**2024-2025 Information Collection Supplement**

**OMB NO. 0572-0139**

**Non-Form**

The following non-form items are cleared as part of the information collection and details on each item are included in the attached supplemental statement:

***Initial Application/Application Processing (Non-Form/Written)*:**

* SAM Registration*.*
* Identify Relationship with Rural Development Employee(s).
* Organizational Documents - Evidence of Legal Authority and Existence.
* List of Directors and Officers.
* Evidence of Tax-Exempt Status.
* Work Plan (Project Proposal, Scope of Work, and Budget Justification).
* Statement of Experience.
* Pro-forma Balance Sheets and Financial Statements.
* Prior year Audit or Financial Statements.
* Pro-forma Income Statement and Cash Flow.

***Post Application (Non-Form/Written)***

* SAM Registration Maintenance.
* Audit.
* Project Performance Report.
* Request for Written Approval of Work Plan Changes.
* Grant Agreement.

**ITEMS CLEARED IN OTHER PACKAGES BUT INCLUDED IN BURDEN**

* 1940-1, Request for Obligation of Funds (cleared under multiple packages).