

## Appendix x. FMNP State Agency Waiver FFCRA Reporting Data Online form

**OMB # 0584-0654**

**Exp. Xx/xx/xxxx**

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

**FMNP State Agency:** \_\_\_\_\_

The Families First Coronavirus Response Act (FFCRA) requires that FMNP State Agencies (SAs) receiving Federal waivers must submit a report to FNS within 1 year of receiving a waiver per section 2204 of H.R. 6201. The report must include (1) a summary of the use of each waiver by the SA, and (2) a description of whether each waiver resulted in improved services to women, infants, and children.

### **Three-Year Agreement**

Waiver of the requirement that State agency agreements with authorized farmers, roadside stands, and/or farmers' markets not exceed three years, as outlined at 7 CFR 248.10(b)(7). Extensions of an expiring 3-year agreement must not exceed 1 year and must meet all other federal requirements related to FMNP farmers, roadside stands, and/or farmers' markets agreements, as well as any applicable State requirements.

### General Operational Questions:

1. Did your State agency operationalize this waiver?
  - Yes
  - No
    - i. If no, select the reason(s) that best explain why the State agency did not operationalize this waiver (select all that apply) and then SKIP to Q14
      - Could not operationalize due to other State/Tribal-level authorizations needed
      - Could not operationalize due to contracts with external parties
      - Did not receive waiver in time to address issue
      - Time to operationalize would have taken too long

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

- Realized waiver was unnecessary for operations to continue
- Other, specify: \_\_\_\_\_

- How did your State agency operationalize this waiver?
  - Extended agreement one full year without training
  - Extended agreement one full year with virtual training
  - Other, specify: \_\_\_\_\_
- On what date was this waiver fully operationalized (i.e., when did the State agency first use the flexibilities granted under this waiver)? Note: this date may be later than the date that the waiver was approved. ( \_\_ / \_\_ / \_\_\_\_ )
  - Don't know
- How many farmers, roadside stands, and/or farmers' markets agreements were extended under this waiver? ( \_\_\_\_ )
- Approximately what proportion of farmers, roadside stands, and/or farmers' markets agreements in your State agency were extended under this waiver?
  - None
  - Fewer than half
  - Around half
  - More than half
  - All
- In addition to the FNS approval granted by this waiver, were you required to obtain State/Tribal-level authorization of any type (e.g., emergency authority) in order to operationalize this waiver?
  - Yes
    - If yes, explain: \_\_\_\_\_
  - No
- How challenging was it to operationalize and use this waiver:
  - 1- Not at all challenging [SKIP to Q9 IF SELECTED]
  - 2- Slightly challenging
  - 3- Moderately challenging
  - 4- Very challenging
  - 5- Extremely challenging
- What were the most significant challenges to operationalizing/using this waiver? (select all that apply)
  - Communicating the changes to FMNP farmers, roadside stands, and/or farmers' markets
  - Insufficient financial resources
  - Insufficient staffing

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

- Not enough guidance from FNS
- Length of time it took to receive waiver approval
- Short timeline to implement changes
- Obtaining additional State/Tribal-level authorization
- Ensuring that farmers, roadside stands, and/or farmers' markets complied with program rules
- Paperwork and/or clearances required to extend farmers, roadside stands, and/or farmers' markets agreements
- Technological issues
- Other, specify: \_\_\_\_\_

9. In a few sentences, please explain/summarize the use of this waiver by your State agency:

--

Impact on FMNP Services:

10. How important do you believe your State agency's use of this waiver was to ensuring that FMNP participants received quality services and/or FMNP benefits during the pandemic?

- 1- Not at all important
- 2- Slightly important
- 3- Moderately important
- 4- Very important
- 5- Extremely important

11. How did this waiver improve FMNP services for women, infants, and children? *If you do not believe this waiver improved services, then select "None of these..." (select all that apply)*

- Kept FMNP participants, staff, and farmers, roadside stands, and/or farmers' markets safe by promoting social distancing
- Improved access to food for FMNP participants during pandemic
- Improved shopping experience for FMNP participants
- Reduced burden on State agency in pursuing alternative methods for getting Agreements signed during pandemic
- Helped retain or add FMNP-authorized farmers, roadside stands, and/or farmers' markets for participant access to supplemental foods
- Staff time not used reauthorizing farmers, roadside stands, and/or farmers' markets was diverted to the State agency's COVID-19 response
- Reduced burden on farmers, roadside stands, and/or farmers' markets as they worked to respond to COVID-19
- Other, specify: \_\_\_\_\_
- None of these. FMNP services were NOT improved by this waiver. [ANSWER Q13 IF SELECTED]

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

12. In a few sentences, please explain how your State agency’s use of this waiver improved services for women, infants and children [SKIP TO Q14]:

13. If “None of these” was selected in question #11, please describe why your State agency’s use of this waiver did NOT improve services for women, infants and children:

14. Is there anything else you would like to share with FNS regarding the 2020 FMNP FFCRA waivers?

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

## Face-to-Face Training

Waiver of the requirement to conduct face-to-face training for farmers and farmers' market managers who have never previously participated in the FMNP as outlined at 7 CFR 248.10(a)(4) and 248.10(d).

