



Farm Production  
And Conservation  
(FPAC)

Farm Service  
Agency (FSA)

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DATE: March 21, 2022

TO: Eylse Greenwald  
OMB Desk Officer

THROUGH: Ruth Brown  
USDA Information Collection Officer

FROM: Leslie Deavers  
Acting Director  
Office of Urban Agriculture and  
Innovative Production, NRCS

SUBJECT: Request for Emergency Approval for an Information Collection Package,  
Composting and Food Waste Reduction (CFWR) Cooperative  
Agreements.

The Natural Conservation Resources Service (NRCS) is requesting OMB review and emergency approval of a collection of information for the FY22 Composting and Food Waste Reduction (CFWR) Cooperative Agreement Program. This program, authorized as a pilot project by the Agriculture Improvement Act of 2018 (2018 Farm Bill; Pub L. 115-334), directs the Secretary to carry out pilot projects under which local units of government, schools, and tribal communities enter into cooperative agreements to develop and test strategies for planning and implementing municipal composting plans and food waste reduction plans. In FY20 and FY21, NRCS made 37 awards totaling just over \$3 million to local units of government across the United States. To improve the ability of communities across the United States to implement projects that increase compost, improve soil quality, and reduce food waste, the CFWR program is substantially increasing its public investment via additional funding and awards in FY22.

NRCS could not obtain OMB approval under the normal clearance under the Paperwork Reduction Act (PRA) to initiate the FY22 CFWR proposal process quickly enough to receive, review, and select proposals, and to execute agreements, by the end of FY22 on September 30. Also, this collection of information is needed sooner than the regular time periods of the PRA to spend the CFWR fund by the American Rescue Plan of 2021 (Pub L. 117-2) to assist local units of government, schools, and tribal communities in implementing projects that help their communities generate compost, improve soil quality, and reduce food waste. Information collected under this funding announcement remains the same as that collected under the prior two years' funding announcements.

Applications for the FY22 CFWR program will be accepted between March 31 and June 31, 2022. The Notification of Funding Opportunity (NOFO) will be published in the Federal Register to provide guidance and notify applicants of the sign-up period. Eligibility requirements, program objectives, and application procedures for CFWR are included in the NOFO. An informational webinar will be recorded and posted for applicants. NRCS expects between 300-400 applications under this announcement.

NRCS needs to collect the following information from all applicants:

- Standard Form-424 (SF-424), Application for Federal Assistance (OMB #4040-0020);
- SF-424A, Budget Information for Non-Construction Programs (OMB #4040-0006);
- SF-LLL, Disclosure of Lobbying Activities (OMB #4040-0013); and
- Project Summary (No standard form; narrative determined by applicant).

NRCS needs to collect the following information from some applicants:

- SF-LLL, Disclosure of Lobbying Activities (OMB #4040-0013), required only of the small group of applicants who may be engaging in lobbying activities;
- Negotiated Indirect Cost Rate Agreement (No OMB control number), only for applicants with a NICRA who are requesting reimbursement of indirect costs; or
- De Minimus Rate Agreement (No OMB control number), only for applicants who do not have a NICRA and who are requesting reimbursement of direct costs.

NRCS needs to collect the following information *only* from awardees:

- Annual progress reports – No standard form; required annually of each awardee;
- Form SF425 Federal Financial Report (OMB #4040-0014), required annually of each awardee);
- Form SF270 Request for Advance or Reimbursement (OMB #4040-0012), required quarterly of awardees in support of payment requests); and
- Notification of Award (NRCS-ADS-093), requires awardee signature before agreement is considered final.

We are requesting emergency approval of an information collection package by March 31, 2022, to quickly provide assistance to local governments, schools, and tribal communities that wish to implement CFWR projects.

If there are any questions or concerns, please call Deirdre Holder at (202) 205-5851 or Mary Ann Ball at (202)720-4283.