

SUMMARY OF INFORMATION COLLECTION**7 CFR 1775 Technical Assistance Programs
ARRA Funding - 2009**

Date Prepared

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INSTRUCTIONS:

Use this form when a single information collection document involves multiple reporting and keeping requirements.

> (f) TOTAL (h) TOTAL
 > - = (e) Average ----- = (g) Average ----- = (j) Average
 > (d) TOTAL (f) TOTAL (i) TOTAL

IDENTIFICATION OF REPORTING AND RECORDKEEPING REQUIREMENTS

ANNUAL BURDEN

| SECTION OF REGULATIONS (a) | DESCRIPTION (b) | FORM NO(s) (If "none" so state) (c) | REPORTS | | | | | RECORDS | | |
|-------------------------------|--|---|---------------------------|--|---|---------------------------|------------------------------------|------------------------------|---------------------------------------|---|
| | | | NO. OF RESPONDENTS (d) | NO. OF RESPONSES PER RESPONDENT (e) | TOTAL ANNUAL RESPONSES (Col. d & e) (f) | HOURS PER RESPONSE (g) | TOTAL HOURS (Col. f & g) (h) | NO. OF RECORD-KEEPERS (i) | ANNUAL HOURS PER RECORD-KEEPER (j) | TOTAL RECORD-KEEPING HOURS (Col. i & j) (k) |
| 1775.10(d)(3) | Items Cleared With This Package | | | | | | | | | |
| 1775.10(d)(6) | Narrative | Written | 30 | 1 | 30 | 2.00 | 60 | 3 | 1 | 3 |
| 1775.10(d)(1) | Budget justification | Written | 30 | 1 | 30 | 10.00 | 300 | | | |
| 1775.10(d)(2) | Legal Authority and Responsibility | Written | 30 | 1 | 30 | 0.25 | 8 | | | |
| 1775.10(d)(8) | Evidence of Tax Exempt Status | Written | 30 | 1 | 30 | 0.25 | 8 | | | |
| | Scope of Work | Written | 30 | 1 | 30 | 12.00 | 360 | | | |
| 1775.13 | Grant Agreement | RUS Bulletin 1775-1 | 3 | 1 | 3 | 2.00 | 6 | | | |
| 1775.2 | Project Performance Report | Written | 3 | 4 | 12 | 12.00 | 144 | | | |
| 1775.21 | Audit | Written | 3 | 1 | 3 | 3.00 | 9 | | | |
| | Financial Statements | Written | 3 | 1 | 3 | 1.00 | 3 | | | |
| 1775.10 | Statement concerning assistance under the National Forest Service-Dependent Rural Communities Economic Diversification Act | Written | 3 | 1 | 3 | 1.00 | 3 | | | |
| 1775.10(c)(3) | Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions | AD-1047 | 3 | 1 | 3 | 0.25 | 1 | | | |
| 1775.10(c)(5) | Certification Regarding Debarment | AD-1048 | 3 | 1 | 3 | 0.25 | 1 | | | |
| 1775.10(c)(6) | Documentation of assistance provided to Rural Development employees | Written | 30 | 1 | 30 | 0.25 | 8 | | | |
| 1775.10(c)(9) | Indirect Cost Agreement | Written | 30 | 1 | 30 | 1.00 | 30 | | | |

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|------------------------------|---|------------------------------------|--------------------|---------------------------------|-------------------------------------|--------------------|--------------------------|-----------------------|--------------------------------|---|
| | | | NO. OF RESPONDENTS | NO. OF RESPONSES PER RESPONDENT | TOTAL ANNUAL RESPONSES (Col. d & e) | HOURS PER RESPONSE | TOTAL HOURS (Col. f & g) | NO. OF RECORD-KEEPERS | ANNUAL HOURS PER RECORD-KEEPER | TOTAL RECORD-KEEPING HOURS (Col. i & j) |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) |
| 1775.10(c)(10) | Statement of Compliance , Title VI of Civil Rights Act of 1964 | Written | 3 | 1 | 3 | 0.50 | 2 | | | |
| 1775.10(d)(4) | Latest Financial Information | Written | 30 | 1 | 30 | 1.00 | 30 | | | |
| 1775.10(d)(7) | Evidence of Financial Management System | Written | 30 | 1 | 30 | 0.25 | 8 | | | |
| 1775.10(c)(4) | Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - for Grantees Other Than Individuals | AD-1049 | 3 | 1 | 3 | 0.25 | 1 | | | |
| | Request for Advance or Reimbursement | SF 270 (0348-0004) | 3 | 12 | 36 | 1.00 | 36 | | | |
| | Financial Status Report (Short Form) | SF 269A (0348-0038) | 3 | 4 | 12 | 1.50 | 18 | | | |
| SubTotal Burden Hours | | | | 10.20 | 354 | | 1,036 | 3 | 1 | 3 |
| | TOTAL BURDEN HOURS UNDER THIS COLLECTION PACKAGE | | | | 357 | | 1,039 | | | 3 |
| | | | | | | | | | Page <u>1</u> | |
| 1775.10(c)(1) | Items Cleared Under Other Packages Application for Federal Assistance (Non-construction Programs) | SF-424 4040-0004 | 30 | 1 | 30 | 0.75 | 23 | | | |
| 1775.10(c)(2) | Budget Information--Non-Construction Programs | SF-424A 4040-0006 | 30 | 1 | 30 | 3.00 | 90 | | | |
| 1775.10(c)(2) | Assurances--Non-construction Programs | SF-424B 4040-0007 | 30 | 1 | 30 | 0.25 | 8 | | | |
| 1775.10(c)(8) | Equal Opportunity Agreement | RD 400-1 (0575-0018) | 3 | 1 | 3 | 0.17 | 1 | | | |
| 1775.10(c)(7) | Assurance Agreement | RD 400-4 (0575-0018) | 3 | 1 | 3 | 0.25 | 1 | | | |
| 1775.10(c)(11) | Disclosure of Lobbying Activities | SF LLL (0348-0046) | 3 | 1 | 3 | 0.25 | 1 | | | |

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|---------------------------|---|--|----------------------------|---|--|--------------------------|--------------------------------|------------------------------|--|--|--|
| | | | NO. OF RESPON- DENTS | NO. OF RESPONSES PER RESPON- DENT | TOTAL ANNUAL RESPONSES (Col. d & e) | HOURS PER RESPONSE | TOTAL HOURS (Col. f & g) | NO. OF RECORD- KEEPERS | ANNUAL HOURS PER RECORD- KEEPER | TOTAL RECORD- KEEPING HOURS (Col. i & j) | |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | |
| | Burden Hours collected under other packages - - - - -SUBTOTAL | | 30 | | 99 | | 122 | | | | |
