

**SUMMARY OF INFORMATION COLLECTION**

**Telecommunication Engineering & Construction Contracts**

**0572-0059**

Date Prepared

**2014**

**INSTRUCTIONS:**

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

> (f) TOTAL (h) TOTAL (k) TOTAL  
 > ----- = (e) Averag ----- = (g) Averag ----- = (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 RESPON- DENTS  (d)	NO. OF RESPONSES PER RESPON- DENT  (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)
<b>Construction Certification Program</b>										
1753 Subpart J	Construction Work Plan and Cost Distribution	157	32	1	32	12.00	384.00			
1753 Subpart J	Certification of Contractor or Force Account Proposal Approval	158	32	4	128	3.00	384.00			
1753 Subpart J	Summary of Completed Construction	159	32	4	128	6.00	768.00			
1753 Subpart J	Certification Borrower Contract Addendum	N/A	32	4	128	1.00	128.00			
1753, 1788	Contractor's Bond	168b	<b>Form approved under OMB Docket No. 0572-0107</b>							
1753, 1788	Contractor's Bond (less than \$1 million)	168c	<b>Form approved under OMB Docket No. 0572-0107</b>							
	Architects and Engineers Qualifications	179	4	1	4	2.00	8.00			
1753.30	Certificate of Completion - Contract Construction for Building Closeout of Contract Form 257 for Building Construction.	181	<b>Form approved under OMB Docket No. 0572-0107</b>							
1753	Certificate ("Buy American")	213	<b>Form approved under OMB Docket No. 0572-0107</b>							
1753.48(g)	Construction Change Order • When changes or correction are necessary the borrower's engineer will prepare a construction change order. A copy of each is attached to the construction inventory required to close out the contract	216	22	1	22	1.00	22.00			

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(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)			
	<b>Engineering and Architectural Services</b>									
1753 Subpart B	Postloan Engineering Service Contract <ul style="list-style-type: none"> <li>Approval of Postloan Engineering Service Contract</li> <li>Approval of Postloan Engineering... - Broadband Program</li> </ul> The Postloan Engr. Serv. Contract inclds. using the following forms: RUS Form 217a-Project Design, Assistance and Coordination; RUS Form 217b-Central Office Equipment Engineering Services; RUS Form 217c-Transmission Facilities Engineering Services; RUS Form 217d-Building Engineering Services; RUS Form 217e-Outside Plant Staking Services; RUS Form 217f-Outside Plant Contract Doc. Phase Engr. Servs. RUS Form 217g-Outside Plant Construction Phase Engr. Servs.	<b>217</b>	45 50	1 1	45 50	7.00 7.00	315.00 350.00			
1753 Subpart B	<ul style="list-style-type: none"> <li>Approval of Postloan Engineering Service Contract</li> </ul> Architectural Services Contract	<b>220</b>	<b>Form approved under OMB Docket No. 0572-0118</b>							
1753.30, 39, 49	Waiver and Release of Lien <ul style="list-style-type: none"> <li>Closeout of Contract Form 257 for building construction</li> <li>Closeout of major outside plant contraction by contract</li> </ul>	<b>224</b>	<b>Form approved under OMB Docket No. 0572-0107</b>							
1753.30, 39, 49	Certificate of Contractor	<b>231</b>	<b>Form approved under OMB Docket No. 0572-0107</b>							
1753.11, 28, 38, 68	Construction of Equipment Contract Amendment	<b>238</b>	<b>Form approved under OMB Docket No. 0572-0107</b>							
	<b>Miscellaneous Engineering Services Forms</b>									
	Assignment of Engineering Service Contract	<b>242</b>	3	1	3	0.50	1.50			
1753.15, 81	Engineering Service Contract - Special Services - Telephone <ul style="list-style-type: none"> <li>Engineering services for minor construction may be contracted using Form 245 (This contract form does not require RUS approval).</li> </ul>	<b>245</b>	4	1	4	0.75	3.00			
1753 Subpart D	Contract to Construct Building	<b>257</b>	<b>Form approved under OMB Docket No. 0572-0107</b>							
RE Act NAFTA	Equal Opportunity Addendum <ul style="list-style-type: none"> <li>Form 773 issued for minor construction by contract.</li> <li>Form 773, small scale constuction - Broadband Program</li> </ul>	<b>270</b>	135 150	1 1	135 150	0.25 0.25	33.75 37.50			

