

Request for Approval under the “Generic Clearance for the Collection of Solution for Funding Opportunity Announcement”

TITLE: Food Infrastructure Improvement Program (FIIP)/ CFSI (final name pending)

USDA Agency: Agricultural Marketing Service (AMS)

Alignment with Information Collection Package: (Check one)

One-Time Pilot Program.

One-Time Funding Announcement of New Program.

Purpose: USDA is required by 2 CFR 200.204 to announce discretionary grants and cooperative agreements and other financial assistance programs through public announcement. This includes announcements for pilot programs and **one-time funding programs**. A variety of public-facing documents are used to meet this requirement, including the Request for Applications (RFAs), Grants.gov announcements, and Notice of Award and Grant Agreement.

The Food Infrastructure Improvement Program was authorized by Section 1001 of the American Rescue Plan (ARP) Act of 2021 (Pub. L. No. 117-2), which assists U.S. states and territories to build resilience in the middle of the supply chain and strengthen local and regional food systems. **This cooperative agreement program will only be available as a one-time opportunity for eligible recipients due to limited fund availability.**

If successfully selected for an FIIP/CFSI award, respondents are not expected to spend more than 32.22 hours completing the information required. Grant applicants are required to submit their information via Grants.gov. Information collected as part of this one-time grant program, outlined in the RFA, includes the grant narrative (application) and standardized Federal forms (for which information is collected through Grants.gov). Once grant recipients are determined, AMS uses the award agreement form as its Notice of Award and Grant Agreement (NOA) as the binding contract with the Federal award recipient. The NOA outlines additional post-award requirements by which award recipients must comply, including Terms and Conditions, Administrative and National Policy Requirements (2 CFR 200.300), performance and financial reporting (AMS requires annual reporting in alignment with 2 CFR 200.329), and final close-out reporting requirements. Burden for each form is outlined below and the forms are attached for reference, and AMS staff is available to assist applicants and recipients if they have questions pertaining to the required information.

Announcement Dates: Late April

Type of Collection: (Check one)

Grant.

Cooperative agreement.

Other: _____

How will information collected be submitted to the agency?

Grants.gov

Other: _____

Does the agency need to collect information, such as progress reports, beyond the expiration of this generic ICR (November 2025)? If so, will the agency be submitting a regular ICR package?

Yes. Any new forms will be merged into our previously approved ICR package (0581-0240).

No.

Announcement:

Notice of Funding of Opportunity (NOFO)

Grants.gov Announcement

Funding Opportunity Announcement (FOA)

Request for Application (RFA)

Notice of Funding of Announcement (NOFA) (Announced in the Federal Register)

Notice of Solicitation of Application (NOSA)

Notice of Awards

Other Funding Announcement Types: _____

Is the agency asking any questions of a sensitive nature? If yes, provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. Include the reasons justifying 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.

Yes. No.

If yes, additional info: N/A

Certification:

I certify this grant or cooperative agreement to be true:

Yes. No.

Burden Hours, Formats, and Reporting

Brief description of information being collected (project summary, NOA, etc.)	Form number	Number of Respondents	Number of Responses per Respondent	Total Annual Responses	Burden hours per responses
Request for Applications (RFA) (<i>Reading</i>)	None	56	1	56	4
Project Narrative Application Template	0581-0324	56	1	56	2.1
Notice of Award and Grant Agreement (<i>Reading</i>)	0581-0240	56	1	56	0.5833
Project Beneficiaries Questionnaire	0581-0240	56	1	56	0.3333
Accounting System and Financial Capability Questionnaire	0581-0240	56	1	56	0.3333
Suspension, Disbarment and Voluntary Exclusion Lower Tier Covered Transactions USDA AD 1048	0505-0027	56	1	56	0.3333
Amendment Request	0581-0240	56	2	56	1
Interim Performance Report Template	0581-0240	56	2	56	4
Final Performance Report Template	0581-0240	56	1	56	4
State Application	None	56	1	56	2.1
TOTAL		560	12	560	18.7832

COMMON FORMS					
Application for Federal Assistance SF 424	4040-0004	56	1	56	1.1
Request for Advance or Reimbursement SF-270	4040-0012	56	12	672	1
Federal Financial Report SF-425	4040-0014	56	2	112	1
Tangible Personal Property Report Disposition Request SF-428c	4040-0018	56	1	56	1
Tangible Personal Property Final Report SF-428b	4040-0018	56	1	56	1
Budget document non-Construction 424a	4040-0008	56	1	56	2
Project Abstract Summary	4040-0019	56	1	56	0.3333
Budget document Construction SF-424d	4040-0009	56	1	56	2
Budget document - 424b	4040-0004	56	1	56	2
CCC 860	0560 - 0297	56	1	56	2

TOTAL:		560	22	1232	13.4333
GRAND TOTAL:		1120	34	1792	32.22