

2012 7 CFR 1944-I, Self-Help Technical Assistance Grants
OMB No. 0575-0043

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 Response	Estimated Total Manhours (F) x (G)	Wage Class
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
	Reporting Requirements - No Forms							
	Evidence of Capacity to Operate a MSH Program							
1944.410(a)(1)	-Local/State Governments (Native American Indian Tribes) Organizational Documents Nonprofit Organization	Narrative Statement	20 120	1	140	0.25	35	\$24
1944.410(a)(2)	-Local/State Governments (Native American Indian Tribes) Financial Statements Nonprofit Organization	Narrative Statement	20 120	1	140	0.16	22	\$24
1944.410(a)(3)	Local/State Governments (Native American Indian Tribes) Narrative Statement of the Area to be Served Nonprofit Organization	Narrative Statement	20 120	1	140	0.25	35	\$24
1944.410(a)(4)	-Local/State Governments (Native American Indian Tribes) Very Low-Income Nonprofit Organization	Narrative Statement	20 120	1	140	0.25	35	\$24
1944.410(a)(5)	-Local/State Governments (Native American Indian Tribes) Survey of Lots Nonprofit Organization	Narrative Statement	20 120	1	140	0.5	70	\$24
1944.410(a)(7)	-Local/State Governments (Native American Indian Tribes) List of Other Activities Nonprofit Organization	Narrative Statement	20 120	1	140	1	140	\$24
1944.410(a)(8)	Local/State Governments (Native American Indian Tribes) -Nonprofit Organization	Narrative Statement	20 120	1	140	0.25	35	\$24
1944.410(a)(9)	Amount of Funds and Projected Time Period -Local/State Governments (Native American Indian Tribes) Nonprofit Organization	Narrative Statement	7 103	1	110	8.5	935	\$24

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1944.410(a)(d), Exhibit D	Grant Predevelopment Agreement -Local/State Governments (Native American Indian Tribes)	Narrative Statement	5	10	1	15	0.5	8	\$24
1944.411(c)	Nonprofit Organization Regulations -Local/State Governments (Native American Indian Tribes)	Narrative Statement	7	103	1	110	0.16	18	\$24
1944.411(g)	Accounts - Nonprofit - Local/State Governments (Native American Indian Tribes)	Narrative Statement	7	103	4	440	0.25	110	\$24
1944.417(b) & Exhibit B	Grants - Nonprofit -Local/State Governments (Native American Indian Tribes)	Narrative Statement	7	103	4	440	1	440	\$24
1944.419(c)	Request for Evaluation Review -Local/State Governments (Native American Indian Tribes)	Letter	2	8	1	10	0.16	2	\$24
1944.420(c)	Revised Budget -Local/State Governments (Native American Indian Tribes)	Narrative Statement	5	30	1	35	1	35	\$24
1944.422(a)	Nonprofit Organization -Local/State Governments (Native American Indian Tribes)	Written	5	100	1	105	15	1,575	\$24
1944.422(b)	Audit Report, Local Governments and Indian Tribes -Local/State Governments (Native American Indian Tribes)	Narrative Statement	2	6	1	8	15	120	\$24
1944.427, Exhibit E	Grantees' Self-Evaluation Nonprofit Organization - Local/State Governments (Native American Indian Tribes)	Narrative Statement	7	103	1	110	1	110	\$24
1944-I, Exhibit F	Application for Site Option Loan Nonprofit Organization -Local/State Governments (Native American Indian Tribes)	Narrative Statement	1	1	1	1	1	1	\$24
	Organization SUBTOTAL					2364		3,725	
	Reporting Requirements - Recordkeeping								

