

2022 SUPPORTING STATEMENT
for
Local Food for Schools Cooperative Agreement Program (LFS)
OMB No. 0581-0334
(Renewal Request)

NOTE TO REVIEWER:

We are requesting renewal of the Local Food for Schools Cooperative Agreement Program information collection. A burden is being imposed on eligible State governments for the collection of information required under the Local Food for Schools Cooperative Agreement Program (LFS), authorized by section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c(c)). Section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c(c)) authorizes USDA to provide \$200 million in funding State governments to purchase food, as well as to provide guidance, technical assistance, instruction, and monitoring throughout the life cycle of the cooperative agreement.

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 implementation of the LFS Program, which operates pursuant to the authority of section 5(c) of the Commodity Credit Corporation Charter Act (15 U.S.C. 714c).

The LFS program will provide cooperative agreements with state governments to procure local foods (within the state or within 400 miles) targeting purchases from socially disadvantaged farmers/producers and small businesses. This will allow for foods that are unique to their geographic area and meet the needs of the population within their state or territory. Distribution will be made to schools and will improve access to healthy and nutritious food. In addition to increasing local food consumption, funds will help build and expand economic opportunity for local and socially disadvantaged farmers/producers and small businesses.

The Agricultural Marketing Service (AMS), which will administer the LFS program, will publish a Request for Applications (RFA) to establish application requirements, the review and approval process, and cooperative agreement administration procedures. The LFS Program is authorized under section 5(c) of the Commodity Credit Corporation Charter Act (15 U.S.C. 714c). USDA will provide state governments with funding for food purchases as well as guidance, technical assistance, instruction, and monitoring throughout the life cycle of the cooperative agreement. The amount of aid will be up to \$200 million.

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.

LFS Program is voluntary, and respondents will apply for this specific non-competitive cooperative agreement program. In doing so, they provide information as part of the application process and then provide quarterly progress reports and a final report when all funds have been expended. AMS is the primary user of the information.

The information collected is needed to certify that cooperative agreement participants are complying with applicable program regulations and to measure the success of the program., The data collected is the minimum information necessary to effectively carry out the program requirements. The information collection requirements in this request are essential to achieve the goals of the program, to provide the respondents the type of service they request, and for AMS to administer this program.

Most forms to be used for the LFS Program are used by other AMS cooperative agreement programs (approved under Office of Management and Budget (OMB) No. 0581-0240). Additional information collected as part of the application process and quarterly progress reports are specific to this non-competitive cooperative agreement program. These forms may have specific programmatic dates, data elements, and other information required for this specific cooperative agreement program. For these reasons, the formatting of this collection lists forms grouped into two subtitles: 1) Standardized Forms for All AMS Cooperative agreement Programs; and 2) Non-competitive AMS Cooperative Agreement Program: LFS Only.

STANDARDIZED FORMS FOR ALL AMS COOPERATIVE AGREEMENT PROGRAMS

The following forms are used by all AMS cooperative agreement programs (approved under OMB No. 0581-0240) including LFS and the responses and burden for each are entered on the AMS-71 under the subtitle “Standardized Forms for All AMS Cooperative agreement Programs” as one-line entry for LFS only.

- a. **AMS 20-3 Amendment Request** is submitted by cooperative agreement recipients and is required if there is a change in key personnel, scope or objectives of the cooperative agreement, extension of the cooperative 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 cooperative agreement recipient in the AMS General Terms and Conditions. AMS is submitting an example that is representative of what information

is collected by all AMS cooperative agreement programs to process an amendment request.

- b. **SF-424 Application for Federal Assistance (approved under OMB No. 4040-0004)** is completed once when the participants apply for the cooperative agreement 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 EzFedGrants.gov. (Responses and burden will be submitted to OMB No. 4040-0004.)
- c. **SF-270 Request for Advance or Reimbursement (approved under OMB No. 4040-0012)** is completed whenever the recipient requests an advance or reimbursement of cooperative agreement funds. The information will be used by AMS to make and keep track of cooperative agreement 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.)
- d. **AMS-33 Notice of Award and Cooperative Agreement** will be entered into by the recipient and AMS after approval of a cooperative agreement application. The cooperative agreement will be read, and one copy is required to be signed by the cooperative agreement recipient and returned to AMS. This information will be used by AMS to certify that cooperative agreement participants are complying with applicable program regulations. The cooperative 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 cooperative agreement programs use.
- e. **SF-425 Federal Financial Report (approved under OMB No. 4040-0014)** is required within 90 days after the completion of the first, second, and third years of the cooperative agreement period. The information will be used by AMS to determine the financial status of the State's cooperative agreement projects. The information can be obtained electronically and is collected electronically in ezFedGrants. (Responses and burden will be submitted to OMB No. 4040-0014.)
- f. **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 cooperative agreement regulations and administrative requirements including 2 C.F.R. 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 cooperative agreement 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 cooperative agreement programs use.

