

2015 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	Total Cost (H) x (I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
	<b>Reporting Requirements - No Forms</b>								
	<b>Technical Assistance (TA) Grant</b>								
3551.55 (b) (2)	Evidence of capacity to operate a MSH program	Narrative statement	75	1	75	0.25	18.75	\$24	\$450
3551.55 (b) (3)	Organizational Documents	Narrative statement	75	1	75	0.66	49.50	\$24	\$1,188
3551.55 (b) (3)	Financial statement	Narrative statement	75	1	75	0.25	19	\$24	\$450
3551.55 (b) (4)	Evidence of need and demand	Narrative statement	75	1	75	1	75.0	\$24	\$1,800
3551.55 (b) (5)	Evidence of land availability	Narrative statement	75	1	75	1	75	\$24	\$1,800
3551.55 (b) (8)	Proposed Budget	Narrative statement	75	1	75	1	75.00	\$24	\$1,800
3551.55 (b) (9)	Monthly activities schedule	Narrative statement	75	12	900	1	900.00	\$24	\$21,600
3551.55 (b) (11) (iii)	Conflict-of-interest Disclosure	Narrative statement	75	1	75	0.16	12	\$24	\$288
3551.55 (b) (11) (iv)	Disclosure of Lobbying Activities	Instruction 1940-Q Exhibit A-1	105	1	105	0.16	17	\$24	\$403.20
3551.55 (b) (12)	Evidence of multi-funded status/cost allocation plan	Narrative statement	75	1	75	0.5	37.5	\$24	\$900
3551.55 (b) (13)	Number of homes/ Factors for awards	statement/ Scoring summary sheet	75	1	75	1	75.00	\$24	\$1,800
3551.9 / 3551.55 (d) (3)	Grant Agreement	Narrative Statement	75	1	75	0.08	6	\$24	\$144
	<b>TA Grant Closing</b>								
3551.55 (d) (1)	Personnel Information	Narrative statement	56	1	56	0.25	14	\$24	\$336
3551.55 (d) (3)	Authorization from the Board of Directors	Narrative statement	56	1	56	0.16	9	\$24	\$215
3551.55 (d) (4)	Establishing Interest Bearing Accounts	Narrative statement	56	1	56	0.25	14.00	\$24	\$336
3551.55 (d) (6)	Qualification for Federal assistance	Narrative statement	56	1	56	0.16	8.96	\$24	\$215

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3551.55 (d) (9)	Agreement of compliance with all applicable Federal statutes and regulations	Narrative statement	56	1	56	0.16	8.96	\$24	\$215
3551.151(a)	Generate quarterly SHARES report	SHARES report and narrative statement	50	4	200	0.5	100.00	\$24	\$2,400
3551.104 (c) (2)	Grantee audit	Narrative statement	45	1	45	15	675.00	\$24	\$16,200
3551.106 (a)	Grant Closeout - Final Grantee Evaluation	SHARES entry	60	1	60	1	60	\$24	\$1,440
3551.106	Request for RHS Evaluation Review	Letter	5	1	5	0.16	0.80	\$24	\$19
	<b>Subtotal TA Grants</b>				<b>2,345</b>		<b>2249.98</b>		<b>\$54,000</b>
	<b>Predevelopment Grant</b>								
3551.201 (f) (2) (ii)	Evidence of demonstrated capacity to operate a MSH program	Narrative statement	30	1	30	0.25	7.5	\$24	\$180
3551.201 (f) (2) (vii)	Organizational Documents	Narrative statement	30	1	30	0.16	4.80	\$24	\$115
3551.201 (f) (2) (viii)	Financial statement	Narrative statement	30	1	30	0.25	8	\$24	\$180
3551.201 (f) (2) (x)	Evidence of Land availability	Narrative statement	30	1	30	0.5	15.00	\$24	\$360
3551.201 (f) (2) (xi)	Evidence of need and demand	Narrative statement	30	1	30	0.5	15.00	\$24	\$360
3551.201 (f) (2) (xii)	Monthly activity schedule	Narrative statement	30	1	30	0.5	15.00	\$24	\$360
3551.201 (f) (2) (xii)	Proposed budget	Narrative statement	30	1	30	0.5	15.00	\$24	\$360
3551.201 (f) (2) (xiii)	Conflict-of-interest disclosure	Narrative statement	30	1	30	0.16	5	\$24	\$115
3551.9	Grant Agreement	Narrative Statement	30	1	30	5.6	168.0	\$24	\$4,032
3551.201 (h) (2)	Predevelopment grantee closeout: Final accounting of funds	Narrative statement	30	1	30	1	30	\$24	\$720
	<b>Subtotal Predevelopment Grants</b>				<b>300</b>		<b>282.60</b>		<b>\$6,782</b>
	<b>Site Option Loans</b>								
3551.251 (g) (2) (i)	Resolution authorizing application for a site option loan	Narrative statement	5	1	5	0.25	1.3	\$24	\$30
3551.251 (g) (2) (ii)	Copy of proposed option or schedule of proposed options	Narrative statement	5	1	5	0.25	1.25	\$24	\$30
	<b>Subtotal Site Option Loans</b>				<b>10</b>		<b>3</b>		<b>\$60</b>
	<b>SUBTOTAL</b>				<b>2,655</b>		<b>2535</b>		<b>\$60,842</b>
	<b>Reporting Requirements - Recordkeeping</b>								

