

SUMMARY OF INFORMATION COLLECTION

7 CFR 1776 Household Water System Program

Date Prepared

2014

INSTRUCTIONS: > (f) TOTAL (h) TOTAL (k) TOTAL
 Use this form when a single information collection document involves multiple reporting and > ----- = (e) Average ----- = (g) Average ----- = (j) Average
 dkeeping requirements. > (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) <i>(If "none" so state)</i> (c)	NO. OF RESPON- DENTS (d)	NO. OF RESPONSES PER RESPON- DENT (e)	TOTAL ANNUAL RESPONSES <i>(Col. d & e)</i> (f)	HOURS PER RESPONSE (g)	TOTAL HOURS <i>(Col. f & g)</i> (h)	NO. OF RECORD- KEEPERS (i)	ANNUAL HOURS PER RECORD- KEEPER (j)	TOTAL RECORD- KEEPING HOURS <i>(Col. i & j)</i> (k)
Items Cleared With This Package										
7 CFR Part1776.7(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(d) 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 1776.9(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 for Federal Assistance (Form approved under 4040-0004	SF-424	7	1	7	1.00	7.00		
Application Guide	Assurance Agreement (Form approved under 0575-0018)	RD 400-4	7	1	7	0.25	1.75		
Application Guide	Equal Opportunity Agreement (Form approved under 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 - (Cleared under 4040-0006)	SF-424A	7	1	7	1.5	10.50		
7 CFR Part 1776.9(a)(3)	Assurances - Non Construction Programs - (Cleared under 4040-0007)	SF-424B	7	1	7	1	3.50		
7 CFR Part 3018.110 & Application Guide	Disclosure of Lobbying Activities-(Cleared under 4040-0013)	SF-LLL	7	1	7	0.25	1.75		
7 CFR Part 3019.22	Request for Advance or Reimbursement - (Cleared under 4040-0012)	SF 270	7	12	84	1	84.00		
7 CFR Part 3019.52	Federal Financial Report - (Cleared under 4040-0014)	SF 425	28	4	112	1.50	168.00		
	Total for items cleared unter other Packages		7		217.00		268		