- g. LFS Request for Applications (RFA) (Reading)** is an announcement and guidance document published by AMS that contains information regarding how to complete a cooperative agreement application package, along with a public notice of funds availability. The Request for Application Announcement and Program Guidelines will be revised 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 cooperative agreement award. Certain sections of these forms are uniform for every cooperative agreement 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 draft LFS RFA as an example that is representative of what this new cooperative agreement program will use.
- h. AMS 20-1** is the agreement between AMS and the state entity and outlines the roles and responsibilities. This agreement is required to be signed by the cooperative agreement recipient and returned to AMS. This information will be used by AMS to certify that cooperative agreement participants are complying with applicable program regulations. The cooperative 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 cooperative agreement programs use.
- i. Recordkeeping** is required by AMS for cooperative agreement recipients and subrecipients to maintain all records pertaining to the cooperative agreement 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 200.333 and the general award terms and conditions, which are published on the AMS website.

LOCAL FOOD FOR SCHOOLS COOPERATIVE AGREEMENT PROGRAM: LFS ONLY (NEW)

The following forms are used by LFS Cooperative Agreements and the responses and burden for each are entered on the AMS-71 under the subtitle “Non-Competitive AMS Cooperative agreement Program: LFS Only” to cover this program.

- j. Final Progress Report (Summary of quarterly Data and Program Outcome Reading)** is submitted annually, no later than 90 calendar days after the performance period expiration date and includes a narrative and the summary of the data from the quarterly progress

reports. The narrative responses will be used to measure the outcome of the program. The goal of this program is to increase purchasing of local and regional foods for distribution to schools by building partnerships with local and regional farmers/producers, small businesses, socially disadvantaged farmers/producers, and underserved communities. A desired outcome of the LFS is that these partnerships continue after the program concludes. This report will use the summary of the data from the quarterly progress reports and a narrative addressing the number of partnerships built through the LFS to partnerships in existence prior to the program, and of those, the percentage that will continue at the conclusion of the program.

- k. **LFS Project Narrative Form** and instructions will be required at time of application submission. It includes a description of the state application granting process to include a plan for conducting a procurement process, conducting outreach, and budget and administration of the anticipated cooperative agreement. The Cooperative Agreement Administration Narrative is completed and submitted along with the application. AMS uses the information in the narrative to confirm that the eligible state governments have submitted all qualifying documentation and information and are capable of carrying out the objectives of the program.
- l. **LFS Quarterly Progress Report Form** must be submitted quarterly by the cooperative agreement recipients to track the progress of an award throughout the performance period. The instructions give step by step guidance on filling out the quarterly reports. The form will be collected to ensure recipients are complying with the goals of the programs and outcomes are being achieved. The data elements that will be collected are listed on the Data Collection – Quarterly Progress Reports and Final Report document.

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.**

The Application for Federal Assistance (Standard form (SF 424) for AMS Cooperative Agreement Programs can be obtained and must be submitted electronically at <http://www.grants.gov>.

AMS cooperative agreement programs integrate ezFedGrants into its processes and procedures. ezFedGrants is USDA's OMB Circular A-123 system of record for processing

Federal financial assistance transactions, which allows AMS Commodity Procurement Program staff and its award recipients to access and manage USDA cooperative agreement agreements online. The system provides significant efficiencies to all users managing cooperative agreement and agreement portfolios.

The Notice of Award and Cooperative Agreement (AMS 33), which requires an original signature, can also be signed and collected in ezFedGrants as well as interim and final performance reports and amendment requests.

