

SUPPORTING STATEMENT - PART A for

OMB Control Number 0584-0683

**Supplemental Nutrition Assistance Program Education and
Obesity Prevention Grant (SNAP-Ed) State Plan and Report System**

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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.

This is a revision of a currently approved information collection. This information collection updates existing reporting and recordkeeping requirements under the Supplemental Nutrition Assistance Program Education and Obesity Prevention Grant Program (SNAP-Ed), a program established by Public Law 85-525, Section 28 of the Food and Nutrition Act of 2008, as amended (7 U.S.C. 2036a, see Appendix A) and administered by the U.S. Department of Agriculture's (USDA's) Food and Nutrition Service (FNS).

Section 28(c)(2) of the Food and Nutrition Act of 2008, as amended (the Act), requires States seeking SNAP-Ed funds to submit a Nutrition Education Plan (SNAP-Ed State Plan) to USDA for approval by August 15 of each year, pursuant to 7 CFR 272.2(d)(2) (Appendix B). A SNAP-Ed State Plan must (1) identify the uses of the funding for local projects; (2) ensure that the interventions are appropriate for eligible individuals who are members of low-income populations; (3) describe how the State agency will use an electronic reporting system to measure and evaluate the projects and account for allowable State agency administrative costs; and (4) conform to standards established by USDA through regulations, guidance or grant award documents. Section 28(c)(8) of the Act requires States receiving SNAP-Ed grant funds to submit to USDA an annual report (SNAP-Ed Annual Report) to USDA by January 31 of each year, pursuant to 7 CFR 272.2(d)(2). The report must detail (1) the use of funds on the State agency's program; (2) a description of each project carried out by the State agency (including target population, interventions, educational materials used, key performance indicators used, and

evaluations made); (3) a comprehensive analysis of the impacts and outcomes of the project (including completed multiyear projects); and (4) the status of any ongoing multiyear project (7 U.S.C. 2036a(c)(8)).

Section 28(c)(2)(B)(iii) of the Act requires States to use an electronic reporting system to measure and evaluate projects and account for the allowable State agency administrative costs. Section 28(c)(7) of the Act requires the Agency to provide technical assistance to State agencies in creating or maintaining systems to compile program data. In response to these mandates, FNS improved the SNAP-Ed data reporting process by launching an electronic State Plan and Annual Report System in fiscal year 2023. The system collects consistent data across States, facilitating data aggregation and evaluation of SNAP-Ed grants. This system also simplifies the SNAP-Ed State Plan and Annual Report submission and review process.

On July 4, 2025, President Donald J. Trump signed Public Law 119-21, the One Big Beautiful Bill Act of 2025 (OBBB). Section 10107 of OBBB amends Section 28(d)(1)(F) of the Food and Nutrition Act, as amended, by ending required funding of SNAP-Ed with the fiscal year (FY) 2025 grant allocation. As a result, this information collection is being renewed for States to submit their final SNAP-Ed annual reports prior to program closeout. This is a revision of a currently approved information collection.

<i>Change Summary and Justification</i>	<i>Change Detail</i>
Program Change: Ensure the data collection aligns with all current, applicable statutory	(1) FNS updated relevant fields in the forms to comply with OMB’s revised Statistical Policy Directive No. 15: Standards for Maintaining, Collecting, and Presenting Federal Data on Race

<p>requirements, regulations, and Executive Orders.</p>	<p>and Ethnicity, effective March 28, 2024.</p>
<p>Program Change: Clarify information collected to enable assessment of compliance with Tribal consultation requirements.</p>	<p>(1) Added a field to document State agency engagement in Tribal consultations.</p> <p>(2) Replaced the write-in question for individual consulted with a multiple-choice question to standardize responses and assess compliance.</p> <p>(3) Updated the categories of consultation activities to align with consultation requirements.</p>
<p>Program Change: Streamline budget and financial reporting.</p>	<p>(1) Collect budget information at the agency level, rather than agency budgets being further broken into individual projects to reduce administrative burden.</p> <p>(2) Collect detailed information for each budget category at the agency level.</p>
<p>Program Change: Added or adjusted fields to improve ability to capture the breadth of programming and standardize collection to support data aggregation.</p>	<p>(1) Collect dates of most recent needs assessment;</p> <p>(2) Updated fields that collect information from agencies on frequency and mode of direct education series;</p> <p>(3) Updated direct education outcome reporting;</p> <p>(4) Added field for policy, systems, and environmental changes that are not associated with a single program site;</p> <p>(5) Added field to partnership details to assess the level of collaboration;</p>