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Agreement to Establish a Certified										
1944.411(f)	Recordkeeping System -Local/State Governments (Native American Indian Tribes) -Nonprofit Organization	Narrative Statement	7	103	1	110	0.16	18	\$24	
1944.411(h)	Agreement Between Grantee and Families -Local/State Governments (Native American Indian Tribes) -Nonprofit Organization	Narrative Statement	7	103	1	110	0.16	18	\$24	
1944.420, Exhibit C	Technical Assistance Grant Agreement -Local/State Governments (Native American Indian Tribes) -Nonprofit Organization	Narrative Statement	7	103	1	110	0.16	18	\$24	
1944-I, Exhibit A	Self-Help Technical Assistance Grant Agreement -Local/State Governments (Native American Indian Tribes) -Nonprofit Organization	Narrative Statement	7	103	1	110	0.08	9	\$24	
	SUBTOTAL					440		62		
	Reporting Requirements - Forms Approved Under Other OMB Numbers									
1944.410(a)	Local/State Governments (Native American Indian Tribes) Budget Information Non- profit	SF-424 (0348- 0043)			1	140	1	140	\$24	
1944.410(a)(6)	Construction Programs -Local/State Governments (Native American Indian Tribes) -Nonprofit Organization Equal Opportunity Agreement	SF-424A (0348- 0044)	20	120	1	140	3	420	\$24	
1944.410(e)	Local/State Governments (Native American Indian Tribes) -Nonprofit Organization Assurance Agreement	RD 400-1 (0575- 0018)	20	120	1	140	0.16	22	\$24	
1944.411(d)	Local/State Governments (Native American Indian Tribes) -Nonprofit Organization Assurance Agreement	RD 400-4 (0575- 0018)	20	120	1	140	0.25	35	\$24	
1944.411(d)	Assurance Agreement Nonconstruction Programs Local/State Governments (Native American Indian Tribes) -Nonprofit Organization	SF-424B (0348- 0040)	20	120	1	140	0.25	35	\$24	

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1944.417(a)(2)	Request for Advance or Reimbursement -Local/State Governments (Native American Indian Tribes) Federal Financial Report Nonprofit Organization	SF-270 (0348-0004)	20	120	1	140	1	140	\$24
1944.426(a)(2)	Request for Environmental -Local/State Governments (Native American Indian Tribes) Nonprofit Organization	SF-425 (0348-0038)	20	120	1	140	1.5	210	\$24
1944.410(b)(1)(ii)	Affirmative Fair Housing Marketing Plan -Local/State Governments (Native American Indian Tribes) Nonprofit Organization	RD 1940-20 (0575-0094)	20	120	1	140	6	840	\$24
1944.410(b)(2)(iv)	Local/State Governments (Native American Indian Tribes) -Nonprofit Organization	HUD 935.2 (2529-0013)	20	120	1	140	3	420	\$24
	Total Annual Responses					2,364		3725	
	Total Recordkeeping Burden					440		62	
	Total Burden This Docket					2,804		3787	

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Total Cost (H) x (I)
(J)
\$840
\$538
\$840
\$840
\$1,680
\$3,360
\$840
\$22,440

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\$180
\$422
\$2,640
\$10,560
\$38
\$840
\$37,800
\$2,880
\$2,640
\$24
\$89,402

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\$422
\$422
\$422
\$211
\$1,478
\$3,360
\$10,080
\$538
\$840
\$840

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\$3,360
\$5,040
\$20,160
\$10,080
\$89,402
\$1,478
\$90,880

Type	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 Response
	(A)	(B)	(C)	(D)	(E)	(F)	(G)
TA Grant Application							
1	3551.55 (b) (1)	Application for Federal Assistance	SF-424	170	1	170	0.75
1	3551.55 (b) (2)	to operate a MSH program	Narrative statement	170	1	170	0.25
1	3551.55 (b) (3)	Organizational Documents	Narrative statement	170	1	170	0.16
1	3551.55 (b) (3)	Financial statement	Narrative statement	170	1	170	0.25
1	3551.55 (b) (10)	Commercial credit report	Narrative statement	170	1	170	0.16
1	3551.55 (b) (4)	Evidence of need and demand	Narrative statement	170	1	170	1
1	3551.55 (b) (5)	Evidence of land availability	Narrative statement	170	1	170	1
1	3551.55 (b) (7)	Program budget	or equivalent	170	1	170	3
1	3551.55 (b) (8)	Housing plans and cost estimates	Narrative statement	170	1	170	1
1	3551.55 (b) (9)	Monthly activities schedule	Narrative statement	170	1	170	1
1	3551.55 (b) (11)	Assurance Agreement	RD 400-4	170	1	170	0.25
1	3551.55 (b) (11) (i)	Equal Opportunity Agreement	RD 400-1	170	1	170	0.25
1	3551.55 (b) (11)	Assurances - Nonconstruction Programs	SF-424B	170	1	170	0.25
1	3551.55 (b) (11)	Drug-Free Workplace Certification	AD-1049	170	1	170	0.16
1	3551.55 (b) (11)	regarding debarment, suspension, ineligibility and voluntary exclusion	AD-1047	170	1	170	0.16
1	3551.55 (b) (11) (iii)	Conflict-of-interest Disclosure	Narrative statement	170	1	170	0.16
1	3551.55 (b) (11) (iv)	Disclosure of Lobbying Activities	RD 1940-Q	170	1	170	0.16
1	3551.55 (b) (12)	Evidence of multi-funded status/cost allocation plan	Letter/ Narrative statement	170	1	170	0.5
1	3551.55 (b) (13)	Number of homes/ Factors for awards	Narrative statement / Scoring summary sheet	170	1	170	1
1	3551.9/3551.55 (d) (3)	TA Grant Agreement	Narrative Statement	170	1	170	0.08
TA Grant Closing							
2	3551.55 (d) (1)	Personnel Information	Narrative statement	140	1	140	0.25
2	3551.55 (d) (2)	Evidence of insurance and fidelity bonding	Narrative statement	140	1	140	0.25
2	3551.55 (d) (2)	Evidence of accounting and record keeping system (compliance with 7 CFR 3015 or 7 CFR 3016)	Narrative statement	140	1	140	0.25
2	3551.55 (d) (3)	Authorization from the Board of Directors	Narrative statement	140	1	140	0.16