AMS posts the majority of forms that applicants and recipients need to apply for, manage and report on cooperative agreement activity on the AMS grants and opportunities website at <https://www.ams.usda.gov/services/grants>. AMS forms applicable to LFS can be obtained on the AMS website and then filled out electronically and submitted by email and/or the ezFedGrants online portal include:

- Request for Applications (RFA);
- AMS General Terms and Conditions;
- Interim Performance Report Template;
- Final Performance Report Template;
- Amendment Request template;
- Cooperative agreement Administration Narrative template; and
- Project Narrative Form template.

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-I), DESCRIBE THE METHODS USED TO MINIMIZE BURDEN.

The eligible entities for LFS are state governments. The act of collection of information will not have an adverse impact on small businesses or other small entities. Providing for electronic submission of cooperative agreement applications will simplify and lessen the burden on applicant's resources because they will no longer need to duplicate and submit paper applications. In addition, the information, voluntarily collected from each cooperative agreement applicant may help provide cooperative agreement funds to food insecure communities.

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.

LFS's purpose is to provide cooperative agreements to state governments. State governments will have to apply to be eligible to receive cooperative agreement funds for that fiscal year. Without this collection of information, AMS would not be able to review applications, award cooperative agreement funds to eligible entities, reimburse costs, or monitor cooperative agreement compliance with regulations and administrative 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, COOPERATIVE AGREEMENT-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 STATUE 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 renewal from OMB for this new collection. A 60-day Federal Register Notice for public comment was published in the Federal Register on 16 February 2022, VOL. 87, FR 8773. No comments have been received.

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.

Staff from the Commodity Procurement Program will hold recurring telephone conversations with eligible State agency representatives to seek consultation related to the LFS. In addition, staff will discuss issues informally at meetings and in telephone conversations with applicants prior to the application deadline and with cooperative agreement recipients as they carry out their projects.

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 GRANTEES.

No payments or gifts are provided to respondents for simply filling out the form. Payment will be made in the form of a grant if the project is approved.

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

LFS 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 ATTITUTDES, 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 will have up to 50 respondents (50 state governments) participating. Each participant will have 2.5 responses totaling up to 650 responses annually. We expect one complete application per respondent. Each complete application packet will contain 12 forms. There will be 3,154 total hours for reporting and recordkeeping. Of the 3,154 total hours for record keeping and reporting, 2,225 hours will be for the LFS specific materials and 929 hours are for the forms required for all AMS grant programs. With this being a new cooperative agreement program, the number of responses was calculated based on the standardized requirements that are either read or submitted for all AMS cooperative agreement Programs (RFA, SF-424, AMS 33, Terms and Conditions, amendments, and reporting), while also considering the specifics of LFS. 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 LFS is \$170,000.

This total has been estimated by multiplying 3,154 total burden hours by \$53.88, an average of mean hourly earnings by full time state and local government management analyst employees (13-1111) (average \$33.41 per hour) plus cost for benefits (average \$20.47 per hour). Data for computation of this hourly wage were obtained from the U.S. Department of Labor Statistic's publication Occupational Employment Statistics' Occupational Employment and Wages, published May 2021. This publication can be found at the following website: <http://www.bls.gov/oes/current/oes131111.htm>.

Data for computation of state and local government workers benefit costs were obtained from the U.S. Department of Labor Statistic's Employer Costs for Employee Compensation – March 2021 News Release, published June 2021. This publication can be found at the following link: <https://www.bls.gov/news.release/pdf/ecec.pdf>

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 THEROF, 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 PRIVED 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 LFS

Salaries/Benefits and Compensation/Awards	\$910,095
Travel	134,000
Contracts/Services	-
Printing/Copying/Mailing	-
Rent/Communication/Utilities	-
Supplies/Equipment	-
Total	\$1,044,095

The estimated annual cost currently to operate LFS is \$1,044,095 per year. The LFS program currently consists of one GS-13 Team Lead who are responsible for overseeing all aspects of the cooperative agreement program and eight GS-12 Specialists who are responsible for working with cooperative agreement recipients from pre-award to closeout.

Cooperative agreement program oversight and policy management is provided by one GS-14 Branch Chief.

The travel budget is for the employees to attend appropriate conferences and conduct site visits to projects.

The remaining line items are for administrative expenses and overhead.

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 collection mandated by Section 5(c) of the Commodity Credit Corporation Charter Act (15 U.S.C. 714c).

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.