	(6) Standardized information collected on State participation in State Nutrition Action Councils;
Program Change: Remove fields to streamline user experience and reduce burden.	Examples include fields collecting unapplicable engagement metrics for certain social marketing channels (previously optional), and indirect education channels.
Program Change: Minor clarifications of instructional text or field labels.	For example, clarified how agencies should report direct education outcome measures.
Program Change: Streamline collection of similar types of information.	Examples include combining all site-based reporting on the same page and combining collection of non-SNAP-Ed Evidence-Based Interventions.
Adjustment: Burden hours were adjusted to reflect updated estimates of number of respondents for each burden activity.	See section A12

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.

SNAP State agencies—with support from their contracted implementing agency partners, which include other State, Local, and Tribal Government agencies and Not-for-Profit Institutions (Business Level)—submit a SNAP-Ed State Plan (FNS-925B) and a SNAP-Ed Annual Report (FNS-925A) through N-PEARS (Appendix C).¹ FNS reviews the Plans for allowability, compliance, appropriateness, and incorporation of evidence-based strategies. The review process may result in changes to the plan prior to approval of funding. Following the completion of the plan year, FNS reviews annual reports for program evaluation, compliance, and opportunities for technical assistance to program implementers.

In addition, FNS uses data from the Plans and Reports to analyze program efficacy, strengthen program oversight, and inform the provision of technical assistance to States, as required by Section 28(c)(2)(B)(iii) of the Act. FNS also recently conducted an assessment of the data submitted through N-PEARS to ensure quality and reliability, and to identify opportunities to improve the information collection instruments.

A3. Use of information technology and burden reduction.

A3.1 - 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.

Currently, State and implementing agencies submit SNAP-Ed State Plans and Annual Reports to FNS via the electronic reporting system N-PEARS; as such, 100 percent of responses are submitted electronically. The system is designed to streamline data entry through import capability and pre-population of relevant data. For example, project details copy from the

¹

State's Plan to its Annual Report to ensure comprehensive and consistent reporting. Since the 60-day notice was published, N-PEARS has been discontinued but the existing burden and need remains for States to submit annual plans and reports. The submission process, post N-PEARS, is still under consideration. When FNS determines the new process, FNS will seek OMB approval for the change.

A3.2 - Burden Reduction:

FNS reviewed the SNAP-Ed State Plans and Annual Report forms associated with this information collection to streamline user experience while ensuring sufficient oversight. Most agencies implement multiple projects, increasing the burden of estimating the planned cost for each project and tracking expenditures separately. At the same time, agencies are currently not required to submit line-item details for all budget categories (e.g., contracts, grants, agreements). FNS proposes replacing the approach of budgeting by project to instead collect a single budget at the State agency and implementing agency level that includes more specific details about planned costs and expenditures. This proposed change allows FNS to better assess allowable costs and track compliance during program monitoring and Management Evaluations while simplifying the budget process for States and implementing agencies, thereby significantly reducing burden.

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 information collection. Every effort has been made to avoid duplication. FNS has reviewed USDA reporting requirements, State administrative agency reporting requirements, and special studies by other government and private agencies. A5. Impacts on small businesses or other small entities.

A5. 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.

