the approved timeline. The worksheet collects the Grant Agreement Number; Recipient Organization; Recipient Contact; Time Period of the Request; Payee name; Date of Expense; Amount; Assigned Budget Category; and any Notes to explain the expense. The Worksheet is available at the AMS grants website.
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.**

AMS grant programs employ several online systems (i.e., SAM.gov; Grants.gov; GrantSolutions.gov; and ezFedGrants.gov) to administer its grant programs from funding

opportunity planning through award to grant closeout. These online systems allow grant management specialists, financial and budget staff, and award applicants and recipients to manage all aspects of their grants business and reporting electronically. This helps produce assured compliance with Federal government and agency standards, improves transparency and accountability, shortens processing timelines, and reduces time spent on administrative activities.

Applicants must be registered to do business with the Federal Government through the [System for Award Management](https://www.sam.gov) (SAM.gov).

AMS posts the majority of forms that applicants need to apply for FMWR on the AMS grants and opportunities website at <https://www.ams.usda.gov/services/grants>, which includes the Request for Applications (RFA); AMS General Terms and Conditions; Project Narrative Template Form; and Partner Organization Letter Template.

The Application for Federal Assistance (SF 424) for AMS Grant Programs can be obtained and must be submitted electronically at <http://www.grants.gov> along with all other required components of the grant application.

AMS Grants Division has chosen to partner with GrantSolutions, a financial assistance management software platform, to assist AMS with managing the entire award life cycle including pre-award, award, post-award, and closeout for FFWR. FFWR applicants, staff, and award recipients will utilize the GrantSolutions system for reviewer recruitment, application review, performance reporting, and property tracking.

The Peer Reviewer Application and Qualification Form, AMS-34 Peer Reviewer Conflict of Interest and Confidentiality Worksheet, and Peer Reviewer AMS Grant Programs Scoresheet can be obtained in the Application Review Module (ARM) through GrantSolutions and submitted electronically at <https://grantsolutions.gov>. AMS will utilize the collected information to select subject matter experts for the peer review process for grant application reviews, to manage the grant application evaluation process and to select award recipients. Use of this online system will allow for fair and comprehensive review of hundreds of FFWR applications through an organized and manageable process.

Once award recipients are selected, AMS grant programs utilize the ezFedGrants online system, which is USDA's OMB Circular A-123 system of record for processing Federal financial assistance transactions. The system provides significant efficiencies to all users managing grant and agreement portfolios at AMS. The Notice of Award and Grant Agreement (AMS 33), which requires an original signature, can be signed and submitted electronically at <https://www.nfc.usda.gov/FSS/ClientServices/ezFedGrants/>.

The majority of forms that award recipients need to manage and report on FFWR are posted on the AMS grants and opportunities website at <https://www.ams.usda.gov/services/grants>

including the AMS Grant Programs Worksheet; Interim Performance Report Template; Final Performance Report Template; and Amendment Request Template. 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>.

The Request for Advance or Reimbursement (SF 270) along with an AMS Grant Programs Worksheet and Federal Financial Report (SF 425) can be submitted electronically through ezFedGrants at <https://www.nfc.usda.gov/FSS/ClientServices/ezFedGrants/>.

All progress reporting including an Amendment Request; Interim Performance Report Template; Final Performance Report Template and property management activities such as Tangible Personal Property Reports (SF 428 C and B) can be submitted electronically at <https://grantsolutions.gov>.

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 83-1), DESCRIBE THE METHODS USED TO MINIMIZE BURDEN.

This collection will not directly impact small businesses or other small entities. FFWR will award funds to state agencies, tribal entities, or nonprofit organizations that have a demonstrated ability to be financial stewards and distribute payments to farm, meatpacking and grocery workers. These recipients will disburse payments to farm, meatpacking and grocery workers who may be considered small entities.

The act of collecting information for FFWR will not have an adverse impact on small businesses or other small entities. We have attempted to make this grant application process as simplified and clear as possible to lessen the burden on applicant's resources. In addition, the information is voluntarily collected from each applicant to receive grant funds.

AMS is planning to engage an independent partner via cooperative agreement to provide technical assistance to grant recipients to support them in conducting outreach to the recipients of the \$600 payments. This assistance is a good faith effort to maximize the reach of this program and ease the burden on the smallest entities.

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.