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			NO. OF RESPON-DENTS	NO. OF RESPONSES PER RESPON-DENT	TOTAL ANNUAL RESPONSES <i>(Col. d &amp; e)</i>	HOURS PER RESPONSE	TOTAL HOURS <i>(Col. f &amp; g)</i>			
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>	<i>(g)</i>	<i>(h)</i>			
1753.49	Bidder's Qualifications • Submission of bidders' qualifications to the borrower and its engineer.	274	9	1	9	1.00	9.00			
1753.49	Bidder's Qualifications for Buried Plant Construction • Submission of bidders' qualifications to the borrower and its engineer.	276	9	1	9	1.00	9.00			
175349	Tabulation of Materials Furnished by Borrower • Closeout of major outside plans construction by contract.	281	0	1	0	2.00	0.00			
1753.8(b)	Subcontracts (Under Construction or Equipment) • Approval of subcontracts (per 1753.8(b))	282	32	1	32	0.75	24.00			
1753.16	Certificate of Architect • Approval of final statement of cost-architectural services • <a href="#">Approval of final statement... - Broadband Program</a>	284	5	1	5	0.50	2.50			
		284	6	1	6	0.50	3.00			
	Bid Bond	307	<b>Form approved under OMB Docket No. 0572-0107</b>							
1737	Interim Financing Construction	375								
Subpart E	Telecommunications Program <a href="#">Broadband Program</a>		69	1	69	0.25	17.25			
			37	1	37	0.25	9.25			
1753.38	Software License Agreement Telecommunications Program <a href="#">Broadband Program</a>	390	9	1	9	1.00	9.00			
			10	1	10	1.00	10.00			

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			NO. OF RESPON- DENTS	NO. OF RESPONSES PER RESPON- DENT	TOTAL ANNUAL RESPONSES (Col. d & e)	HOURS PER RESPONSE				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)			
	<b>Special Equipment Purchases</b>									
1753.68	Certificate of Completion, Special Equipment Contract (Including Installation) • Closeout of the equipment contract 397.	<b>396</b>	<b>0</b>	1	0	1.50	0.00			
1753.68	Certificate of Completion, Special Equipment Contract (Including Installation)	<b>396a</b>	<b>0</b>	1	0	1.50	0.00			
1753.67	Special Equipment Contract (Including Installation) • Approval of plans & specification	<b>397</b>	<b>68</b>	1	68	5.00	340.00			
1753.68	• Approval of the contract for purchase of initial equipment		<b>45</b>	1	45	1.50	67.50			
1753.68	• Approval of the contract for purchase of equipment additions.		<b>9</b>	1	9	1.50	13.50			
1753.68	• Approval of contract for the purchase of new system additions of equipment.		<b>14</b>	1	14	1.50	21.00			
	The burden hours for the following forms are already accounted for under RUS Form 397. The Forms are as follows: RUS Form 397b – Design Specifications for Trunk Carrier Systems RUS Form 397c – Design Specifications for Subscriber Carrier Systems RUS Form 397d - Design Specifications for Point-to-Point Microwave Systems RUS Form 397g - Specifications for Line Concentrators RUS Form 397h – Design Specifications for Digital Lightwave Transmission Systems <b>Broad band</b>									
	• Approval of plans & specification		<b>118</b>	1	118	6.00	708.00			
	• Approval of the contract for purchase of initial equipment		<b>104</b>	1	104	3.00	312.00			
	• Approval of contract for the purchase of new system additions of equipment.		<b>14</b>	1	14	3.00	42.00			
1753.67	Special Equipment Contract (Not Including Installation) • Approval of plans & specification	<b>398</b>	<b>26</b>	1	26	1.00	26.00			
1753.68	• Approval of the contract for purchase of initial equipment		<b>18</b>	1	18	1.00	18.00			
1753.68	• Approval of the contract for purchase of equipment additions.		<b>4</b>	1	4	1.00	4.00			
1753.68	• Approval of the contract for the purchase of new system additions of equipment.		<b>4</b>	1	4	1.00	4.00			
1744.66	Financial Requirements Statement	<b>481</b>	<b>Form approved under OMB Docket No. 0572-0023</b>							
1753.17	Statement of Engineering Fees - Telecommunications • Estimates	<b>506</b>	<b>45</b>	1	45	6.00	270.00			
	• Estimates - Broadband Program		<b>50</b>	1	50	6.00	300.00			
1753.17	• Final		<b>45</b>	1	45	6.00	270.00			
	• Final - Broadband Program		<b>50</b>	1	50	6.00	300.00			

