

SUMMARY OF INFORMATION COLLECTION
7 CFR 1776 Household Water System Program

Date Prepared

2014

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

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

IDENTIFICATION OF REPORTING AND RECORDKEEPING REQUIREMENTS		ANNUAL BURDEN								
SECTION OF REGULATIONS (a)	DESCRIPTION (b)	FORM	REPORTS					RECORDS		
		NO(s) (If "none" so state) (c)	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)
Items Cleared With This Package										
7 CFR Part 1776.7(c) Application Guide	Statement of Experience	Written	7	1	7	4.00	28.00			
7 CFR Part 1776.7(b) Application Guide	Project Proposal	Written	7	1	7	72.00	504.00			
7 CFR Part 1776.7(b) Application Guide	Work Plan (scope of work)	Written	7	1	7	8.00	56.00			
7 CFR Part 1776.7(d) Application Guide	Budget Justification	Written	7	1	7	4.00	28.00			
7 CFR Part 1776.7(d) Application Guide	Prior year Audit / Financial Statement	Written	7	1	7	0.25	1.75			
7 CFR Part 1776.9(d) Application Guide	Pro-forma Balance Sheet and Financial Statements	Written	7	1	7	5.00	35.00			
Application Guide	Organizational Documents-Evidence of Legal Existence and Authority	Written	7	1	7	0.50	3.50			
Application Guide	List of Directors and Officers	Written	7	1	7	0.25	1.75			
Application Guide	Evidence of Tax Exempt Status	Written	7	1	7	0.25	1.75			
RD Instruction 1900-D	Identify Employee Relationship	Written	7	1	7	1.00	7.00			
7 CFR Part 3018.110 & Application Guide	Certification Regarding Lobbying	Written	7	1	7	0.08	0.56			
7 CFR Part 3017.335 & Application Guide	Debarment and Suspension Information	Written	7	1	7	0.42	2.94			
7 CFR Part 3021.230 & Application Guide	Drug-Free Workplace Requirements	Written	7	1	7	0.42	2.94			
Executive Order 13166	Limited English Proficiency	Written	7	1	7	1.00	7.00			
7 CFR Part 1776.1	Grant Agreement	Written	7	1	7	3.00	21.00			
7 CFR Part 3019.26 and 7 CFR Part 3052	Annual Audit / Financial Statement	Written	7	1	7	0.25	1.75			
7 CFR Part 3019.25	Request written approval of workplan changes	Written	7	1	7	1.00	7.00			
7 CFR Part 3019.51	Project Performance Report	Written	7	4	28	2.00	56			
7 CFR Part 1776.9(a)(1) Application Guide	Application for Federal Assistance	SF-424	7	1	7	1.00	7.00			
Application Guide	Assurance Agreement	RD 400-4	7	1	7	0.25	1.75			
Application Guide	Equal Opportunity Agreement (0575-0018)	RD 400-1	7	1	7	0.25	1.75			
Total for this Package			7		168.00		776.44			
Items Cleared Under Other Packages										
7 CFR Part 1776.9(a)(2)	Budget Information - (4040-0006)	SF-424A	7	1	7	1.5	10.50			
7 CFR Part 1776.9(a)(3)	Assurances - Non Construction Programs - (4040-0007)	SF-424B	7	1	7	1	3.50			
7 CFR Part 3018.110 & Application Guide	Disclosure of Lobbying Activities - (0348-0046)	SF-LLL	7	1	7	0.25	1.75			
7 CFR Part 3019.22	Request for Advance or Reimbursement - (4040-0012)	SF 270	7	12	84	1	84.00			
7 CFR Part 3019.52	Federal Financial Report - (0348-0061)	SF 425	28	4	112	1.50	168.00			
Total for items cleared unter other Packages			7		217.00		268			