

**SUMMARY OF INFORMATION COLLECTION**

7 CFR 1776 Household Water System Program

Date Prepared

October, 2017

INSTRUCTIONS:

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

> (f) TOTAL (h) TOTAL (k) 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	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 &amp; e)</i>  (f)	HOURS PER RESPONSE  (g)	TOTAL HOURS <i>(Col. f &amp; g)</i>  (h)	NO. OF RECORD- KEEPERS  (i)	ANNUAL HOURS PER RECORD- KEEPER  (j)	TOTAL RECORD- KEEPING HOURS <i>(Col. i &amp; j)</i>  (k)
<u>Items Cleared With This Package (by regulation reference)</u>										
<u>Initial Application/Application Processing</u>										
1776.2 and RD Inst. 1900-D	Identify Employee Relationship	Written	7	1	7	0.25	1.75			
1776.5	Organizational Documents-Evidence of Legal Existence and Authority	Written	7	1	7	0.25	1.75			
1776.5	List of Directors and Officers	Written	7	1	7	0.25	1.75			
1776.5	Evidence of Tax Exempt Status	Written	7	1	7	0.25	1.75			
1776.7 (b)	Work Plan (Project Proposal, Work Plan, and Budget Justification)	Written	7	1	7	80.00	560.00			
1776.7(c)	Statement of Experience	Written	7	1	7	4.00	28.00			
1776.9 (d) (1)	Pro-forma Balance Sheet	Written	7	1	7	4.00	28.00			
1776.7 (d) (2)	Prior year Audit / Financial Statement	Written	7	1	7	0.25	1.75			
1776.7 (d) (3)	Pro-forma Income Statement and Cash Flow	Written	7	1	7	4.00	28.00			
<u>Post Application</u>										
1776.2, 3019.26 and 3052	Annual Audit / Financial Statement	Written	7	1	7	0.25	1.75			
1776.2 and 3019.51	Project Performance Report	Written								
	Initial		7	4	28	2.00	56.00			
	Extension		4	4	16	2.00	32.00			
1776.2 and 3019.25	Request written approval of workplan changes	Written	4	1	4	2.00	8.00			
1776.10	Grant Agreement	Written	7	1	7	2.00	14.00			
1776.2 and 3017.335	Cert. Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions (Cleared under 0505-0027)	AD 1047	7	1	7	0.25	1.75			

1776.2 and 3017.335	Cert. Regarding Debarment, Suspension, and other Responsibility Matters- Lower Tier Transactions (Cleared under 0505-0027)	AD 1048	7	1	7	0.25	1.75		
1776.2 and 3021.23	Cert. Regarding Drug-Free Workplace Requirements (Grants) Alternative I - for Grantees Other Than Individuals (Cleared under 0505-0027)	AD 1049	7	1	7	0.25	1.75		
<b>Total for this Package</b>			<b>7</b>		<b>146.00</b>		<b>769.75</b>		
<b><u>Items Cleared Under Other Packages (by form number)</u></b>									
1776.2	Equal Opportunity Agreement (Cleared under 0575-0018)	RD 400-1	7	1	7	0.17	1.19		
1776.2	Assurance Agreement (Cleared under 0575-0018)	RD 400-4	7	1	7	0.25	1.75		
1776.2 and 3018.11	Disclosure of Lobbying Activities-(Cleared under 4040-0013)	SF-LLL	7	1	7	0.25	1.75		
1776.2 and 3019.22	Request for Advance or Reimbursement - (Cleared under 4040-0012)	SF 270							
	Initial		7	12	84	1.00	84.00		
	Extension		4	12	48	1.00	48.00		
1776.7 (a)(1)	Application for Federal Assistance (Cleared under 4040-0004)	SF-424							
	Initial		7	1	7	0.75	5.25		
	Revised		7	1	7	0.75	5.25		
1776.9(a)(2)	Budget Information - (Cleared under 4040-0006)	SF-424A							
	Initial		7	1	7	3.00	21.00		
	Revised		7	1	7	3.00	21.00		
1776.9(a)(3)	Assurances - Non Construction Programs - (Cleared under 4040-0007)	SF-424B	7	1	7	0.25	1.75		
1776.2 and 3019.52	Federal Financial Report - (Cleared under 4040-0014)	SF-425							
	Initial		7	4	28	1.50	42.00		
	Extension		4	4	16	1.50	24.00		
<b>Total for items cleared under other Packages</b>			<b>7</b>		<b>232.00</b>		<b>257</b>		