Information being requested or required has been held to the minimum required for the intended use. Although smaller SNAP-Ed entities are involved in this information collection effort (to the extent that States engage with small Not-for-Profit institutions to deliver SNAP-Ed activities to target populations), they conduct the same program activities as any other SNAP-Ed entity. Thus, they maintain the same kinds of information on file. FNS estimates that 32 of the 144 entities subject to the requirements covered in this information collection, or approximately 22 percent of the entities subject to the collection (i.e., 32 / 144), are small 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 is an ongoing information collection, as States are required by statute and regulation to submit annual SNAP-Ed Plans and Reports in order to administer the program. FNS mandates States to submit their SNAP-Ed State Plans annually because SNAP-Ed grant funding is allocated by Congress on an annual basis and Section 28(c)(2)(B)(iii) of the Act specifies that submission of a SNAP-Ed State Plan, approved by USDA, is a condition of receiving

SNAP-Ed grant funding. Section 28(c)(2)(B)(iii) of the Act also requires States to submit a SNAP-Ed Annual Report. The information collected as part of the SNAP-Ed State Plans and Annual Reports is needed to ensure program integrity, demonstrate program effectiveness, and track SNAP-Ed outcomes and impacts. Less frequent reporting would not be in compliance with the SNAP-Ed statutory authority, and it would disrupt budget planning and delay appropriation distributions. Less frequent reporting would impact FNS's ability to ensure program integrity and make timely projections.

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;**
- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **Requiring respondents to submit more than an original and two copies of any document;**
- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **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;**
- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **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**
- **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. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.5. FNS updated relevant fields in the forms to comply with OMB's revised Statistical Policy Directive No. 15: Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, effective March 28, 2024.

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.

FNS consulted with Regional Offices regarding the proposed changes. Regional Offices are in frequent contact with State and local agencies and use the forms for plan and report reviews. FNS also held meetings with the consultation group on February 25 and 28, 2025. The consultation group included nine SNAP-Ed affiliated representatives responsible for submitting SNAP-Ed State plans and annual reports, representing the four State burden levels. The group provided feedback on the content, clarity, and burden estimate for this information collection. Based on this feedback and form reviews, FNS has refined the burden hours for FNS forms 925A and 925B. The consultation group members included the following:

William McMullen, William.McMullen@otda.ny.gov
Anne Porfirio, anne-nichole.porfirio@hhs.texas.gov
Bree Bode, BBode@michiganfitness.org
Chris Brennan, cmb49@psu.edu
Adam Rea, ADAM.J.REA@odhs.oregon.gov
DaKia Scott, dakia.scott@dss.sc.gov
Lisa Ross, lkross@ksu.edu
Lea Palmer, lea.palmer@usu.edu
Rachel Bowers, rachel.bowers@state.mn.us

For this information collection, FNS published a 60-day Federal Register Notice on September 3, 2025 (90 FR 42558). The public comment period ended on November 2, 2025. In total, FNS received 4 comments in response to this notice, 3 of which directly related to the information collection. Two of the comments were submitted to the docket in the Federal

Docket Management System (FDMS) via www.regulations.gov (Docket No. FNS-2025-0302). The other two comments were received via email (to the SNAP-Ed@usda.gov email address provided in the 60-day notice).

In the paragraphs below, FNS summarizes the relevant feedback provided in response to the Federal Register Notice. Due to the elimination of SNAP-Ed program funding to States and this information collection being renewed for the final SNAP-Ed annual report, additional changes are not being considered for this form renewal. FNS thanks all commenters for their suggestions and feedback.

Flexible Reporting: Commenters recommended the reporting system allow outcome reporting on all 51 SNAP-Ed Evaluation Framework indicators. Currently, the system allows reporting on the 7 FNS priority indicators.

Qualitative Data: Commenters urged the inclusion of qualitative data collection, which would support a mixed-methods evaluation and for documenting outcomes related to community engagement, partnership development, and sustainability.

System Updates: Comments recommended updated system features to include user-friendly data analysis tools, dashboards and mapping functionalities.

System Transition and Burden: Commenters asserted that the transition to a new reporting system would impose undue burden on SNAP-Ed State and local staff and would disrupt the ability to aggregate data over time to demonstrate long-term program outcomes.

A8B. 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.

FNS held meetings with the consultation group on February 25 and 28, 2025. The consultation group included nine SNAP-Ed affiliated representatives responsible for submitting SNAP-Ed State plans and annual reports, representing the four State burden levels. The group provided feedback on the content, clarity, and burden estimate for this information collection. Based on this feedback and form reviews, FNS has refined the form questions and burden hours for FNS forms 925A and 925B.

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.

No payment or gift will be 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.

The Department complies with the Privacy Act of 1974 (5 USC 552a). No private information is associated with this collection of information. This collection was cleared through the Privacy Act Officer Deea Coleman on May 21, 2025.