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1944.411(f)	Agreement to Establish a Certified Recordkeeping System	Narrative Statement	105	1	105	0.16	16.80	\$24	\$403
1944.411(h)	Agreement Between Grantee and Families	Narrative Statement	105	1	105	0.16	16.80	\$24	\$403
1944.420, Exhibit C	Technical Assistance Grant Agreement	Narrative Statement	51	1	51	0.16	8.16	\$24	\$196
	<b>SUBTOTAL</b>				<b>261</b>		<b>41.76</b>		<b>\$1,002</b>
	<b>Reporting Requirements - Forms</b>								
1944.410(e)	Equal Opportunity Agreement	RD 400-1 (0575-0018)	105	1	105	0.16	16.80	\$24	\$403
1944.411(d)	Assurance Agreement	RD 400-4 (0575-0018)	105	1	105	0.25	26.25	\$24	\$630
1944.410(b)(1)(ii)	Request for Environmental Information	RD 1940-20 (0575-0094)	105	1	105	6	630	\$24	\$15,120
3551.55 (b) (11)	Drug-Free Workplace	AD-1049	105	1	105	0.16	17	\$24	\$403.20
3551.55 (b) (11)	Certification regarding debarment, suspension, ineligibility and voluntary exclusion	AD-1047	105	1	105	0.16	17	\$24	\$403.20
	<b>SUBTOTAL</b>				<b>525</b>		<b>706.65</b>		<b>\$16,960</b>
1944.410(a)	Application for Federal Assistance	SF-424 (4040-0004)	105	1	105	1	105	\$24	
	<b>Reporting Requirements - Form Burden Approved Under Other OMB Numbers</b>								
1944.410(a)(6)	Budget Information Non-Construction Programs	SF-424A (4040-0006)	105	1	105	3	315	\$24	
1944.411(d)	Assurances - Nonconstruction Programs	SF-424B (4040-0007)	105	1	105	0.25	26.25	\$24	
1944.417(a)(2)	Request for Advance or Reimbursement	SF-270 (4040-0012)	105	1	105	1	105	\$24	
1944.426(a)(2)	Federal Financial Report	SF-425 (4040-0014)	105	1	105	1.5	157.5	\$24	
1944.410(b)(2)(iv)	Affirmative Fair Housing Marketing Plan	HUD 935.2 (2529-0013)	105	1	105	3	315	\$24	
	<b>Total Reporting Requirement Burden</b>				<b>3,180</b>		<b>3,241.73</b>		<b>\$77,802</b>
	<b>Total Recordkeeping Burden</b>				<b>261</b>		<b>41.76</b>		<b>\$1,002</b>