2	3551.55 (d) (4)	Evidence of checking account	Narrative statement	140	1	140	0.25
2	3551.55 (d) (5)	Member's agreement	Narrative statement	140	1	140	0.16
2	3551.55 (d) (6)	Evidence 1st group participating families qualified for mortgage financing	Narrative statement	140	1	140	0.16
2	3551.55 (d) (7)	Building specifications	Narrative statement	140	1	140	1
2	3551.55 (d) (8)	Housing Marketing Agreement of	HUD 935.2	140	1	140	1
2	3551.55 (d) (9)	compliance with all applicable Federal statutes and regulations	Narrative statement	140	1	140	0.16
2	3551.55 (d) (10)	Evidence addressed RHS environmental review findings	Narrative statement	4	1	4	0.5
2	3551.55 (d) (11)	RHS Civil Rights Impact analysis findings	Narrative statement	2	1	2	0.5
TA Grant Program Administration							
3	3551.103 (a) and (b)	Request for Obligation of Funds	RD 1940-1	130	1	130	0.25
3	3551.103 (a) and (b)	Grantee Request for ongoing payments/ Includes SHARES update	SHARES/ SF-270	130	12	1560	1
6	3551.103 (c)	Grantee request for payment varying significantly from draw schedule	Letter with SF-270	45	12	540	0.5
3	3551.151(a)	Generate quarterly SHARES report	SHARES report and narrative statement	130	4	520	0.5
4	3551.104 (c) (2)	Nonprofit organizations	Narrative statement	90	1	90	15
5	3551.104 (c) (1)	Grantee audit - State, local and Indian tribal government	Narrative statement	10	1	10	15
7	3551.152 (a)	Grant Amendment requests	Letter / Amendment to Self-Help Technical Assistance Grant	15	1	15	0.16
7	3551.152 (b)	Work-out agreements for grantees designated High Risk	Narrative statement	15	1	15	1
3	3551.106 (a)	Grant Closeout - Grantee program documentation	inventory / Certification of records retention	130	1	130	0.5
3	3551.106 (a) 3551.106 (b) 3551.106 (c)	Grant Closeout - Grantee financial documentation	on of borrower account closeout / Final Audit	130	1	130	1.5

3	3551.106 (a)	Grant Closeout - Final Grantee Evaluation	Final SHARES entry	130	1	130	1
3	3551.106	Request for RHS Evaluation Review	Letter	15	1	15	0.16
Total TA Grant Application Burden				3400	20	3400	11.54
Total TA Grant Closing Burden				1406	12	1406	4.64
Total TA Grant Program Administration Burden				970	37	3285	36.57
Total TA Burden				5776	69	8091	52.75

Estimated Total Manhours (F) x (G) (H)	Wage Class (I)	Total Cost (H) x (I) (J)
127.5	###	###
42.5	###	\$637.50
27.2	###	\$408.00
42.5	###	\$637.50
27.2	###	\$408.00
170	###	###
170	###	###
510	###	###
170	###	###
170	###	###
42.5	###	\$637.50
42.5	###	\$637.50
42.5	###	\$637.50
27.2	###	\$408.00
27.2	###	\$408.00
27.2	###	\$408.00
27.2	###	\$408.00
27.2	###	\$408.00
27.2	###	\$408.00
85	###	###
170	###	###
13.6	###	\$204.00
35	###	\$525.00
35	###	\$525.00
35	###	\$525.00
22.4	###	\$336.00