### General Operational Questions:

1. Did your State agency operationalize this waiver?
  - Yes
  - No
    - i. If no, select the reason(s) that best explain why the State agency did not operationalize this waiver (select all that apply) and then SKIP to Q14
      - Could not operationalize due to other State/Tribal-level authorizations needed
      - Could not operationalize due to contracts with external parties
      - Did not receive waiver in time to address issue
      - Time to operationalize would have taken too long
      - Realized waiver was unnecessary for operations to continue
      - Other, specify: \_\_\_\_\_
2. How did your State agency operationalize this waiver?
  - Conducted virtual training via video call (i.e., Zoom, Skype, etc.)
  - Conducted virtual training via telephone
  - Other, specify: \_\_\_\_\_
3. On what date was this waiver fully operationalized (i.e., when did the State agency first use the flexibilities granted under this waiver)? Note: this date may be later than the date that the waiver was approved. ( \_\_ / \_\_ / \_\_\_\_ )
  - Don't know
4. How many farmers and farmers' markets managers were new to FMNP and received virtual training under this waiver? ( \_\_\_\_ )
5. Approximately what proportion of farmers', and farmers' markets managers were new to FMNP and received virtually training under this waiver?
  - None
  - Fewer than half
  - Around half
  - More than half
  - All

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

6. In addition to the FNS approval granted by this waiver, were you required to obtain State/Tribal-level authorization of any type (e.g., emergency authority) in order to operationalize this waiver?
- Yes
    - If yes, explain: \_\_\_\_\_
  - No
7. How challenging was it to operationalize and use this waiver:
- 1- Not at all challenging [SKIP to Q9 IF SELECTED]
  - 2- Slightly challenging
  - 3- Moderately challenging
  - 4- Very challenging
  - 5- Extremely challenging
8. What were the most significant challenges to operationalizing/using this waiver? (select all that apply)
- Communicating the changes to FMNP farmers, roadside stands, and/or farmers' markets
  - Insufficient financial resources
  - Insufficient staffing
  - Not enough guidance from FNS
  - Length of time it took to receive waiver approval
  - Short timeline to implement changes
  - Obtaining additional State/Tribal-level authorization
  - Ensuring that farmers, roadside stands, and/or farmers' markets complied with program rules
  - Training new farmers, roadside stands, and/or farmers' markets outside of face-to-face training
  - Finding / obtaining technology that ensured sufficient virtual training.
  - Other, specify: \_\_\_\_\_
9. In a few sentences, please explain/summarize the use of this waiver by your State agency:
- 

Impact on FMNP Services:

10. How important do you believe your State agency's use of this waiver was to ensuring that FMNP participants received quality services and/or FMNP benefits during the pandemic?
- 1- Not at all important
  - 2- Slightly important
  - 3- Moderately important
  - 4- Very important
  - 5- Extremely important
11. How did this waiver improve FMNP services for women, infants, and children? *If you do not believe this waiver improved services, then select "None of these..."* (select all that apply)

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

- Kept FMNP participants, staff, and farmers, roadside stands, and/or farmers’ markets safe by promoting social distancing
- Improved access to food for FMNP participants during pandemic
- Improved shopping experience for FMNP participants
- Reduced burden on State agency in pursuing alternative methods for completing face-to-face training requirements during pandemic
- Helped retain or add FMNP-authorized farmers, roadside stands, and/or farmers’ markets for participant access to supplemental foods
- Staff time not used to conduct visits was diverted to the State agency’s COVID-19 response
- Reduced burden on farmers, roadside stands, and/or farmers’ markets as they worked to respond to COVID-19
- Other, specify: \_\_\_\_\_
- None of these. FMNP services were NOT improved by this waiver. [ANSWER Q13 IF SELECTED]

12. In a few sentences, please explain how your State agency’s use of this waiver improved services for women, infants and children [SKIP TO Q14]:

13. If “None of these” was selected in question #11, please describe why your State agency’s use of this waiver did NOT improve services for women, infants and children:

14. Is there anything else you would like to share with FNS regarding the 2020 FMNP FFCRA waivers?

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

## On-Site Monitoring of 10% of Farmers, Farmers' Markets, and Roadside Stands

Waiver of the requirement to conduct annual, on-site monitoring of at least 10 percent of farmers, 10 percent of farmers' markets and 10 percent of roadside stands which includes those farmers, farmers' markets and roadside stands identified as highest risk, as outlined at 7 CFR 248.10(e)(2) and 248.17(c)(1).