FFWR will offer funding to states, tribal, and nonprofit entities to provide emergency funds through grants to non-profit organizations that will distribute funds to farm, meatpacking, and grocery workers response to the ongoing COVID-19 pandemic.

In accordance with section 751 of the Consolidated Appropriations Act, 2021, for the period of fiscal years 2021 until expended, \$700 million is appropriated to FFWR entities will have to apply to be eligible to receive grant funds until expended. Without this collection of information, AMS would not be able to review applications, award these substantial 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 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**

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 was published in the Federal Register on October 18, 2021.

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.

To gather stakeholder feedback on this funding, USDA hosted listening sessions the week of March 15, 2021. These listening sessions were designed to gather feedback for the suite of programs that would be developed from the \$1.5B allocated by section 751 of the Consolidated Appropriations Act, 2021. The listening sessions were advertised on March 8, 2021, via the publication of an AMS “Notice to Trade” that was distributed to stakeholders and posted on the AMS website. Representatives from dozens of organizations and companies participated in these listening sessions and provided input on program structure, application process and reporting requirements. A participant list is available upon request.

In addition to these listening sessions, AMS sought public comments through March 31, 2021, for the suite of pandemic response and farmworker grant programs. In addition, to inclusion in the “Notice to Trade” referenced above, the public comment opportunity was posted on the AMS webpage. A submission list is available upon request.

In addition to these listening sessions, the USDA Office of Partnerships and Public Engagement conducted outreach through its Socially Disadvantaged Farmers and Ranchers and Veteran Farmers and Ranchers Program and the Faith -Based and Neighborhoods Initiative. USDA’s Farmworker Coordinator and outreach liaisons in various states contacted these groups to discuss COVID-19 resources and respond to requests for USDA assistance. USDA leadership also met with representatives from farm and food labor organizations and non-profit farmworker advocacy groups to seek input on the structure of the program. Finally, USDA sought guidance from multiple grant program leaders at the Department of Labor to incorporate lessons learned from employment and training grants, as well as migrant farmworker housing programs.

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.

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 GRANTEEES.

No payments or gifts are provided to respondents for filling out forms. Payment will be made in the form of a grant if the applicant's project is awarded.

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

FFWR 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.

This collection is estimated to have 40 respondents that will apply to the FFWR grant program. Of these 40, we expect 20 awards to be made. Each of the 40 applicants will submit 5 responses per application packet, totaling about 15.5 hours per applicant. Each of the 20 recipients will submit 26 responses for award and reporting forms, totaling about 15 hours per response.

There will be an estimated 884 responses for all forms annually. The total hours is 1,726, which includes 40 hours of recordkeeping (2 hours for each of the 20 grant recipients).

	No. of Respondents	No. of Responses	Annual Burden Hrs./Respondent	Total Burden Hours
Applicants	40	4	~14.5	183
Recipients	20	26	15	698
Peer Reviewers	24	11	3.3	464

Note:

- The time to complete each form is not necessarily 1 hour.
- There are some forms that are estimated to be completed more than once (i.e. Request for Reimbursement, Amendment Request, Peer Review Score Sheet, etc.)
- Note that the above table does not include the Application for Federal Assistance (SF-424).
- The numbers reported above are different from what was reported in the 60-day notice but will be updated in the 30-day notice for the regular collection package.

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 FFWR. 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 FFWR is \$79,307.48.

This total has been estimated by multiplying 1,882 total burden hours by \$42.14, the national estimate for the mean hourly wage of full-time management analyst employees (13-1111). Data for computation of this hourly wage were obtained from the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Management Analysts, at <https://www.bls.gov/ooh/business-and-financial/management-analysts.htm>.

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 FFWR

Salaries/Benefits and Compensation/Awards	\$498,320.00
Total	\$498,320.00

The estimated annual cost currently to operate SPRS is \$498,320.00 per year. The FFWR program will consist of one GS-13 Team Lead who is responsible for overseeing all aspects of the grant program and 3 GS-11 Grant Management Specialists who are responsible for working with grant recipients from pre-award to closeout. The Team Lead and Grant Management Specialists work on FFWR on a part-time basis, as this management team is responsible for multiple grant programs.

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

- 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 grant program authorized by Section 751 of the Consolidated Appropriations Act, 2021, signed into law on December 27, 2020. As this is a new grant program, a new information collection is necessary.

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.