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.

There are no questions of a sensitive nature included in this information collection.

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. 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 estimated burden for this information collection including the number of respondents, frequency of response, average time to respond, and annual hour burden are shown in the attached Burden Table (Appendix D). A summary of the burden appears in Table A-12.1 below.

In this submission, there are 197 respondents, 2,100 annual responses, and 186,455 total annual burden hours. The average number of responses per respondent is 11. To estimate reporting and recordkeeping burdens for this submission, FNS identified the tasks necessary to complete the SNAP-Ed State Plan and Annual Report forms. FNS then identified the frequency with which a “typical” State or implementing agency performs each task and estimated the amount of time needed to perform the task. The results of the analysis are presented in the attached Burden Tables (Appendix D). These estimates reflect consultations with State agencies that administer the SNAP-Ed program and with SNAP-Ed implementing agencies. There is no third-party reporting or public disclosure burden associated with this submission.

Burden Summary (Reporting and Recordkeeping):

In developing this information collection, FNS sought input from a range of stakeholders on the information collection requirements and associated burdens. The consultation feedback revealed a wide range of burden hours experienced by different States when engaging in SNAP-Ed planning and reporting activities. To better account for the varying SNAP-Ed State Plan and Annual Report burden experienced by different States, FNS categorized States into one of four burden levels (i.e., Groups A through D, where Group A represents the smallest burden level and Group D represents the largest burden level), taking into account both the State's SNAP-Ed funding allocation (as a proxy for the number of projects being implemented in a State) and the number of implementing agencies that a State must coordinate with for purposes of SNAP-Ed planning and reporting (as a proxy for the level of effort on stakeholder coordination in a State). States in each of the four groups are expected to share similar burden levels associated with the SNAP-Ed State Plan and Annual Report forms.

Affected Public: State, Local, and Tribal Government and Not-for-Profit Institutions.

Respondent groups identified include: (1) State agencies that administer the SNAP-Ed Program in their State; (2) State, Local, and Tribal Agencies that implement the SNAP-Ed Program in their State (implementing agencies); and (3) Not-for-Profit Institutions that implement the SNAP-Ed Program in their State (implementing agencies).

Estimated Number of Respondents: The total estimated number of respondents is 197. This includes: (1) 53 State agencies that administer the SNAP-Ed Program in their State; (2) 104 State, Local, and Tribal Government Implementing Agencies; and (3) 40 Not-For-Profit Implementing Agencies.

Estimated Number of Responses per Respondent: The overall frequency of responses across the entire information collection is 11 responses per respondent. The estimated number of responses per respondent in this information collection is 2 for the reporting burden and 9 for the recordkeeping burden. There is no third-party reporting public disclosure burden associated with this information collection.

Estimated Total Annual Responses: 2,100

Estimated Time per Response: The estimated average time per response varies from approximately 3 hours to 525 hours, depending on the respondent group, the type of burden, and the information collection task. There are varied tasks and types of inputs that go into completing the Plan and Report; some respondents' participation is minimal, while others are responsible for authoring large sections of these documents. The annual recordkeeping burden associated with reviewing SNAP-Ed guidance, regulation, and statute also varies significantly, as larger States or implementing agencies are more complex and require more regulatory consultation to ensure compliance. While many simple data-entry tasks will be relatively quick in the system, the amount of time required to complete more open-ended reporting tasks varies depending on the size and complexity of the responding agency.

Please refer to Appendix E and Table A-12.1 for additional information on estimated time per response.

Estimated Total Annual Burden: 186,455 hours.