### General Operational Questions:

1. Did your State agency operationalize this waiver?
  - Yes
  - No
    - i. If no, select the reason(s) that best explain why the State agency did not operationalize this waiver (select all that apply) and then SKIP to Q17
      - Could not operationalize due to other State/Tribal-level authorizations needed
      - Could not operationalize due to contracts with external parties
      - Did not receive waiver in time to address issue
      - Time to operationalize would have taken too long
      - Realized waiver was unnecessary for operations to continue
      - Other, specify: \_\_\_\_\_
2. How did your State agency operationalize this waiver (select all that apply)?
  - Conducted on-site monitoring for fewer than 10% of entities
  - Conducted only off-site monitoring activities that were previously planned for and described in State Plan (for example: desk reviews)
  - Did not conduct any off-site monitoring activities
  - Converted some on-site monitoring activities to virtual or off-site monitoring activities
  - Converted all on-site monitoring activities to virtual or off-site monitoring activities
  - Required farmer/market to complete a self-assessment
  - Contacted farmers by phone to complete assessment verbally
  - Deferred/scheduled for a future date
  - Other, specify: \_\_\_\_\_
3. On what date was this waiver fully operationalized (i.e., when did the State agency first use the flexibilities granted under this waiver)? Note: this date may be later than the date that the waiver was approved. ( \_\_ / \_\_ / \_\_\_\_ )
  - Don't know
4. How many farmers, farmers' markets, and/or roadside stands were scheduled to be monitored but the on-site portion of the monitoring activities were waived under this waiver? ( \_\_\_\_ )

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.



5. Approximately what proportion of the scheduled on-site reviews for farmers, farmers' markets, and roadside stands in your State agency were waived under this waiver?
  - None
  - Fewer than half
  - Around half
  - More than half
  - All
  
6. Of all of the scheduled monitoring activities of farmers, farmers' markets, and roadside stands described in your SA's original State Plan, were any of these monitoring activities planned to take place off-site (for example: desk reviews)?
  - Yes [ANSWER Q7 and Q8]
  - No [SKIP to Q9]
  
7. Please describe the off-site monitoring activities that were completed:  
\_\_\_\_\_
  
8. Please describe any off-site monitoring activities that were not completed:  
\_\_\_\_\_
  
9. In addition to the FNS approval granted by this waiver, were you required to obtain State/Tribal-level authorization of any type (e.g., emergency authority) in order to operationalize this waiver?
  - Yes
    - If yes, explain: \_\_\_\_\_
  - No
  
10. How challenging was it to operationalize and use this waiver:
  - 1- Not at all challenging [SKIP to Q12 IF SELECTED]
  - 2- Slightly challenging
  - 3- Moderately challenging
  - 4- Very challenging
  - 5- Extremely challenging
  
11. What were the most significant challenges to using this waiver? (select all that apply):
  - Communicating the changes to FMNP farmers, roadside stands, and/or farmers' markets
  - Insufficient financial resources
  - Insufficient staffing
  - Not enough guidance from FNS
  - Length of time it took to receive waiver approval
  - Short timeline to implement changes
  - Obtaining additional State/Tribal-level authorization

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

- Ensuring that farmers, roadside stands, and/or farmers’ markets complied with program rules
- Finding / obtaining technology that allowed for virtual monitoring
- Other, specify: \_\_\_\_\_

12. In a few sentences, please explain/summarize the use of this waiver by your State agency:

Impact on WIC Services:

13. How important do you believe your State agency’s use of this waiver was to ensuring that FMNP participants received quality services and/or FMNP benefits during the pandemic?

- 1- Not at all important
- 2- Slightly important
- 3- Moderately important
- 4- Very important
- 5- Extremely important

14. How did this waiver improve FMNP services for women, infants, and children? *If you do not believe this waiver improved services, then select “None of these...” (select all that apply)*

- Kept FMNP participants, staff, and farmers, roadside stands, and/or farmers’ markets safe by promoting social distancing
- Improved access to food for FMNP participants during pandemic
- Improved shopping experience for FMNP participants
- Reduced burden on State agency in pursuing alternative methods for completing monitoring requirements during pandemic
- Helped retain or add FMNP-authorized farmers, roadside stands, and/or farmers’ markets for participant access to supplemental foods
- Staff time not used monitoring farmers, roadside stands, and/or farmers’ markets was diverted to the State agency’s COVID-19 response
- Reduced burden on farmers, roadside stands, and/or farmers’ markets as they worked to respond to COVID-19
- Other, specify: \_\_\_\_\_
- None of these. FMNP services were NOT improved by this waiver. [ANSWER Q16 IF SELECTED]

15. In a few sentences, please explain how your State agency’s use of this waiver improved services for women, infants and children [SKIP TO Q17]:

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.

16. If “None of these” was selected in question #14, please describe why your State agency’s use of this waiver did NOT improve services for women, infants and children:

17. Is there anything else you would like to share with FNS regarding the 2020 FMNP FFCRA waivers?

This information is being collected to assist the Food and Nutrition Service in managing information collection due to COVID-19. This is a voluntary collection and FNS uses the information to approve waivers and collect data on their use. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0654. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRAO. Do not return the completed form to this address.