



DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection Activities: Proposed Collection; Comment Request:

Uniform Grant Application Package for Discretionary Grant Programs

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this revised information collection. This is a revision of a currently approved collection.

The purpose of the Uniform Grant Application Package for Discretionary Grant Programs is to provide a standardized format for the development of all Requests for Applications for discretionary grant programs released by the Food and Nutrition Service (FNS) Agency and to allow for a more expeditious OMB clearance process. This revision also addresses additional information to be collected for some grant programs as supplemental information beyond the Uniform Grant Application. This notice provides 60-day notice to the public that State Plan information will be submitted in association with this information collection, and program-specific supplemental forms will be used as discussed in this notice.

DATES: Written comments must be received on or before (insert date that is 60 days after publication in the Federal Register).

ADDRESSES: Comments may be sent to: Comments may also be submitted via email to greg.walton@usda.gov. Comments may also be send to the Grants Management Operations Branch, U.S. Department of Agriculture, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314.

Comments will be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of this information collection should be directed to Andrea Lane at andrea.lane2@usda.gov, 703 305-2807.

SUPPLEMENTARY INFORMATION: Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Title: Uniform Grant Application Package for Discretionary Grant Programs

Form Number: SF-424 Form, SF-LLL, FNS-887, FNS-906, FNS-908

OMB Number: 0584-0512

Expiration Date: July 31, 2025

Type of Request: Revision of a currently approved collection

Abstract: FNS has a number of discretionary grant programs. (Consistent with the definition in 2 CFR Part 200, the term “grant” as used in this notice includes cooperative agreements.) The authorities for these grants vary and will be cited as part of each grant application solicitation.

The purpose of the revision to the currently approved collection for the Uniform Grant Application Package for Discretionary Grant Programs is to continue the authority for the established uniform grant application package and to update the number of collection burden hours, accounting for noncompetitive grants issued by FNS into this information collection request package. FNS is revising the uniform collection package to allow and account for all of FNS' competitive and noncompetitive discretionary grant programs to collect information from grant applicants that are needed to evaluate and rank applicants and protect the integrity of the grantee selection process. This revision also encompasses the submittal of associated State Plan information and the use of program-specific forms, including but not limited to, Form FNS-887 Farm to School Coversheet. Under certain criteria, all FNS discretionary grant programs will be eligible to use the uniform grant application package. Before soliciting applications for a competitive or noncompetitive discretionary grant program, FNS will decide whether the uniform grant application package will meet the needs of that grant program. If FNS decides to use the uniform grant application package, FNS will note in the grant solicitation that applicants must use the uniform grant application package, and that the information collection has already been approved by OMB. If FNS decides not to use the uniform grant application package or determines that it needs grant applicants to provide additional information not contained in the uniform package, then FNS will publish at least a 30-day notice soliciting comments on its proposal to collect different or additional information before making the grant solicitation, if not already discussed in this notice. This notice discusses and gives 60-day notice to the public that State Plan information will be collected in association with grants covered by this information collection and program-specific supplemental forms will also be used, including but not limited to, Form FNS-887 Farm to School Coversheet. State Plans can discuss a wide range of information associated with the use of grant funds including, but not limited to, the goals of the project, the implementation plan, associated schedule for implementation and expected and actual results. Applicants complete Form FNS-887, Farm to School Coversheet, when applying

for a farm to school grant.

The uniform grant application package will include: General information and instructions; a checklist; a requirement for the program narrative statement describing how the grant goals and objectives will be reached; the Standard Form (SF) 424 series forms (SF-424, SF-424A, and SF-424B) that request basic grant project information, budget information, and a disclosure of lobbying activities certification (SF-LLL); the Grant Program Accounting System & Financial Capability Questionnaire (FNS-906); and the Standardized Performance Progress Report (FNS-908). The revised information collection covered by this notice is related to the requirements for the program narrative statement. The requirements for the program narrative statement described in 2 CFR Part 200, Appendix I and will apply to all types of grantees – State and Local governments, Indian Tribal organizations (ITOs), Business such as Non-Profit organizations, Institutions of Higher Education, and For-Profit organizations. The information collection burden related to the SF-424 series, and the lobbying certification forms have been separately approved by OMB under OMB Control Numbers: 4040-0020 February 28, 2026.