Table A-12.1 SNAP-Ed State Plan and Annual Report Burden and Cost Estimate

Respondent Type	Burden Activity	Estimated Number of Respondents	Annual Responses per Respondent	Total Annual Responses	Estimated Average Number of Hours Per Response	Estimated Total Hours	Base Hourly Wage	Fully Loaded Wage (hourly wage* 1.33)	Total Annualized Cost of Respondent Burden
Reporting									
State Agencies that Administer the Program	Prepare and submit SNAP-Ed State Plan Form	53	1	53	114	6,042	\$ 39.36	\$ 52.35	\$ 316,291.45
	Prepare and submit SNAP-Ed Annual Report Form	53	1	53	24	1,272	\$ 39.36	\$ 52.35	\$ 66,587.67
	<i>Subtotal for State Agencies that Administer the Program</i>	<i>53</i>		<i>106</i>		<i>7,314</i>			<i>\$ 382,879.12</i>
Implementing Agencies - State Government	Prepare and submit SNAP-Ed State Plan Form	93	1	93	525	48,825	\$ 39.36	\$ 52.35	\$ 2,555,930.16
	Prepare and submit SNAP-Ed Annual Report Form	93	1	93	248	23,064	\$ 39.36	\$ 52.35	\$ 1,207,372.72
	<i>Subtotal for Implementing Agencies - State Government</i>	<i>93</i>		<i>186</i>		<i>71,889</i>			<i>\$ 3,763,302.88</i>

Implementing Agencies - Local Government	Prepare and submit SNAP-Ed State Plan Form	1	1	1	15	15	\$ 39.36	\$ 52.35	\$ 785.23
	Prepare and submit SNAP-Ed Annual Report Form	1	1	1	7	7	\$ 39.36	\$ 52.35	\$ 366.44
	<i>Subtotal for Implementing Agencies - Local Government</i>	1		2		22			\$ 1,151.67
Implementing Agencies - Tribal Government	Prepare and submit SNAP-Ed State Plan Form	10	1	10	28	280	\$ 39.36	\$ 52.35	\$ 14,657.66
	Prepare and submit SNAP-Ed Annual Report Form	10	1	10	12	120	\$ 39.36	\$ 52.35	\$ 6,281.86
	<i>Subtotal for Implementing Agencies - Tribal Government</i>	10		20		400			\$ 20,939.52
Total Estimated Reporting Burden for State/Local/Tribal Government Level		157	2	314	254	79,625			\$ 4,168,273.20

Implementing Agencies - Not-For-Profit Institution	Prepare and submit SNAP-Ed State Plan Form	40	1	40	296	11,840	\$ 39.36	\$ 52.35	\$ 619,809.79
	Prepare and submit SNAP-Ed Annual Report Form	40	1	40	137	5,480	\$ 39.36	\$ 52.35	\$ 286,871.42
	<i>Subtotal for Implementing Agencies - Not-For-Profit Institution</i>	40		80		17,320			\$ 906,681.22
Total Estimated Reporting Burden for Business Level		40	2	80	217	17,320			\$ 906,681.22
TOTAL ESTIMATED REPORTING BURDEN		197	2	394	246	96,945			\$ 5,074,954.42
Recordkeeping									
State Agencies that Administer the Program	Review standards established in the regulation, SNAP-Ed Plan Guidance, and other FNS policy.	53	4	212	39	8,268	\$ 39.36	\$ 52.35	\$ 432,819.88
	Complete training	21	1	21	3	63	\$ 39.36	\$ 52.35	\$ 3,297.97
	Meet FNS fiscal recordkeeping requirements.	53	4	212	26	5,512	\$ 39.36	\$ 52.35	\$ 288,546.59

	<i>Subtotal for State Agencies that Administer the Program</i>	53		445		13,843			\$ 724,664.44
Implementing Agencies - State Government	Review standards established in the regulation, SNAP-Ed Plan Guidance, and other FNS policy.	93	4	372	91	33,852	\$ 39.36	\$ 52.35	\$ 1,772,111.58
	Complete training	67	1	67	3	201	\$ 39.36	\$ 52.35	\$ 10,522.11
	Meet FNS fiscal recordkeeping requirements.	93	4	372	39	14,508	\$ 39.36	\$ 52.35	\$ 759,476.39
	<i>Subtotal for Implementing Agencies - State Government</i>	93		811		48,561			\$ 2,542,110.08
Implementing Agencies - Local Government	Review standards established in the regulation, SNAP-Ed Plan Guidance, and other FNS policy.	1	4	4	3	12	\$ 39.36	\$ 52.35	\$ 628.19
	Complete training	2	1	2	69	138	\$ 39.36	\$ 52.35	\$ 7,224.13