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	<b>Major Outside Plant Construction</b>									
1753.47	Telephone System Construction Contract (Labor and Materials) ● Approval of plans and specifications for major outside plant construction by contract	<b>515</b>	91	1	91	4.00	364.00			
1753.48	● Approval of the outside plant contract ● Approval of plans and specifications for major outside plant construction by contract - Broadband Program		68	1	68	6.00	408.00			
1753.48	● Approval of the outside plant contract - Broadband		100	1	100	8.00	800.00			
1753.48	● Owner-Furnished Materials		75	1	75	4.00	300.00			
1753.48	● Approval of negotiated contracts		23	1	23	2.00	46.00			
1753.48	● Approval of negotiated contracts - Broadband ● Owner-Furnished Materials - Broadband		25	1	25	4.00	100.00			
			Information included under RUS Form 787 below.							
			Information included under RUS Form 787 below.							
1753.39	Results of Acceptance Test	<b>517</b>	0	1	0	1.00	0			
1753.57	Biweekly Progress Report of Telephone Construction and Engineering Service	<b>521</b>	0	1	0	1.00	0			
	<b>Central Office Equipment Purchases (Including Installation)</b>									
1753 Subpart E	Central Office Equipment Contract (Including Installation)									
1753.37	● Approval of plans & specs for purchase of COE by bid	<b>525</b>	14	1	14	12.00	168.00			
1753.38	● Approval of COE contract		14	1	14	2.00	28.00			
1753.37	● Approval of Plans & specs for single source procurement		23	1	23	6.00	138.00			
1753.38	● Approval of negotiated proposal		23	1	23	2.00	46.00			
1753.38	● Approval of the negotiated contract		23	1	23	1.00	23.00			
1753.38	● Approval of supplier's proposal for additions to COE		18	1	18	4.00	72.00			
1753.38	● Approval of COE contract for additions		18	1	18	5.00	90.00			
1753 Subpart E	Statement of Construction Telephone System - Outside Plant ● Closeout of major outside plant construction by contract	<b>527</b>	0	1	0	1.25	0.00			

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	<b>Central Office Equipment Purchases (Not Including Installation)</b>									
1753 Subpart E	Central Office Equipment Contract (Not Including Installation)									
1753.37	• Approval of plans & specs for purchase of COE by bid	<b>545</b>	2	1	2	7.00	14.00			
1753.38	• Approval of COE contract		2	1	2	3.00	6.00			
1753.38	• Approval of plans & specs for single source procurement		5	1	5	7.00	35.00			
1753.38	• Approval of COE contract -single source		5	1	5	3.00	15.00			
1753.38	• Approval of negotiated proposal		5	1	5	4.00	20.00			
1753.37	• Approval of plans & specs - -negotiated proposals		5	1	5	7.00	35.00			
1753.38	• Approval of the negotiated contract		5	1	5	3.00	15.00			
1753.38	• Approval of supplier's proposal for additions to COE		5	1	5	4.00	20.00			
1753.38	• Approval of COE contract for additions		5	1	5	1.00	5.00			
1744.66	Certification of Authority	<b>675</b>	<b>Form approved under OMB Docket No. 0572-0074</b>							
	<b>Miscellaneous Outside Plant Construction Forms</b>									
1753.49	Final Inventory, Telephone Construction Contract (Labor and Materials) • Closeout of major outside plant construction by contract	<b>724</b>	143	1	143	0.75	107.25			
1753.49	Final Inventory, Telephone Construction Contract (Labor and Materials) - Detailed • Tabulation of Assembly Units	<b>724a</b>	143	1	143	3.00	429.00			
1753.49	Final Inventory, Telephone Construction Contract (Labor and Materials) - Detailed • Removals	<b>724b</b>	0	1	0	0.75	0.00			
1753.78	Certificate of Contractor and Indemnity Agreement (Line Extensions) • Upon completion and inspection the borrower obtains from the contractor a final invoice and Form 743 • Upon completion and inspection the borrower obtains from the contractor a final invoice and Form 743 - Broadband	<b>743</b>	0	1	0	0.50	0.00			
			0	1	0	0.50	0.00			
1753.68	Certificate of Contractor and Indemnity Agreement • Closeout of the equipment contract 397	<b>744</b>	0	1	0	0.50	0.00			
1753.39	Certificate of Completion Central Office Equipment (Not Including Installation)	<b>752a</b>	0	1	0	0.50	0.00			

