**7 CFR 1944-N “Housing Preservation Grant”**

**OMB No. 0575-0115**

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| **Reports Filed: Annually/Semi-Annally/Quarterly**  **Date Prepared: July 24, 2012** | | | | | | | | | | |
| **Section of**  **Regulation**  **(A)** | **Title**  **(B)** | **Form**  **Number**  **(C)** | **Estimated**  **No. of**  **Respondents**  **(D)** | **Reports Filed**  **Annually**  **(E)** | **Total**  **Annual**  **Responses**  **(D) x (E)**  **(F)** | **Hours**  **Per**  **Response**  **(G)** | | **Total**  **Annual**  **Hours**  **(F) x (G)**  **(H)** | **Wage**  **Class**  **(per hour)**  **(I)** | **Cost to the**  **Public**  **(H) x (I)**  **(J)** |
| **REPORTING REQUIREMENTS – NO FORMS** | | | | | | | | | | |
| 1944.651(d) | Applicants must inform Agency if there  is any known relationship of association with a RHS employee.  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Narrative | 2  3 | 1  1 | 2  3 | | 0.16  0.16 | .32  .48 | $12.00  $12.00 | $3.84  $5.76 |
| 1944.658(a)(3)  1944.666(b)(7)  1944.666(e)  1944.670(a)  1944.676(b)(1)(x)  1944.688(e)  1944.689(a)(3) | 7 CFR 3015, 7 CFR 3016, and  OMB Circular A-122  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Narrative | 53  105 | 1  1 | 53  105 | | 8  8 | 424  840 | $12.00  $12.00 | $5,088  $10,080 |
| 1944.661(a)  1944.661(b) | HPG recipient (individual Homeowners)  evidence of income and ownership  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Grantee form  documentation | 796  1,577 | 2  2 | 1,592  3,154 | | 1  1 | 1,592  3,154 | $12.00  $12.00 | $19,104  $37,848 |
| 1944.662(a) | HPG recipient (rental property owner or  Co-op) requirements of evidence of  ownership  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Grantee form  documentation | 53  105 | 1  1 | 53  105 | | 0.5  0.5 | 27  53 | $12.00  $12.00 | $324  $636 |

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| **REPORTING REQUIREMENTS – NO FORMS** | | | | | | | | | | |
| 1944.662(b) | HPG recipient (tenant in rental property or co-op owner) of income eligibility  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Grantee from  and/or  documentation | 796  1,577 | 1  1 | 796  1,577 | | 0.5  0.5 | 398  789 | $12.00  $12.00 | $4,776  $9,468 |
| 1944.663 | Ownership agreement between HPG  Grantee and Rental Property Owner or  Co-op  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Non-standard  form by  grantee | 17  33 | 1  1 | 17  33 | | 1  1 | 17  33 | $12.00  $12.00 | $204  $396 |
| 1944.665 | Final Inspection Report  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Non-standard | 796  1,577 | 1  1 | 796  1,577 | | 0.5  0.5 | 398  789 | $12.00  $12.00 | $4,776  $9,468 |
| 1944.667 | Relocation and displacement  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Narrative in  statement of  activities | 53  105 | 1  1 | 53  105 | | 0.33  0.33 | 17  35 | $12.00  $12.00 | $204  $420 |

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| **REPORTING REQUIREMENTS – NO FORMS** | | | | | | | | | | |
| 1944.672(e)  1944.673  1944.676(d)(e) | Documentation of historic preservation  process, determination if unit is located in floodplain/wetland, or an archeological property  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Narrative and  Exhibit F-2 | 796  1,577 | 1  1 | 796  1,577 | | 0.16  0.16 | 127  252 | $12.00  $12.00 | $1,524  $3,024 |
| 1944.674(c)  1944.676(e-g) | Documentation that statement of activities submitted to State single point of contact  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Narrative | 94  186 | 1  1 | 94  186 | | 0.16  0.16 | 15  30 | $12.00  $12.00 | $180  $360 |
| 1944.676(b) | Statement of Activities (Pre-application Requirement)  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Narrative | 94  186 | 1  1 | 94  186 | | 8  8 | 752  1,488 | $12.00  $12.00 | $9,024  $17,856 |
| 1944.683(b)  1944.688(a) | Quarterly and Final Performance Reports  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Exhibit E-1 | 53  105 | 4  4 | 212  420 | | 2  2 | 424  840 | $12.00  $12.00 | $5,088  $10,080 |

