

**SUMMARY OF INFORMATION COLLECTION**

**7 CFR 3570 Technical Assistance Programs**

**0575-AD02**

Date Prepared

**Dec-15**

INSTRUCTIONS: > (f) TOTAL (h) TOTAL  
 Use this form when a single information collection document involves multiple reporting and > - = (e) Averag----- = (g) Averag----- = (j) Averag  
 keeping requirements. > (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>Reporting Requirements - Non Forms</b>											
3570.265(c)(6)	Documentation of assistance provided to Rural Development employees	Written	70	1	70	0.25	17.50				
3570.265(c)(9)	Indirect Cost Agreement	Written	70	1	70	1.00	70.00				
3570.265(c)(10)	Statement of Compliance , Title VI of Civil Rights Act of 1964	Written	70	1	70	0.50	35.00				
3570.265(d)(1)(i)	Evidence of Legal Existence and Authority	Written	70	1	70	0.25	17.50				
3570.265(d)(1)(ii)	Evidence of Tax Exempt Status	Written	70	1	70	0.25	17.50				
3570.265(d)(2)	Narrative - Project Proposal	Written	70	1	70	1.00	70.00				
3570.265(d)(3)	Latest Financial Information	Written	70	1	70	1.00	70.00				
3570.265(d)(4)	Documentation of cash matching funds	Written	70	1	70	0.50	35.00				
3570.265(d)(5)	Scope of Work/Work Plan	Written	70	1	70	2.00	140.00				
3570.265(d)(7)	Budget justification	Written	70	1	70	5.00	350.00				
3570.265(d)(8)	Evidence of Financial Management System	Written	70	1	70	0.25	17.50				
3570.265(d)(9)	Documentation on each of the priority ranking criteria	Written	70	1	70	10.00	700.00				
	<b>Subtotal</b>				<b>840</b>		<b>###</b>				
<b>Awardees</b>											
1775.13	Grant Agreement	RHS Bulletin 3570-1	35	1	35	2.00	70.00				
1775.2	Project Performance Report	Written	35	4	35	12.00	420.00				
1775.21	Audit	Written	35	1	35	3.00	105.00				
1775.21	Financial Statements	Written	35	1	35	1.00	35.00				
	<b>Subtotal</b>				<b>140</b>		<b>630.00</b>				

IDENTIFICATION OF REPORTING AND RECORDKEEPING REQUIREMENTS		FORM NO(s) <i>(If "none" so state)</i>	ANNUAL BURDEN							
SECTION OF REGULATIONS  <i>(a)</i>	DESCRIPTION  <i>(b)</i>		REPORTS					RECORDS		
			NO. OF RESPON- DENTS <i>(d)</i>	NO. OF RESPONSES PER RESPON- DENT <i>(e)</i>	TOTAL ANNUAL RESPONSES <i>(Col. d &amp; e)</i> <i>(f)</i>	HOURS PER RESPONSE <i>(g)</i>	TOTAL HOURS <i>(Col. f &amp; g)</i> <i>(h)</i>	NO. OF RECORD- KEEPERS <i>(i)</i>	ANNUAL HOURS PER RECORD- KEEPER <i>(j)</i>	TOTAL RECORD- KEEPING HOURS <i>(Col. i &amp; j)</i> <i>(k)</i>
<b>Reporting Requirements - Forms</b>										
3570.265(c)(3)	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions	AD-1047 (0505-0027)	70	1	70	0.25	17.50			
3570.265(c)(5)	Certification Regarding Debarment	AD-1048 (0505-0027)	70	1	70	0.25	17.50			
3570.265(c)(4)	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - for Grantees Other Than Individuals	AD-1049 (0505-0027)	70	1	70	0.25	17.50			
3570.265(c)(7)	Equal Opportunity Agreement	RD 400-1 (0575-0018)	35	1	35	0.17	5.95			
3570.265(c)(8)	Assurance Agreement	RD 400-4 (0575-0018)	35	1	35	0.25	8.75			
<b>Subtotal</b>					<b>280</b>		<b>67.20</b>			
<b>Grand Total</b>					<b>1,260</b>		<b>###</b>			
<b>Common Forms Approved Under Other Packages - Burden Reported as RCF</b>										
3570.265(c)(1)	Application for Federal Assistance (Non-construction Programs)	SF-424 (4040-0004)	35	1	35	0.75	26.00			
3570.265(c)(2)	Budget Information--Non-Construction Programs	SF-424A (4040-0006)	35	1	35	3.00	105.00			
3570.265(c)(2)	Assurances--Non-construction Programs	SF-424B (4040-0007)	35	1	35	0.25	8.75			
3570.268(a)	Request for Advance or Reimbursement	SF-270 (4040-0012)	35	12	420	1.00	420.00			
3570.265(c)(11)	Disclosure of Lobbying Activities	SF LLL (4040-0013)	35	1	35	0.25	8.75			
3570.270(a)	Federal Financial Report	SF-425 (4040-0014)	35	4	140	1.50	210.00			