This collection also encompasses requirements for States to prepare and submit State Plans as part of, or in follow-up to, the application process for grants covered under OMB number 0584-0512, as well as the use of program-specific forms including, but not limited to Form FNS-887 Farm to School Coversheet. This collection has two different affected publics: State, Local & Tribal government as well as Business-for-profit and not-for-profit organizations. The respondent type for Business are usually Institutes of Higher Education, Colleges and Universities, or non-profit organizations.

FNS is requesting 4,153 total respondents (3,573 for SLT and 580 for Business'), we are also seeking 351,595 total annual burden hours and 135,077 total annual responses and since generic clearance are granted three years of burden upfront, this renewal is requesting 1,054,785 burden hours and 405,231 annual responses for next three years. This includes 454,935 total burden

hours for reporting and 3,645 total burden hours for recordkeeping.

The estimates below are for pre- and post-award reporting and post-award recordkeeping for competitive and non-competitive grant opportunities for State, Local or Tribal government (known as Indian Tribal Organizations or ITOs). Below are the breakdowns for each affected public, for each type of grants available (competitive and non-competitive) for the reporting and recordkeeping burden activities involved before and then after grants are awarded to these affected publics.

Reporting – (Competitive) Pre Award:

Affected Public (Competitive): State and Local governments, Indian Tribal Organizations (ITOs)

Estimated Number of Respondents: 2,123

Estimated Number of Responses per Respondent: 8

Estimated Total Annual Responses: 16,984

Estimated Average Hours per Response: 5.90149552

Estimated Total Annual Reporting Burden Hours: 100,231

Reporting – (Competitive) Post Award:

Affected Public: State and Local governments, Indian Tribal Organizations (ITOs)

Estimated Number of Respondents: 1,616

Estimated Number of Responses per Respondent: 5

Estimated Total Annual Responses: 8,080

Estimated Average Hours per Response: 5.59504950

Estimated Total Annual Reporting Burden Hours: 45,208

Recordkeeping –Post Award Only:

Affected Public (Competitive): State and Local governments, Indian Tribal Organizations (ITOs)

Estimated Number of Recordkeepers: 1,616

Estimated Number of Responses per Respondent: 9

Estimated Total Annual Responses: 14,544

Estimated Average Hours per Response: 0.02502750

Estimated Annual Hours per Recordkeeper: 364

Reporting – (Competitive) Pre Award:

Affected Public (Competitive): Business - Non-Profit organizations, Institutions of Higher Education, and For-Profit organizations.

Estimated Number of Respondents: 510

Estimated Number of Responses per Respondent: 9

Estimated Total Annual Responses: 4,590

Estimated Average Hours per Response: 6.08061002

Estimated Total Annual Reporting Burden Hours: 27,910

Reporting - Post Award:

Affected Public (Competitive): Business - Non-Profit organizations, Institutions of Higher Education, and For-Profit organizations.

Estimated Number of Respondents: 186

Estimated Number of Responses per Respondent: 5

Estimated Total Annual Responses: 930

Estimated Average Hours per Response: 6.01827956

Estimated Total Annual Reporting Burden Hours: 5,597

Recordkeeping –Post Award:

Affected Public (Competitive): Business Non-Profit organizations, Institutions of Higher Education, and For-Profit organizations.

Estimated Number of Recordkeepers: 186

Estimated Number of Responses per Respondent: 9

Estimated Total Annual Responses: 1,674

Estimate Average Hours per Response: 0.0250896

Estimated Annual Hours per Recordkeeper: 42

Reporting – (Noncompetitive) Pre-Award:

Affected Public (Noncompetitive): State and Local governments, Indian Tribal Organizations (ITOs)

Estimated Number of Respondents: 1,450

Estimated Number of Responses per Respondent: 8

Estimated Total Annual Responses: 11,600

Estimated Average Hours per Response: 5.96577586

Estimated Total Annual Reporting Burden Hours: 69,203

Reporting – Post Award:

Affected Public (Noncompetitive): State and Local governments, Indian Tribal Organizations (ITOs)

Estimated Number of Respondents: 1,416

Estimated Number of Responses per respondent: 5

Estimated Total Annual Responses: 7,080

Estimate Average Hours per Response: 5.6

Estimated Total Annual Burden Reporting Hours: 39,648

Recordkeeping – Post Award:

Affected Public (Noncompetitive): State and Local governments, Indian Tribal Organizations (ITOs)

Estimated Number of Respondents: 1,416

Estimated Number of Responses per respondent: 9

Estimated Total Annual Responses: 12,744

Estimate Average Hours per Response: 0.02510985

Estimated Total Annual Burden Reporting Hours 320

Reporting – (Noncompetitive) Pre-Award:

Affected Public (Noncompetitive): Business Non-Profit organizations, Institutions of Higher Education, and For-Profit organizations.

Estimated Number of Respondents: 70

Estimated Number of Responses per Respondent: 9

Estimated Total Annual Responses: 630

Estimated Average Hours per Response: 5.2888888

Estimated Total Annual Reporting Burden Hours: 3,332

Reporting – Post Award:

Affected Public (Noncompetitive): Business Non-Profit organizations, Institutions of Higher Education, and For-Profit organizations.

Estimated Number of Respondents: 2,184

Estimated Number of Responses per respondent: 5

Estimated Total Annual Responses: 10,920

Estimate Average Hours per Response: 5.6

Estimated Total Annual Burden Reporting Hours: 61,152

Recordkeeping – Post Award:

Affected Public (Noncompetitive): Business Non-Profit organizations, Institutions of Higher Education, and For-Profit organizations.

Estimated Number of Respondents: 2,184

Estimated Number of Responses per respondent: 9

Estimated Total Annual Responses: 19,656

Estimate Average Hours per Response: 0.02497964

Estimated Total Annual Burden Reporting Hours: 491

			Estimated No. of Annual Respondents (Applicants)	Total Estimated Pre Award Burden Hours	SLT; 9 per business IC)	Reporting FORMS burden (~4.667/4.917hours TIME per grantee)		Post Award FORMS	Reporting burden (14 hours TIME per grantee)		Record- keeping Responses (9 per grantee)	Record- keeping burden (~.2 hours per grantee)	Total Reporting Burden Hours (Pre & Post Award)		Grand Total Burden Hours (Reporting & Record- keeping)
Appendix	Grant	Affected Public						Responses (5 per grantee)		Post Award Hours				Total Responses	
COMPETITIVE GRANT OPPORTUNITIES															
Subtotal for Competitive State,															
Local & Tribal Government Agencies			2,123	90,276	16,984	9,955	100,231	8,080	22,624	45,248	14,544	364	145,479	48,205	145,842
COMPETITIVE BUSINESS GRANT OPPORTUNITIES															
Sub total for Competitive Business Grant Opportunities			510	25,403	4,590	2,508	27,910	930	2,604	5,597	1674	42	33,507	8,448	33,549
NONCOMPETITIVE GRANT OPPORTUNITIES															
Subtotal for Noncompetitive State, Local & Tribal			1,450	62,436	11,600	6,767	69,203	7,080	19,824	39,648	12,744	319	108,125	73,766	108,442
NONCOMPETITIVE BUSINESS GRANT OPPORTUNITIES															
Subtotal for Non Competitive Businesses			70	2,988	630	344	3,332	10920	30,576	61,152	19,656	491	64,484	40,012	64,976
Grand Total SLT & Bus (competitive and non competitive)			4,153	181,103	33,804	19,574	200,677	27,010	75,628	151,645	48,618	1,215	351,595	170,431	352,809
Sub breakout by business															
Sub total for Competitive Business Grant Opportunities			510	25403	4590	2508	27910	930	2604	5597	1674	42	33507	8448	33549
Subtotal for Non Competitive Businesses			70	2988	630	344	3332	10920	30576	61152	19656	491	64484	40012	64976
Total Business			580	28391	5220	2852	31242	11850	33180	66749	21330	533	97991	48460	98525
Non Business:															

James C. Miller,

Administrator.

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