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| **REPORTING REQUIREMENTS – NO FORMS** | | | | | | | | | | | | | | | | | |
| 1944.684(d) | Amendment to Grant Agreement  Extension and/or Revision  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Exhibit B | | **19**  **21** | | 1  1 | | 19  21 | | | 0.5  0.5 | | 10  11 | $12.00  $12.00 | | $120  $132 | |
| 1944.654(b) | Certification Regarding Drug-Free  Workplace Requirements (Grants)  Alternative I – for Grantees Other Than  Individuals  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | AD 1049 | | 94  186 | | 1  1 | | 94  186 | | | 0.16  0.16 | | 15  30 | $12.00  $12.00 | | $180  $360 | |
| **REPORTING REQUIREMENTS – FORMS** | | | | | | | | | | | | | | | | | |
| 1944.682{c) | Request for Advance or Reimbursement  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | SF 270  (0348-0004) | 53  105 | | 4  4 | | 212  420 | | 0.5  0.5 | | | 106  210 | | | $12.00  $12.00 | | $1,272  $2,520 | |

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| 1944.683(a-b) | Financial Status Report  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | SF 425  (0348-0061) | 53  105 | | 4  4 | | 212  420 | | | 1.5  1.5 | | 318  630 | | | | $12.00  $12.00 | | | | $3,816  $7,560 | |
|  | **REPORTING TOTAL** |  |  | |  | | | **15,170** | | |  | **13,825** | | | |  | | |  | | |
| **BURDENS AND FORMS APPROVED UNDER OTHER OMB NUMBERS** | | | | | | | | | | | | | | | | | | | | | |
| 1944.672(a)  1944.676(c) | Request for Environmental Information  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | Form 1940-20  (0575-0094) | 94  186 | | 1  1 | | | 94  186 | | | 6  6 | | 564  1,116 | | $12.00  $12.00 | | | | $6,768  $13,392 | | |
| 1944.676{a) | Pre-Application for Federal Assistance  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | SF 424  (4040-0004) | 94  186 | | 1  1 | | | 94  186 | | | 0.5  0.5 | | 47  93 | $12.00  $12.00 | | | $564  $1,116 | | | | |

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| 1944.676(h) | | Equal Opportunity Agreement  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | | Form RD 400-1  (0575-0018) | 94  186 | 1  1 | | 94  186 | | .16  .16 | 15  30 | $12.00  $12.00 | $180  $360 | |
| 1944.676(h) | | Assurance Agreement  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | | Form RD 400-4  (0575-0018) | 94  186 | 1  1 | | 94  186 | | .25  .25 | 24  47 | $12.00  $12.00 | $288  $564 | |
| 1944.681 | | Application for Federal Assistance  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | | SF 424  (4040-0004) | 53  105 | 1  1 | | 53  105 | | 1.5  1.5 | 80  158 | $12.00  $12.00 | $960  $1,896 | |

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| **RECORDKEEPING REQUIREMENTS** | | | | | | | | | | | | | | | |
| 1944.682(a) | Grant Agreement  - Local/State Governments  (Native American Indian Tribes)  - Nonprofit organization | | Exhibit A | 53  105 | | 1  1 | | 53  105 | 0.5  0.5 | | 27  53 | | $12.00  $12.00 | $324  $636 | |
|  | **RECORDKEEPING TOTAL** | |  |  | |  | | **158** |  | | **80** | |  | **960** | |
|  | **TOTAL DOCKET** | |  |  | |  | | **15,328** |  | | **13,905** | |  | **166,858** | |

\*Figures may not up due to rounding.