

**1National Institute of Food and Agriculture  
U.S. Department of Agriculture  
OMB No. 0524-0026  
NIFA Organizational Information**

1SUBJECT: Supporting Statement for Paperwork Reduction Act Submission to Renew a  
Currently Approved Information Collection

A. JUSTIFICATION

CIRCUMSTANCES MAKING COLLECTION OF INFORMATION NECESSARY

The National Institute of Food and Agriculture (NIFA) has primary responsibility for providing linkages between the Federal and State components of a broad-based, national agricultural research, extension, and higher education system. Focused on national issues, its purpose is to represent the Secretary of Agriculture and the intent of Congress by administering formula and grant funds appropriated for agricultural research, extension, and higher education. Before awards can be made, certain information is required from applicants to assure compliance with the civil rights laws and to effectively assess the potential recipient's capacity to manage Federal funds.

Form NIFA-666—*Organizational Information*: Section 3157 of Title 7 of the U.S. Code and other grant authorities authorizes the Department of Agriculture to make Competitive, Special, and Facilities Research grants to improve agriculture in the United States. The information required by this form enables NIFA to determine that applicants recommended for awards are responsible recipients of Federal funds. The information pertains to organizational management and financial matters of the potential grantee. This form and the documents which the applicant attaches to it provide NIFA with information such as the legal name of the grantee, certification that the organization has the legal authority to accept Federal funding, identification and signatures of the key officials of the organization, the organization's practices in regard to compensation rates and benefits of employees, insurance for equipment, subcontracting with other organizations, etc., as well as the financial condition of the organization. All of this information is considered by NIFA prior to award to determine that grantees are both managerially and fiscally responsible.

2. HOW, BY WHOM, AND PURPOSE FOR WHICH INFORMATION IS TO BE USED

The collection of information is gathered by NIFA through the use of the "Organizational Information" (NIFA Form-666). NIFA uses this form to assure that the grantees are managerially and fiscally responsible.

If this information is not collected, it would not be possible to determine that the prospective grantees are responsible.

3. USE OF IMPROVED INFORMATION TECHNOLOGIES

NIFA has made these forms available on its web site and is exploring options to improve accessibility and reduce the burden on applicants to complete the form. Under the Federal Financial Assistance Management Improvement Act of 1999 (P.L. No. 106-107), Federal agencies and OMB have been working together to streamline and simplify the award and administration of federal grants. NIFA continues to participate in these efforts.

A Grant Management Specialist requests this document, only from organizations that are new to NIFA funding, or previous grantees that need to make updates. The request is made when the Grant Management Specialist begins their review of the proposal, prior to award. The request for this information and the documents are sent electronically to the applicant with a cover letter which includes instructions on where to send the completed documents and the information requested. Because these are requested as needed by our Specialists, we do not have a single dedicated email address to have them sent. Rather, is requested to return them directly to the Grant Management Specialist who made the request. They are instructed to send the information electronically to the requestor.

4. EFFORTS TO IDENTIFY DUPLICATION

This information is only collected once by NIFA.

5. METHODS TO MINIMIZE BUDGET OF SMALL BUSINESSES OR ENTITIES

This information is collected only once unless the grantee information changes and then only the updated information is requested. No small businesses were respondents.

6. CONSEQUENCE IF INFORMATION COLLECTION WERE LESS FREQUENT

Since information is collected only when the grantee initially is funded through NIFA, or when that information changes, it would not be feasible to collect it less frequently. If NIFA does not collect this information, it cannot meet regulatory requirements which require NIFA to perform a risk assessment of grantees prior to distributing awards.

7. SPECIAL CIRCUMSTANCES FOR INFORMATION COLLECTION

Information collected is consistent with regulations in 7 CFR Part 3015, 7 CFR Part 3016, and 7 CFR Part 3019. There are no additional requirements.

8. FEDERAL REGISTER NOTICE

The notice of intent to revise this information collection appeared in the *Federal Register* on Wednesday, November 24, 2021 (Vol 86 No. 224). No comments were received.