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(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)			
1753.18	Contract Closeout Certification • Non-form certification • <b>Broadband Program</b>	N/A	275	1	275	0.50	137.50			
		<b>756</b>	<b>238</b>	1	238	0.50	119.00			
1753.81-82	Summary of Work Order Inspection by GFR Inspection by licensed Engineer or Borrower's Staff Engineer <b>Broadband Program</b>	771	10	5	50	0.50	25.00			
		<b>771a</b>	<b>170</b>	5	850	0.50	425.00			
		<b>771a</b>	<b>200</b>	5	1000	0.50	500.00			
1753	Miscellaneous Construction Work and Maintenance Service Contract • Issued for minor construction by contract • <b>Issued for small-scale construction -Broadband Program</b>	<b>773</b>	135	1	135	2.00	270.00			
			<b>150</b>	1	150	3.00	450.00			
1753.48 (f)	Supplement A to Construction Contract RUS Form 515 • <b>Approval for the borrower to furnished materials for outside plant construction by contract</b> • <b>Approval for the borrower to furnished materials for outside plant construction by contract - Broadband</b>	<b>787</b>	18	1	18	0.25	4.50			
			<b>10</b>	1	10	0.25	2.50			
1753.58	Telephone Force Account Construction - Final Inventory Closeout of major outside plant construction by force account	817	0	1	0	2.00	0.00			
		<b>817a</b>	<b>0</b>	1	0	2.00	0.00			
		<b>817b</b>	<b>0</b>	1	0	2.00	0.00			
1753.15 (a)(2)	Preloan Engineering Service Contract, Telephone System Design	<b>835</b>	0	1	0	0.75	0.00			
1753.80 (g)	Minor construction - request to establish a work order fund for specific construction project <b>Minor construction - request to establish a work order fund for specific construction project - Broadband</b>	n/a	3	1	3	2.00	6.00			
		<b>n/a</b>	<b>4</b>	1	4	2.00	8.00			
1753.27	Construction of building - award of contract	<b>n/a</b>	<b>18</b>	1	18	2.00	36.00			
1753.48 (a)	Outside plant major construction - award of construction in accordance with procedures	<b>n/a</b>	<b>7</b>	1	7	1.50	10.50			
1753.48 (b)	Outside plant major construction - RUS approval of negotiated proposals	<b>n/a</b>	<b>23</b>	1	23	1.50	34.50			
1753.68 (b)	Special equipment - approval of the proposal for initial purchase of equipment <b>Core network and access equipment - approval of the proposal for initial purchase of equipment - Broadband</b>	<b>n/a</b>	<b>18</b>	1	18	1.50	27.00			
		<b>n/a</b>	<b>20</b>	1	20	1.50	30.00			

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1753.36	Core network and access equipment - request for approval to negotiate for the purpose of standardization on a system basis	n/a	18	1	18	1.25	22.50			
	Core network and access equipment - request for approval to negotiate for the purpose of standardization on a system basis - Broadband	n/a	20	1	20	1.50	30.00			
1753.3	During the preconstruction review, obtain approval for any construction that does not conform to RUS standards and specifications or the approved Loan Design	n/a	18	1	18	1.50	27.00			
1753.6	Approval to use other than new or nonstandard materials and equipment	n/a	18	1	18	1.50	27.00			
	Approval to use other than new or nonstandard materials and equipment - Broadband	n/a	20	1	20	1.00	20.00			
TOTALS			513	10	5,382	1.99	###			



