

To: Jay Variyam  
Director, Food Economics Division, USDA

From: [Name]  
[Senior Official Title]  
[Institution]

Subject: Request for Amended Portal Application between the Economic Research Service, USDA (ERS) and [Institution name] regarding the designation of [institution] staff as agents to perform economic research using FoodAPS data.

I hereby request an amendment to the current portal application [tracking #] that allows us to access and analyze the agreed upon FoodAPS data sets signed [date of signed agreement].

[Include a summary of the requested change]

Except as herein amended, all other terms and conditions of the agreement will remain in full force and effect.

[Title/Institution]

[Senior Official name]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Director, Food Economics Division, USDA

Jay Variyam

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws. Response is voluntary.

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 number is 0536-xxxx. The time required to complete this information collection is estimated to average 60 minutes per project (optional form - estimated 5% of projects), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information