	Meet FNS fiscal recordkeeping requirements.	1	4	4	69	276	\$ 39.36	\$ 52.35	\$ 14,448.27
	<i>Subtotal for Implementing Agencies - Local Government</i>	1		10		426			\$ 22,300.59
Implementing Agencies - Tribal Government	Review standards established in the regulation, SNAP-Ed Plan Guidance, and other FNS policy.	10	4	40	21	840	\$ 39.36	\$ 52.35	\$ 43,972.99
	Complete training	9	1	9	3	27	\$ 39.36	\$ 52.35	\$ 1,413.42
	Meet FNS fiscal recordkeeping requirements.	10	4	40	63	2,520	\$ 39.36	\$ 52.35	\$ 131,918.98
	<i>Subtotal for Implementing Agencies - Tribal Government</i>	10		89		3,387			\$ 177,305.39
Total Estimated Recordkeeping Burden for State/Local/Tribal Government Level		157	9	1,355	49	66,217			\$ 3,466,380.49

Implementing Agencies - Not-For-Profit Institution	Review standards established in the regulation, SNAP-Ed Plan Guidance, and other FNS policy.	40	4	160	93	14,880	\$ 39.36	\$ 52.35	\$ 778,950.14
	Complete training	31	1	31	3	93	\$ 39.36	\$ 52.35	\$ 4,868.44
	Meet FNS fiscal recordkeeping requirements.	40	4	160	52	8,320	\$ 39.36	\$ 52.35	\$ 435,542.02
	<i>Subtotal for Implementing Agencies - Not-For-Profit Institution</i>	40	9	351		23,293			\$ 1,219,360.60
Total Estimated Recordkeeping Burden for Business Level	40	9	351	66	23,293			\$ 1,219,360.60	
TOTAL ESTIMATED RECORDKEEPING BURDEN	197	9	1,706	52	89,510			\$ 4,685,741.09	
GRAND TOTAL FOR REPORTING AND RECORDKEEPING BURDEN	197	10.6599	2,100	88.7881	186,455			\$ 9,760,695.50	

The estimated average number of hours per response has been rounded to the nearest whole number in this table. The estimated total hours were calculated by multiplying the total annual responses by the estimated average number of

hours per response prior to rounding.

B. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.

The estimated annualized cost is based on the burden estimates and utilizes the U.S. Department of Labor, Bureau of Labor Statistics, May 2024 National Occupational and Wage Statistic. The hourly wage for functions performed by State government, Local, and Tribal government, and Not-for-Profit staff was estimated based on the average of the hourly wages for five occupation codes: (1) Social and Community Services Managers (11-9151) (https://www.bls.gov/oes/current/naics4_999200.htm#11-0000), Business and Financial Operations Occupations (13-0000) (https://www.bls.gov/oes/current/naics4_999200.htm#13-0000), (3) Community and Social Service Specialists (21-1099) (https://www.bls.gov/oes/current/naics4_999200.htm#21-0000), (4) Agricultural Sciences Teachers, Postsecondary (university extension program staff) (25-1041) (https://www.bls.gov/oes/current/naics4_999200.htm#25-0000), and (5) Dietitians and Nutritionists (29-1031) (https://www.bls.gov/oes/current/naics4_999200.htm#29-0000). The hourly mean wage for functions performed by State, local, Tribal government staff and implementing agency staff is estimated at \$39.36/hour base wage and \$52.35 fully loaded wage. The hourly wage has been combined for these respondent types as this data is not available for the separate categories on the Department of Labor, Bureau of Labor Statistics website. The estimated annualized, fully loaded (x .33) burden to respondents is \$9,759,485.18, which is 100 percent reimbursed by the Federal government. See table in A-12.A for details.

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/start-up or ongoing operation/maintenance costs associated with this information collection.

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.

FNS estimates that a Branch Chief, General Schedule (GS) grade 14 step 3 (\$63.65/hour), one nutritionist, GS grade 13 step 3 (\$53.86/hour), and 13 regional coordinators, GS grade 12, step 3 (\$45.30/hour), will take approximately 80, 1,560, and 936 hours, respectively, to analyze data received from this information collection, totaling \$131,514 (https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/RUS_h.pdf). The fully loaded (x .33) cost is \$174,915. The total annual cost to the Federal government is \$10,630,609.65 (Table A.14-1). This includes \$174,915 in labor costs, \$695,000 for annual average Contractor cost for system development and maintenance, and \$9,760,695.50 of the Federal share of State costs, which is 100 percent reimbursed by the Federal Government.

