

7 CFR PART 3551
MUTUAL AND SELF-HELP
HOUSING PROGRAMS

REPORTING REQUIREMENT- NON-FORMS									
Section of Regulation	Title	Form No. (If Any)	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses (D) X (E)	Estimated No. of Manhours per Reponse	Est. Total Manhours (F) X (G)	Wage Class	Total Cost (H) X (I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
3551.55 (b) (2) 3551.205 (b) (2)	Evidence of capacity to operate a MSH program	Narrative Statement	230	1	230	2.00	460	\$ 19.51	\$ 8,975
3551.55 (b) (3) 3551.205 (b) (3)	Organizational Documents	Narrative Statement	230	1	230	1.30	299	\$ 19.51	\$ 5,833
3551.55 (b) (3) (vii) 3551.205 (b) (3) (vii)	Financial Statement	Narrative Statement	230	1	230	2.00	460	\$ 19.51	\$ 8,975
3551.55 (b) (9) 3551.205 (b) (8)	Commercial Credit Report	Narrative Statement	230	1	230	0.08	18	\$ 19.51	\$ 359
3551.55 (b) (4) 3551.205 (b) (4)	Evidence of Need and Demand	Narrative Statement	230	1	230	9.00	2070	\$ 19.51	\$ 40,386
3551.55 (b) (5) 3551.205 (b) (5)	Evidence of Land Availability	Narrative Statement	230	1	230	4.00	920	\$ 19.51	\$ 17,949
3551.55 (b) (8) 3551.205 (b) (7)	Monthly Activities Schedule	Narrative Statement	230	1	230	4.00	920	\$ 19.51	\$ 17,949
3551.55 (b) (10) (vii) 3551.205 (b) (9) (iv)	Certification regarding debarment, suspension, ineligibility and voluntary exclusion	Narrative Statement or (AD-1047)	230	1	230	0.30	69	\$ 19.51	\$ 1,346
3551.55 (b) (10) (vi) 3551.205 (b) (9) (v)	Drug Free Workplace	Narrative Statement or (AD-1049)	230	1	230	0.30	69	\$ 19.51	\$ 1,346
3551.55 (b) (11)	Evidence of Multi-Funded Status/Cost Allocation Plan	Narrative Statement	140	1	140	10.00	1400	\$ 19.51	\$ 27,314
3551.55 (b) (12) (i)	Proposed TA Cost/Homes to Complete	Narrative Statement	140	1	140	2.00	280	\$ 19.51	\$ 5,463
3551.55 (d) (1)	Staffing Requirements	Narrative Statement	90	1	90	1.30	117	\$ 19.51	\$ 2,283
3551.55 (e) 3551.206 (c)	Grant Agreement	Narrative Statement	138	1	138	0.25	35	\$ 19.51	\$ 673
3551.55 (d) (2)	Evidence of Insurance and Fidelity Bond	Narrative Statement	90	1	90	1.00	90	\$ 19.51	\$ 1,756
3551.55 (b) (10) (ii)	Intergovernmental Review	Narrative Statement	45	1	45	3.00	135	\$ 19.51	\$ 2,634
3551.55 (d) (2)	Compliance Agreement Regarding 7CFR 3015, 3016, and 3019	Narrative Statement	90	1	90	1.30	117	\$ 19.51	\$ 2,283
3551.55 (d) (3) 3551.205 (b) (3)	Authorization From the Board of Directors	Narrative Statement	228	1	228	1.00	228.0	\$ 19.51	\$ 4,448
SUBTOTAL	TOTAL PAGE ONE				3,031		7,687		\$ 149,971

