

**Submitting Agency**

USDA, (Agency/Staff Office): Rural Development, Rural Housing Service, Community Facilities Program  
Submitter(s) (Name): Deb Jackson  
Title: Director  
Address: Washington, DC  
Ph: 202-720-8454  
Email: deborah.jackson2@usda.gov

**Recipient Response**

Title: (Responding Representative(s): Assistant to the County Commissioner, Westmoreland County  
Entity: Resource

**Comment Summary:**

The availability of data: The data is readily available.

The frequency of information that is collected: Requests for this information is infrequent.

Clarity of instructions and record keeping responsibilities, disclosure, or reporting format: The form is clear as to the information requested.

The data elements to be recorded, disclosed, or reported: No Answer.

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. The amount of time and costs associated with this request is minimal.

**Recipient Response**

Title: (Responding Representative(s): Town of Blackstone, Transportation Director  
Entity: Resource

**Comment Summary:**

The availability of data: Data is readily available.

The frequency of information that is collected: This data is collected annually by our audit or by our finance department.

Clarity of instructions and record keeping responsibilities, disclosure, or reporting format: The instructions seem clear enough to me.

The data elements to be recorded, disclosed, or reported: For Blackstone, our data elements are included in our annual audit which discloses our financial status(es). Our finance department would also be privileged to this information.

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. The burden to collect this information by a Town employee is low if referencing the annual audit or by consulting our finance department.

USDA, (Agency/Staff Office): Forest Service/AQM  
Submitter(s) (Name): Evan Hughes  
Title: Grants and Agreements Policy Specialist  
Address: 201 14th Street SW, Washington, DC 20250  
Ph: 202-205-3611  
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**Recipient Response**

Title: (Responding Representative(s): Adam Hanson, Project Director  
Entity: The Wild Foundation

**Comment Summary:**

The availability of data: Mr. Hanson believes the information requests are adequate. The process is not burdensome and does not take a lot of time to complete the forms and documents. He expressed at times it has been challenging to understand the agreements calendar for reporting or submitting requests. This has been resolved by calling the agreement manager.

The frequency of information that is collected: No concerns.

Clarity of instructions and record keeping responsibilities, disclosure, or reporting format: Mr. Hanson stated more instructions would be helpful. What he has found helpful is having a quick conversation with FS support to ascertain what is sufficient and what is not.

The data elements to be recorded, disclosed, or reported: Mr. Hanson would like it to be more efficient in data gathering. Not to be redundant or repetitive across forms and documents.

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.