Development, Enhancement, and Maintenance of System: FNS estimates that, during the three-year period covered by this information collection, FNS will spend \$1,480,000 on a contract for system development and enhancement. In addition, during the three-year period covered by this information collection, FNS will spend \$605,000 annually on a contract for system operation and maintenance (O&M) activities.

Table A.14-1 Summary of Cost to the Federal Government

FNS SNAP-Ed Plan and Reporting Form Federal Gov't Cost (OMB Control No. 0584-0683)							
Source of Cost	Number of Respondents	Number of Hours	Total Hours	Hourly Rate	Sub-Total Cost	Fully loaded Wages Adjusted Hourly Wages	Grand Total Cost w/ Fully Loaded Wages
Federal Employees (GS grade 13, step 3)	1	1,560	1,560	\$53.86	\$84,022	\$71.63	\$111,748.73
Federal Employees (GS 12, step 3)	13	72	936	\$45.30	\$42,401	\$60.25	\$56,393.06
Federal Employees (GS grade 14, step 3) Branch Chief	1	80	80	\$63.65	\$5,092	\$84.65	\$6,772.36
Total Cost for Federal Gov't w/ Fringe Benefits							\$174,914.15
Total Average Annual Cost for Contractors							\$695,000
Total Federal Share of State costs							\$9,760,695.50
Grant Total Annual Cost for Federal and Contractor Cost							\$10,630,609.65

A15. Explanation of program changes or adjustments.

This is a revision of a currently approved information collection. The proposed changes will result in significant reduction of burden hours for respondents (Table A.15-1). The revised collections results in a total reduction of 206,755 burden hours for reporting and record keeping for State agencies, implementing agencies, Tribal and local government, and non-profit businesses. The reporting hours in this submission will not change, as changes to the form were minor and included removing and/or streamlining data collection. In addition, the total annual responses remains unchanged.

Table A.15-1: Change in Burden Hours

Respondent Type (A)	Burden Activity (B)	Est. No. of Respondents(C)	Total Burden Hours	Previously Approved Burden Hours	Change in Burden Hours Due to an Adjustment	Change in Burden Hours due to Program Change	Total Difference in Burden Hours
Reporting							
State Agencies that Administer the Program	Prepare and submit SNAP-Ed State Plan Form	53	6,042	5,554	488	0	488
	Prepare and submit SNAP-Ed Annual Report Form	53	1,272	1,160	112	0	112
	<i>Subtotal for State Agencies that Administer the Program</i>	53	7,314	6,714	600	0	600
Implementing Agencies -	Prepare and submit SNAP-Ed State Plan Form	93	48,825	55,836	-7,011	0	-7,011
State Government	Prepare and submit SNAP-Ed Annual Report Form	93	23,064	26,456	-3,392	0	-3,392
	<i>Subtotal for Implementing Agencies - State Government</i>	93	71,889	82,291	-10,402	0	-10,402
Implementing Agencies -	Prepare and submit SNAP-Ed State Plan Form	1	15	92	-77	0	-77
Local Government	Prepare and submit SNAP-Ed Annual Report Form	1	7	39	-32	0	-32
	<i>Subtotal for Implementing Agencies - Local Government</i>	1	22	131	-109	0	-109
Implementing Agencies -	Prepare and submit SNAP-Ed State Plan Form	10	280	266	14	0	14
Tribal Government	Prepare and submit SNAP-Ed Annual Report Form	10	120	119	1	0	1
	<i>Subtotal for Implementing Agencies - Tribal Government</i>	10	400	385	15	0	15

