



**United States  
Department of  
Agriculture**

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, NCRS

**SUBJECT: Request for Emergency Approval for an Information Collection Package—  
Urban Agriculture and Innovative Production (UAIP)**

National Conservation Resource Service (NCRS) is requesting OMB review and emergency approval of a collection for the FY22 Urban Agriculture and Innovative Production (UAIP) Grant Program. This grant program, authorized as a pilot project by the Agriculture Improvement Act of 2018 (2018 Farm Bill, Pub L. 115-334), directs the Secretary to award competitive grants under which the local units of government are awarded funds to support the development of urban agriculture and innovative production, with a focus on food-insecure communities. In FY20 and FY21, NCRS made 31 awards totaling just over \$7.9 million to recipients across the United States. To improve the ability of communities nationwide to implement projects that improve access to local foods in areas where access to fresh, healthy food is limited or unavailable, the UAIP 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 UAIP 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 fund as provided by the American Rescue Plan of 2021 (Pub L. 117-2) to assist local units of government in implementing projects that improve access to local foods in areas where access to fresh, healthy food is limited or unavailable.

Applications for the FY22 UAIP program will be accepted between March 31 and May 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 UAIP are included in the NOFO. An informational webinar will be recorded and posted for applicants. NRCS expects between 400-500 applications under this announcement.

Information collected under this funding announcement remains the same as that

collected under the prior two years' funding announcements.

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;
- SF-425 Federal Financial Report (OMB #4040-0014), required annually of each awardee; or
- SF-270 Request for Advance or Reimbursement (OMB #4040-0012), required quarterly of awardees in support of payment requests;
- 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 25, 2022, to quickly provide assistance to local units of government that wish to implement UAIP projects.

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