

**Submitting Agency**

USDA, (Agency/Staff Office): Forest Service  
Submitter(s) (Name): Sherry Gardner  
Title: Forester  
Address: 2150 Centre Ave, Suite 341, Fort Collins, CO 80526  
Ph: 970-295-5781  
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**Recipient Response**

Title: (Responding Representative(s): Norm Birtcher  
Entity: Resource Forester for Montrose Forest Products in Montrose, CO.

**Comment Summary:**

The availability of data: They are easily understandable and take but a very little time to complete after one has filled them out on previous occasion.

The frequency of information that is collected: We annually require our logging contractors to execute a certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions. We keep these on file.

Clarity of instructions and record keeping responsibilities, disclosure, or reporting form: I have not found either of these forms to be onerous or particularly burdensome to fill out. They are easily understandable and take but a very little time to complete after one has filled them out on previous occasion.

The data elements to be recorded, disclosed, or reported:

**Applicable information concerning the estimated burden associated with the collection in terms of both time (burden hours) and costs (i.e., dollars spent (wage rates and applicable fringe benefits such as paid leave, insurance, and retirement) imposed by the information collection.** I reviewed AD-1047 and AD-1048. We support the use of these forms in order to keep unscrupulous persons/businesses out of contention for Forest Service timber contracts. Our company is still small enough that we would easily be aware if anyone had been charged or convicted of a criminal or civil offense. You would think that larger firms would still have a very good handle on their employees sufficient to answer the questions with accuracy. Noting they both expire at the end of the year I would advocate they be reissued and used without significant modification.

USDA, Office of Partnerships & Public Engagement  
Submitter(s) (Name): Sheree Lesch  
Title: Grants Management Specialist  
Address: 1400 Independence Avenue, SW, Washington, D.C. 20250  
Ph: 202-260-8775 (O); 202-768-0435 (C)

Title: (Responding Representative(s): Lisa Estes, Grants and Contracts Manager  
Entity: Center for Heirs' Property Preservation

The availability of data: The availability of data is easily accessed online through the SAM database, our personnel manual and contractual forms, and in our paper filing systems via electronic versions on our workplace network.

The frequency of collection: Data collection is ongoing and is acquired monthly, quarterly and annually as it pertains to our employees, board, partners, vendors and program participants.

The clarity of instructions and recordkeeping, disclosure, or reporting form and: Parties involved receive clear understanding of why data is collected and why it is kept on file as well as the purpose for the use of that data for our organization.

The data elements to be recorded, disclosed or reported. Examples of data elements are W-9 forms, 1099 forms, conflict of interest agreements, confidentiality agreements, background checks, the Center's Employee Manual and other data to corroborate our ongoing efforts to satisfy the requirements of the policies of forms AD-1047, AD-1048 and AD-1049.

**The estimated burden associated with the collection in terms of both time (burden hours) and costs (i.e., dollars spent (wage rates and applicable fringe benefits such as paid leave, insurance, and retirement) imposed by the information collection.** Estimated costs associated with this data collection annually are as follows: Salaries (\$22,500.00); Fringe Benefits (\$4,725.00); Insurance (\$1,450.00); Total Annual Cost (\$28,675.00)

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Title: (Responding Representative(s): Jing Luo, PhD, PE  
Entity: Apex Applied Technology, Inc.

The availability of data: Available

The frequency of collection: Reasonable

The clarity of instructions and recordkeeping, disclosure, or reporting form: Instructions are clear.

The data elements to be recorded, disclosed or reported: Reasonable

**The estimated burden associated with the collection in terms of both time (burden hours) and costs (i.e., dollars spent (wage rates and applicable fringe benefits such as paid leave, insurance, and retirement) imposed by the information collection.** Form AD-1047 (.15 min); Form, AD-1048 (.15 min.); Form AD-1049 (.20 min); Form AD-1050 (15 min); Form AD-1052 (.20 min).