

Attachment D Burden Chart
OMB Control # 0584-0067 7 CFR Part 235, State Administrative Expense Funds Regulations

Recordkeeping										
				A	B	C = (A*B)	D	E = (C*D)	F	G = E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hours	Total Difference
SAE	235.7(a)	SA maintains current accounting records of expenditure of SAE funds which adequately identify fund authorizations, obligations, unobligated balances, assets, liabilities, outlay, and income. (Includes funds carried over into subsequent FY.)	FNS-777 and FNS-525	83	26	2,158	2	4,316	4,316	-
				23	26	598	2	1,196	1,196	-
				67	1	67	2	134	134	-
SAE	235.9(c)(d)	SA procurement and property management standards procedures.		83	1	83	3	249	249	-
SAE	235.11(a)	SA documents expenditures of funds from State sources in any fiscal year for the administration of CNP is not less than that expended or obligated in FY 1977	FNS-777	54	4	216	0.25	54	54	-
						-		-		-
						-		-		-
State Agency Level Total				83	37.61	3,122	1.91	5,949	5,949	-

Program Rule	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hours	Total Difference
SAE	83	37.6	3,122	1.9	5,949	5,949	-
0	-	-	-	-	-	-	-
0	-	-	-	-	-	-	-

Reporting													
				A	B	C = (A*B)	D	E= (C*D)	F				G=E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute: Public Law 89-642 The Child Nutrition Act of 1966	Due to Program Change	Due to an Adjustment	Total Difference
State Agency Level													
SAE	235.5(b)&(c)	SA submits base SAE Plan (and amendments)		83	0.361	30	8	240	240			(0)	(0)
SAE	235.5(d)	SA submits SAE Funds Reallocation Report annually	FNS-525	23	1	23	2	46	276			(230)	(230)
SAE				60	1	60	0.25	15	30			(15)	(15)
SAE	235.7(b)	SA submits information on SFAs participating in NSLP or CSP		56	1	56	1	56	56			-	-
						-		-				-	-
						-		-				-	-
						-		-				-	-
						-		-				-	-
State Agency Level Total				83	2	169	2.1	357	602	-	-	(245)	(245)

Program Rule	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute: Public Law 89-642 The Child Nutrition Act of 1966	Due to Program Change	Due to an Adjustment	Total Difference
SAE	83	2.0	169.0	2.1	357.0	602.0	-	-		(245.0)
0	-	-	-	-	-	-				-
0	-	-	-	-	-	-				-
0	-	-	-	-	-	-				-

SUMMARY OF BURDEN (RECORDKEEPING & REPORTING)	
TOTAL NO. RESPONDENTS	83
AVERAGE NO. RESPONSES PER RESPONDENT	39.651
TOTAL ANNUAL RESPONSES	3,291
AVERAGE HOURS PER RESPONSE	1.916
PROPOSED TOTAL BURDEN HOURS FOR PART 235	6,306
CURRENT OMB INVENTORY FOR PART 235	6,551
DIFFERENCE (NEW BURDEN REQUESTED WITH ADJUSTMENTS)	-245

OMB Control #0584-0067 - Burden Summary - 7 CFR Part 235, State Administrative Expense Funds Regulations Form Numbers FNS-525, FNS-777					
	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. Dx E)
Recordkeeping					
State Agency Level	83	37.614	3,122	1.906	5,949
Recordkeeping Total	83	37.614	3,122	1.906	5,949
Reporting					
State Agency Level	83	2.036	169	2.112	357
Reporting Total	83	2.036	169	2.112	357
TOTAL BURDEN FOR PART 235	83	39.651	3,291	1.916	6,306

Date	User Initials	Comments
8/11/11	SW	This is a draft of the SAE Burden doc using the redesigned template
8/16/11	BB	Reviewed data and functionality with Susan ...
11/13/15	BB	Initiated renewal collection package
11/19/15	bb	Not every SA submits SAE Plan unless substantive changes or reallocation requested.
11/19/15	bb	# of SAs administering CN programs decreased from 87 to 84 CT, VT, and NV each have one less state agency)
1/22/16	SW	Revise FNS-74 Federal-State Agreement
11/23/18	SW	Revise duration language of FNS-74 and remove 19 hours reporting burden since not annual (less than 9 if any revisions to the FSA)
11/23/18	SW	Remove 6 hours of recordkeeping burden that is already included in the FNS-777 recordkeeping burden