SUPPORTING STATEMENT - PART A for

OMB Control Number 0560-0026:

Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent

Jody Kenworthy

Agriculture Program Specialist

USDA, Farm Service Agency

1400 Independence Ave., SW

Washington, D.C. 20250

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A1. Circumstances that make the collection of information necessary.

Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

FSA is requesting a reinstatement with change of a previously approved collection. Collection of this information is authorized by 7 U.S.C. 1385 and 7 U.S.C. 8786 and described in the regulation of 7 CFR 707.7. It is necessary to collect the information recorded on FSA-325 in order to determine whether representatives or survivors of a person are entitled to receive payments earned by a person who dies, disappears, or is declared incompetent before receiving the payments due. A large number of FSA payments are paid to persons after the payment has been earned, entitling the survivors of person who die, disappear, or are declared incompetent to have possible rights to the existing payments. This form will assist FSA in determining if the survivors have rights to the unpaid portions of the person's payments.

A2. Purpose and Use of the Information.

Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate how the agency has actually used the information received from the current collection.

The affected public for this collection is individuals/households, business or other for-profits, and farm. The FSA-325 form can be prepared by FSA county office personnel, with the representative(s) or survivor(s) providing the required information or by the representative(s) or survivor(s) electronically. The form is available in electronic format through the FSA website or in hard copy at the FSA county office. This information is maintained in paper format and used by FSA county office employees to document and determine eligibility for representatives or survivors to receive payment of amounts due to persons who have died, disappeared, or have been declared incompetent. Survivors must show proof of death, disappearance, or incompetency. On page 3 of the FSA-325, under the instructions for "Part B," the handbook reference was changed from 7-AO to 1-CM. This update was made to reference the current handbook that contains the policy cited in the instructions, used by federal staff. The handbook previously referenced is obsolete.

A3. Use of information technology and burden reduction.

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.

FSA makes every effort to comply with the E-Government Act, 2002 (E-Gov) and to provide for alternative submission of information collections. Form FSA-325 and the instructions for completing the form are available through the USDA e-Forms website, https://forms.sc.egov.usda.gov/eForms/searchAction.do. Though no official survey has been conducted on electronic usage of this form, it is envisioned that 50% of the total respondents will retrieve and submit this form electronically. This percentage is based upon the preference for some applicants to discuss proper completion of the form and additional supporting documentation with FSA county office staff in person. The form and additional supporting documentation can be discussed, completed, and submitted electronically. There is no requirement for an applicant to physically go to the FSA county office to complete the form. FSA is requesting approval to use FSA-325 in hard copy and electronic formats.

A4. Efforts to identify duplication.

Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Question 2.

There is no similar data collection available. Every effort has been made to avoid duplication. The agency has reviewed USDA reporting requirements, state administrative agency reporting requirements, and special studies by other government and private agencies. The information collected on FSA-325 is not currently available from any other source. FSA solely manages issuance for the FSA-325 to ensure integrity. The information required for data collection is not currently reported to any other agency on a regular basis in a standardized form.

A5. Impacts on small businesses or other small entities.

If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.

The information collected does not adversely impact small businesses or other small entities. The information requested is the minimum amount required to meet program requirements. There are 15% small businesses or entities.

A6. Consequences of collecting the information less frequently.

Describe the consequence to 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.

This information collection is voluntary and is an ongoing information collection request. The information is collected only when a person who is entitled to a program payment dies, disappears, or is declared incompetent before receiving such payment. There are no consequences to Federal program or policy activities if the information were collected less frequently: however, if FSA-325 is not filed, payments earned will not be paid.

A7. Special circumstances relating to the Guidelines of 5 CFR 1320.5.

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;**
  There are no special circumstances for FSA to conduct the collection of information.

- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
  There are no special circumstances for FSA to conduct the collection of information.

- **Requiring respondents to submit more than an original and two copies of any document;**
  There are no special circumstances for FSA to conduct the collection of information.

- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
  There are no special circumstances for FSA to conduct the collection of information.

- **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;**
  There are no special circumstances for FSA to conduct the collection of information.

- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
  There are no special circumstances for FSA to conduct the collection of information.

- **That includes a pledge of confidentiality that is not supported by authority established in statute 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**
  There are no special circumstances for FSA to conduct the collection of information.

- **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.**
  There are no special circumstances for FSA to conduct the collection of information.

A8. Comments to the Federal Register Notice and efforts for consultation.