## CONSULTATION WITH PERSONS OUTSIDE THE AGENCY

NIFA consulted with grantees to determine burden estimates on the components of this collection. NIFA has also consulted with stakeholders regarding the usability of the form.

NIFA stakeholders have provided input, which included positive feedback about the ease of filling out and submitting the form. Some stakeholders had questions about the amount of information required to complete the form. NIFA has taken this feedback into consideration, and is not requesting any revisions to the form at this time. The information requested is necessary in order for NIFA to perform the type of risk assessment required by current regulations.

NIFA has consulted with the following people regarding this collection.

Katie Callahan  
Community Outreach and Patient Empowerment Program, Inc.  
[katie@copeprogram.org](mailto:katie@copeprogram.org)

Dana Wetzel  
Mote Marine Laboratory  
[dana@mote.org](mailto:dana@mote.org)

Jessica Borger  
The Food Trust  
[jborker@thefoodtrust.org](mailto:jborker@thefoodtrust.org)

### 9. DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS, OTHER THAN REMUNERATION OF CONTRACTORS OR GRANTEES

The agency does not provide payment or gift to respondents, other than remuneration of contractors or grantees.

### 10. CONFIDENTIALITY PROVIDED TO RESPONDENTS

Forms received are maintained in the Awards Management Branch, Office of Extramural Programs, National Institute of Food and Agriculture, U.S. Department of Agriculture, in accordance with agency responsibilities for maintenance of official records following the provisions of the Privacy Act.

### 11. QUESTIONS OF A SENSITIVE NATURE

Information collected from grantees is not considered sensitive.

12. ESTIMATE OF BURDEN

The estimate of burden was determined through survey responses with applicants. The burden for each component is estimated in the table below and separate by the affected public.

**Estimated Annual Burden**

| <b>Form</b> | <b>Respondents</b> | <b>Number of Responses Per Respondent</b> | <b>Hours per Response</b> | <b>Total Hours</b> |
|-------------|--------------------|---|---------------------------|--------------------|
| NIFA-666    | 150                | 1   | 6.3                       | 945                |

ANNUALIZED COSTS TO RESPONDENTS

|                                 | <b>Hourly Rate</b> | <b>Number of Responses Per Respondent</b> | <b>Hours per Response</b> | <b>Number of Responses</b> | <b>Total Annual Cost</b> |
|---------------------------------|--------------------|---|---------------------------|----------------------------|--------------------------|
| NIFA-666 Administrative Support | \$22.56            | 1   | \$22.56                   | 150                        | \$3,384.00               |
| NIFA-666 Accountant             | \$39.05            | 5.3                                       | \$206.97                  | 150                        | \$31,045.00              |
|                                 |                    |   |                           |                            | \$29,841.00              |

\*Salary estimates were taken from the Department of Labor Employment and Wages, Annual Averages 2021.

13. CAPITAL/STARTUP COSTS

There is no capital/start-up costs.

14. ANNUALIZED COST TO THE FEDERAL GOVERNMENT

Total Cost to Government

|          | <b>Hourly Rate</b> | <b>Hours worked/Response</b> | <b>Cost/Response</b> | <b>Number of Responses</b> | <b>Total Cost to Government</b> |
|----------|--------------------|------------------------------|----------------------|----------------------------|---------------------------------|
| NIFA-666 | GS12/5, \$43.64    | 2                            | \$87.28              | 150                        | \$13,092                        |

Dollar amounts derived from the 2022 Federal Pay Tables for Kansas City-Overland Park-Kansas City, MO-KS. Costs included in the above are used for publishing the form and reviewing the form to determine compliance.

15. REASONS FOR CHANGE IN BURDEN

The burden for this collection remains unchanged.

16. TABULATION, ANALYSIS AND PUBLICATION PLANS

NIFA has no plans to publish information collected. It is used solely to administer the program.

17. SEEKING APPROVAL TO NOT DISPLAY OMB APPROVAL DATE ON FORMS

NIFA is not seeking an exemption to display the dates on the forms.

18. EXCEPTION(S) TO THE CERTIFICATION STATEMENT (19) ON OMB 83-I

NIFA claims no exceptions to the certification statement 19 on OMB 83-I.