

Date: [today's date]

From: [name and title of senior person from institution]

Subject: Extension of Memorandum of Understanding providing access to FoodAPS restricted use data

To: Administrator, Economic Research Service, United States Department of Agriculture (ERS/USDA)

Our current Memorandum of Understanding expires [date of signature]. I would like to request a one-year extension to the current agreement that allows us to access and analyze the agreed upon FoodAPS data sets. This will enable us to complete the work described in the original Project Agreement dated [date of signed Project Agreement].

As part of the Memorandum of Understanding extension, all participants in the Project Agreement will review the ERS confidentiality training materials and sign non-disclosure agreements.

Sincerely,

[Senior Official title and Institution]

[senior official name]

Print name

Signature

Date

**This request for extension to the Memorandum of Understanding has been reviewed and the response to the request is indicated below.**

Administrator, Economic Research Service, USDA

Spiro Stefanou \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Attachment:

1. Original Memorandum of Understanding
2. Original Project Agreement or Portal Application

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.