35	###	\$525.00
22.4	###	\$336.00
22.4	###	\$336.00
140	###	###
140	###	###
22.4	###	\$336.00
2	###	\$30.00
1	###	\$15.00
32.5	###	\$487.50
1560	###	###
270	###	###
260	###	###
1350	###	###
150	###	###
2.4	###	\$36.00
15	###	\$225.00
65	###	\$975.00
195	###	###

130	###	###
2.4	###	\$36.00
1961.8		###
512.6		###
4032.3		###
6506.7		###

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	(A)	(B)	(C)	(D)	(E)	(F)	(G)
11	3551.251 (g) (1)	Loan application	SF-424	4	1	4	0.75
11	3551.251 (g) (2) (i)	Resolution authorizing application for a site option loan	Narrative statement	4	1	4	0.25
11	3551.251 (g) (2) (ii)	option or schedule of proposed options	Narrative statement	4	1	4	0.25
12	3551.251 (i)	Loan closing	Loan agreement	1	1	1	0.25
Total Site Option Loan				13	4	13	1.5

Estimated Total Manhours (E) x (G)	Wage Class (I)	Total Cost (H) x (I)
(H)	(I)	(J)
3	\$15.00	\$45.00
1	\$15.00	\$15.00
1	\$15.00	\$15.00
0.25	\$15.00	\$3.75
5.25		\$78.75

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	(A)	(B)	(C)	(D)	(E)	(F)	(G)
13	3551.201 (f) (2) (i)	Application for Federal Assistance	SF-424	70	1	70	0.75
13	3551.201 (f) (2) (ii)	Evidence of demonstrated capacity to operate a MSH program	Narrative statement	70	1	70	0.25
13	3551.201 (f) (2) (iii)	Certificate of incorporation	Narrative statement	70	1	70	0.16
13	3551.201 (f) (2) (iv)	Tax-exempt certification	Narrative statement	70	1	70	0.16
13	3551.201 (f) (2) (v)	Articles of incorporation and Bylaws	Narrative statement	70	1	70	0.16
13	3551.201 (f) (2) (vi)	Certificate of good standing	Narrative statement	70	1	70	0.16
13	3551.201 (f) (2) (vii)	Organization identifying information	Narrative statement	70	1	70	0.16
13	3551.201 (f) (2) (viii)	Financial statement	Narrative statement	70	1	70	0.25
13	3551.201 (f) (2) (ix)	Credit report	Narrative statement	70	1	70	0.16
13	3551.201 (f) (2) (x)	Land availability	Narrative statement	70	1	70	0.5
13	3551.201 (f) (2) (xi)	Evidence of interest by families	Narrative statement	70	1	70	0.5
13	3551.201 (f) (2) (xii)	Monthly activity schedule	Narrative statement	70	1	70	0.5
13	3551.201 (f) (2) (xiii)	Proposed budget	Narrative statement	70	1	70	0.5
13	3551.201 (f) (2) (xiv)	Conflict-of-interest disclosure	Narrative statement	70	1	70	0.16
13	3551.201 (f) (2) (xv)	Disclosure of lobbying activities	RD 1940-Q	70	1	70	0.16
13	3551.9	Grant Agreement	Narrative Statement	70	1	70	0.08
15	3551.201 (h) (2)	grantee closeout: Final accounting of funds	Narrative statement	25	1	25	1

Total Predevelopment Grant Burden

1145

17

1145

5.61

Estimated Total Manhours (F) x (G)	Wage Class	Total Cost (H) x (I)
(H)	(I)	(J)
52.5	\$15.00	\$787.50
17.5	\$15.00	\$262.50
11.2	\$15.00	\$168.00
11.2	\$15.00	\$168.00
11.2	\$15.00	\$168.00
11.2	\$15.00	\$168.00
11.2	\$15.00	\$168.00
17.5	\$15.00	\$262.50
11.2	\$15.00	\$168.00
35	\$15.00	\$525.00
35	\$15.00	\$525.00
35	\$15.00	\$525.00
35	\$15.00	\$525.00
11.2	\$15.00	\$168.00
11.2	\$15.00	\$168.00
5.6	\$15.00	\$84.00
25	\$15.00	\$375.00

347.7

\$5,215.50

	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses (D) x (E)	Estimated No. of Manhours Per Response	Estimated Total Manhours (F) x (G)	Wage Class	Total Cost (H) x (I)
Total TA Burden	5776	69	8091	52.75	6506.7		###
Total Predevelopment Grant Burden	1145	17	1145	5.61	347.7		\$5,215.50
Total Site Option Loan	13	4	13	1.5	5.25		\$78.75
TOTAL	6934	90	9249	59.86	6859.65		###