7 CFR PART 3551
MUTUAL AND SELF-HELP
HOUSING PROGRAMS

REPORTING REQUIREMENT- NON-FORMS									
Section of Regulation	Title	Form No. (If Any)	Estimated No. of Respondent	Reports Filed Annually	Total Annual Reponses (D) X (E)	Estimated No. of Manhours per Reponse	Estimated Total Manhours (F) X (G)	Wage Class	Total Cost (H) X (I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
3551.55 (d) (4)	Establishing Interest Bearing Checking Account	Narrative Statement	90	1	90	1.00	90	\$ 19.51	\$ 1,756
3551.55 (d) (5)	Member's Agreement	Narrative Statement	90	1	90	5.00	450	\$ 19.51	\$ 8,780
3551.55 (d) (6)	Evidence 1st Group of Participating Families Are Qualified	Narrative Statement	90	1	90	2.00	180	\$ 19.51	\$ 3,512
3551.55 (d) (8)	Building Specifications	Narrative Statement	90	1	90	50.00	4500	\$ 19.51	\$ 87,795
3551.55 (d) (10)	Any Findings in the Civil Rights Impact Analysis Addressed	Narrative Statement	2	1	2	0.50	1	\$ 19.51	\$ 20
3551.102	Grantee Request for Payment/Draw Schedule	Letter	90	1	90	0.50	45	\$ 19.51	\$ 878
3551.152 (a)	Quarterly Reviews	Narrative Statement	360	1	360	6.00	2160	\$ 19.51	\$ 42,142
3551.103	Grantee Audit-Nonprofit Organizations	Narrative Statement	90	1	90	18.00	1620	\$ 19.51	\$ 31,606
3551.103	Grantee Audit-State, Local, and Indian Tribal Government	Narrative Statement	5	1	5	18.00	90	\$ 19.51	\$ 1,756
3551.151 3551.206 (d)	Grant Amendment Request	Letter Amendment to Self-Help Technical Assistance Grant	35	1	35	5.00	175	\$ 19.51	\$ 3,414
3551.153 (b)	Work-out Agreement for Grantees Designated High Risk	Narrative Statement	10	1	10	10.00	100	\$ 19.51	\$ 1,951
3551.155 3551.207	Grant Closeout Program and Financial Documentation	Narrative Statement	80	1	80	20.00	1600	\$ 19.51	\$ 31,216
TOTAL	TOTAL PAGE TWO				1,032		11,011		\$ 214,825

7 CFR PART 3551
MUTUAL AND SELF-HELP HOUSING PROGRAMS

Reporting Requirements Approved Under Other OMB Numbers (Not included in form totals)									
Section of Regulation	Title	Form No. (If Any)	Estimated No. of Respondent	Reports Filed Annually	Total Annual Reponses (D) X (E)	Estimated No. of Manhours per Reponse	Estimated Total Manhours (F) X (G)	Wage Class	Total Cost (H) X (I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
3551.55 (b) (1) 3551.205 (b) (1)	Application for Federal Assistance	SF-424 (0348-0043)	224	1	224	0.75	168	\$19.51	\$3,278
3551.55 (b) (7) 3551.205 (b) (6)	Program budget	SF-424A (0348-0044)	140	1	140	3.00	420	\$19.51	\$8,194
3551.55 (b) (11) (i)	Equal Opportunity Agreement	RD 400-1 (0575-0018)	140	1	140	0.16	22	\$19.51	\$437
3551.55 (c) (11)	Assurance Agreement	RD 400-4 (0575-0018)	140	1	140	0.25	35	\$19.51	\$683
3551.55 (c) (11)	Assurances – Nonconstruction Programs	SF-424B (0348-0040)	140	1	140	0.25	35	\$19.51	\$683
3551.55 (b) (11) (iv) 3553.205 (b) (9) (iii)	Disclosure of Lobbying	RD 1940-Q (0348-0046)	230	1	230	0.50	115	\$19.51	\$2,244
3551.55 (d) (9)	Affirmative Fair Housing Marketing Plan	HUD 935.2 (2529-0013)	90	1	90	3.00	270	\$19.51	\$5,268
3551.55 (d) (7)	Grantee Request for ongoing payments	SF-270 (0348-0004)	90	1	90	1.00	90	\$19.51	\$1,756
3551.155 (b) 3551.207 (b)	Grant Closeout – Grantee financial documentation	SF-269A (0348-0039)	45	1	45	1.50	68	\$19.51	\$1,317
Forms Reporting					0		0		0
Non-Forms Reporting (Page One)					3,031		7,687		149,971
Non-Forms Reporting (Page Two)					1,032		11,011		\$ 214,825
Reporting Totals					4,063		18,698		\$ 364,796