Total Estimated Reporting Burden for State/Local/Tribal Government Level		157	79,625	89,522	-9,897	0	-9,897
Implementing Agencies -	Prepare and submit SNAP-Ed State Plan Form	40	11,840	29,765	-17,925	0	-17,925
Not-For-Profit Institution	Prepare and submit SNAP-Ed Annual Report Form	40	5,480	13,707	-8,227	0	-8,227
	<i>Subtotal for Implementing Agencies - Not-For-Profit Institution</i>	40	17,320	43,472	-26,152	0	-26,152
Total Estimated Reporting Burden for Business Level		40	17,320	43,472	-26,152	0	-26,152
TOTAL ESTIMATED REPORTING BURDEN		197	96,945	132,994	-36,049	0	-36,049
Recordkeeping							
State Agencies that Administer the Program	Review standards, SNAP-Ed Plan Guidance, and other FNS policy	53	8,268	14,963	-6,695	0	-6,695
	Complete training	21	63	67	-4	0	-4
	Recordkeeping requirements.	53	5,512	5,544	-32	0	-32
	<i>Subtotal</i>	53	13,843	20,574	-6,731	0	-6,731
Implementing Agencies -	Review standards, SNAP-Ed Plan Guidance, and other FNS policy	93	33,852	99,438	-65,586	0	-65,586
State Government	Complete training	67	201	219	-18	0	-18
	Recordkeeping requirements.	93	14,508	15,168	-660	0	-660
	<i>Subtotal</i>	93	48,561	114,825	-66,264	0	-66,264
Implementing Agencies -	Review standards, SNAP-Ed Plan Guidance, and other FNS policy	1	12	508	-496	0	-496
Local Government	Complete training	2	138	19	119	0	119

	Recordkeeping requirements.	1	276	1,476	-1,200	0	-1,200
	<i>Subtotal</i>	<i>1</i>	<i>426</i>	<i>2,003</i>	<i>-1,577</i>	<i>0</i>	<i>-1,577</i>
Implementing Agencies -	Review standards, SNAP-Ed Plan Guidance, and other FNS policy	10	840	760	80	0	80
Tribal Government	Complete training	9	27	25	2	0	2
	Recordkeeping requirements.	10	2,520	2,256	264	0	264
	<i>Subtotal</i>	<i>10</i>	<i>3,387</i>	<i>3,041</i>	<i>346</i>	<i>0</i>	<i>346</i>
Total Estimated Recordkeeping Burden for State/Local/Tribal Government Level		157	66,217	140,442	-74,225	0	-74,225
Implementing Agencies -	Review standards, SNAP-Ed Plan Guidance, and other FNS policy.	40	14,880	106,872	-91,992	0	-91,992
Not-For-Profit Institution	Complete training	31	93	133	-40	0	-40
	Recordkeeping requirements.	40	8,320	12,768	-4,448	0	-4,448
	<i>Subtotal</i>	<i>40</i>	<i>23,293</i>	<i>119,773</i>	<i>-96,480</i>	<i>0</i>	<i>-96,480</i>
Total Estimated Recordkeeping Burden for Business Level		40	23,293	119,773	-96,480	0	-96,480
TOTAL ESTIMATED RECORDKEEPING BURDEN		197	89,510	260,215	-170,705	0	-170,705
GRAND TOTAL FOR REPORTING AND RECORDKEEPING BURDEN		197	186,455	393,210	-206,755	0	-206,755

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.

Section 28 of the Act requires FNS to submit an annual report to Congress that evaluates the level of coordination between USDA nutrition education programs. FNS uses relevant data

from State Plans and Annual Reports to submit SNAP-Ed information for this report, which is compiled annually in the third or fourth quarter of the fiscal year following the report year. In addition, FNS externally shares high-level summary data from State Plans and Reports, primarily categorical and quantitative data, through brief reports and presentations. Specifically, FNS releases a National Program Summary Report. FNS has also developed internal dashboards with these data to support FNS monitoring of SNAP-Ed.

<i>Project Activity</i>	<i>Date</i>
Annual Federal Report on Nutrition Program Coordination	Submitted to Congress annually in Q3/Q4
National Program Summary Report	Published annually by June following January report submission
Internal Dashboards	Completed in 2025

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.

The agency plans to display the expiration date for OMB approval of the information collection on all instruments.

A18. Exceptions to the certification statement identified in 83-I, Item 19. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I "Certification for Paperwork Reduction Act."

There are no exceptions to the certification statement.