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.

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.

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 years. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

A 60-day notice for public comment was published in the Federal Register on April 14, 2026 at FR citation 91 FR 19096. No Comments/Comments were received.

Lew J. suggested edits that would clarify possible confusion for someone completing the FSA-325 in his comments. FSA agrees that the form needs to be updated to better explain specific requirements and will work on completing a new FSA-325 soon. The other individuals had no comments.

The following individuals were consulted regarding this information collection

1. Paul G. - lgoering@umd.edu
2. Lew J. - lewjenkinsz21@gmail.com
3. Amy M. - lamymitchell@gmail.com

A9. Explain any decisions to provide any payment or gift to respondents.

Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

There are no payments or gifts provided to respondents.

A10. Assurances of confidentiality provided to respondents.

Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

There is no specific confidentiality concerns associated with this information collections. Information collected on the FSA-325 is protected under the Privacy Act of 1974 (5 U.S.C. § 552a) and is the USD/FSA-2 Farm Records File (Automated) SORN, published on March 14, 2012 at 77 FR 15026. Section 1619 of the Food Conservation, and Energy Act of 2008 (7 U.S.C. §8791) further restricts disclosure of producer and agricultural information.

Information is handled in accordance with FSA procedures and OMB Circular A-130, and may be shared with authorized entities as permitted by law and routine uses. Any disclosure of FOIA is reviewed to ensure protected information is withheld.

This package was reviewed and approved by FPAC Assistant Privacy Officer, Samantha Jones, on April 7, 2026.

A11. Justification for any questions of a sensitive nature.

Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification 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.

Data collected is not considered sensitive in nature.

A12. Estimates of the hour burden of the collection of information.

Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

A. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. 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 FSA-325 is only prepared when a representative or survivor of a person who has died, disappeared, or declared incompetent, submits a request for payments earned by the person.
Estimated Number of Respondents: 2,000.
Individuals/Households: 1,750
Businesses or Farms: 250
Estimated Annual Number of Responses per Respondent: 1.
Estimated Total Annual of Responses: 2,000.
Estimated Average Time per Responses: 0.50 hours.
Estimated Total Annual Burden on Respondents: 1,000.

There is no third-party disclosure burden associated with this information collection request.

B. 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 costs in providing the information is $60,630. This total was estimated by multiplying the estimate of 1,000 hours burden hours incurred by producers and handlers by $46.75, the average hourly rate for farmers, ranchers, and other agricultural managers (Bureau of Labor Statistics; Occupational Employment and Wage Statistics, May 2024). Fringe benefits for all private industry workers are an additional 29.7 percent, or $13.88, resulting in a total of $60.63 per hour. The estimated cost is $60,630 ($60.63 x 1,000 burden hours).

A13. Estimates of other total annual cost burden.

Provide estimates 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 questions 12 and 14). The cost estimates 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.

There are no capital, startup, or ongoing operation or maintenance costs associated with this information collection to respondents or record-keepers.

A14. Provide estimates of annualized cost to the Federal government.

Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.

The total annualized cost to the Federal Government is $66,740 ($33.37 x 2,000 responses x 1 hour).

The estimated FSA county employee cost per response is equal to 1 hour for reviewing the FSA-325, verifying the information provided, and adding the information into software, multiplied by $25.47 (estimated county employee average hourly wage; based on 2026 General Schedule, Grade 7, Step 8). Fringe benefits for all government workers are an additional 31 percent, or $7.90, resulting in a total of $33.37 per hour.

A15. Explanation of program changes or adjustments.

Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

The agency is requesting a reinstatement with change of a previously approved information collection. Although this submission is categorized as a change request, there are no revisions to the burden hours or burden estimates. The system is currently flagging the unchanged burden hours as a PRA violation; however, no actual changes affecting burden have been made.

A16. Plans for tabulation, and publication and project time schedule.

For collections of information whose results are planned to be published, outline plans for tabulation and publication.

The information collected is not intended for publication.

A17. Displaying the OMB Approval Expiration Date.

If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

FSA will include both the OMB Control Number and the expiration date.

A18. Exceptions to the certification statement identified in Item 19.

Explain each exception to the certification statement identified in Item 19 of the OMB 83-I" Certification for Paperwork Reduction Act."

FSA certified that the collection of information encompassed by this request complies with 5 CFR 1320.9 and the related provisions of 5 CFR 1320.8(b)(3).