

2018 7 CFR 194-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)
	Reporting Requirements - No Forms								
	Technical Assistance (TA) Grant								
3551.55 (b) (2)	Evidence of capacity to operate a MSH program	Narrative statement	70	1	70	0.25	17.50	\$26	\$455
3551.55 (b) (3)	Organizational Documents	Narrative statement	70	1	70	0.16	11.20	\$26	\$291
3551.55 (b) (3)	Financial statement	Narrative statement	70	1	70	0.25	18	\$26	\$455
3551.55 (b) (4)	Evidence of need and demand	Narrative statement	70	1	70	1	70.0	\$26	\$1,820
3551.55 (b) (5)	Evidence of land availability	Narrative statement	70	1	70	1	70	\$26	\$1,820
3551.55 (b) (8)	Proposed Budget	Narrative statement	70	1	70	1	70.00	\$26	\$1,820
3551.55 (b) (9)	Monthly activities schedule	Narrative statement	70	12	840	1	840.00	\$26	\$21,840

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3551.55 (b) (11) (iii)	Conflict-of-interest Disclosure	Narrative statement	70	1	70	0.16	11	\$26	\$291
3551.55 (b) (11) (iv)	Disclosure of Lobbying Activities	RD Instruction 1940-Q Exhibit A-1	100	1	100	0.16	16	\$26	\$416.00
3551.55 (b) (12)	Evidence of multi-funded status/cost allocation plan	Letter/ Narrative statement	70	1	70	0.5	35.0	\$26	\$910
3551.55 (b) (13)	Number of homes/ Factors for awards	statement/ Scoring summary sheet	70	1	70	1	70.00	\$26	\$1,820
3551.9 / 3551.55 (d) (3)	Grant Agreement	Narrative Statement	70	1	70	0.08	6	\$26	\$146
	TA Grant Closing								
3551.55 (d) (1)	Personnel Information	Narrative statement	51	1	51	0.25	13	\$26	\$332
3551.55 (d) (3)	Authorization from the Board of Directors	Narrative statement	51	1	51	0.16	8	\$26	\$212
3551.55 (d) (4)	Establishing Interest Bearing Accounts	Narrative statement	51	1	51	0.25	12.75	\$26	\$332
3551.55 (d) (6)	Qualification for Federal assistance	Narrative statement	51	1	51	0.16	8.16	\$26	\$212
3551.55 (d) (9)	Agreement of compliance with all applicable Federal statutes and regulations	Narrative statement	51	1	51	0.16	8.16	\$26	\$212

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3551.151(a)	Generate quarterly SHARES report	SHARES report and narrative statement	50	4	200	0.5	100.00	\$26	\$2,600
3551.104 (c) (2)	Grantee audit	Narrative statement	40	1	40	15	600.00	\$26	\$15,600
3551.106 (a)	Grant Closeout - Final Grantee Evaluation	Final SHARES entry	55	1	55	1	55	\$26	\$1,430
3551.106	Request for RHS Evaluation Review	Letter	5	1	5	0.16	0.80	\$26	\$21
	Subtotal TA Grants				2,195		2039.78		\$53,034
	Predevelopment Grant								
3551.201 (f) (2) (ii)	Evidence of demonstrated capacity to operate a MSH program	Narrative statement	25	1	25	0.25	6.3	\$26	\$163
3551.201 (f) (2) (vii)	Organizational Documents	Narrative statement	25	1	25	0.16	4.00	\$26	\$104
3551.201 (f) (2) (viii)	Financial statement	Narrative statement	25	1	25	0.25	6	\$26	\$163
3551.201 (f) (2) (x)	Evidence of Land availability	Narrative statement	25	1	25	1	25.00	\$26	\$650

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3551.201 (f) (2) (xi)	Evidence of need and demand	Narrative statement	25	1	25	1	25.00	\$26	\$650
3551.201 (f) (2) (xii)	Monthly activity schedule	Narrative statement	25	12	300	1	300.00	\$26	\$7,800
3551.201 (f) (2) (xii)	Proposed budget	Narrative statement	25	1	25	1	25.00	\$26	\$650
3551.201 (f) (2) (xiii)	Conflict-of-interest disclosure	Narrative statement	25	1	25	0.16	4	\$26	\$104
3551.9	Grant Agreement	Narrative Statement	25	1	25	0.08	2.0	\$26	\$52
3551.201 (h) (2)	Predevelopment grantee closeout: Final accounting of funds	Narrative statement	25	1	25	1	25	\$26	\$650
1944.410(b)(1)(ii)	Environmental Report	Narrative statement	100	1	100	6	600	\$26	\$15,600
	Subtotal Predevelopment Grants				625		1022.50		\$26,585
	Site Option Loans								
3551.251 (g) (2) (i)	Resolution authorizing application for a site option loan	Narrative statement	5	1	5	0.25	1.3	\$26	\$33

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3551.251 (g) (2) (ii)	Copy of proposed option or schedule of proposed options	Narrative statement	5	1	5	0.25	1.25	\$26	\$33
	Subtotal Site Option Loans				10		3		\$65
	SUBTOTAL				2,830		3065		\$79,684
	Reporting Requirements - Recordkeeping								
1944.411(f)	Agreement to Establish a Certified Recordkeeping System	Narrative Statement	100	1	100	0.16	16.00	\$26	\$416
1944.411(h)	Agreement Between Grantee and Families	Narrative Statement	100	1	100	0.16	16.00	\$26	\$416
1944.420, Exhibit C	Amendment to the Self-Help Technical Assistance Grant Agreement	Narrative Statement	45	1	45	0.16	7.20	\$26	\$187
	SUBTOTAL				245		39.20		\$1,019

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	Reporting Requirements - Forms								
1944.410(e)	Equal Opportunity Agreement	RD 400-1	100	1	100	0.16	16.00	\$26	\$416
1944.411(d)	Assurance Agreement	RD 400-4	100	1	100	0.25	25.00	\$26	\$650
3551.55 (b) (11)	Drug-Free Workplace	AD-1049	100	1	100	0.16	16	\$26	\$416.00
3551.55 (b) (11)	Certification regarding debarment, suspension, ineligibility and voluntary exclusion	AD-1047	100	1	100	0.16	16	\$26	\$416.00
	SUBTOTAL				400		73.00		\$1,898
1944.410(a)	Application for Federal Assistance	SF-424 (4040-0004)	100	1	100	1	100	\$24	
	Reporting Requirements - Form Burden Approved Under Other OMB Numbers								
1944.410(a)(6)	Budget Information Non-Construction Programs	SF-424A (4040-0006)	100	1	100	3	300	\$26	

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1944.411(d)	Assurances - Nonconstruction Programs	SF-424B (4040-0007)	100	1	100	0.5	50.00	\$26	
1944.417(a)(2)	Request for Advance or Reimbursement	SF-270 (4040-0012)	100	1	100	1	100	\$26	
1944.426(a)(2)	Federal Financial Report	SF-425 (4040-0014)	100	1	100	1.5	150.0	\$26	
1944.410(b)(2)(iv)	Affirmative Fair Housing Marketing Plan	HUD 935.2 (2529-0013)	100	1	100	3	300	\$26	
	Total Reporting Requirement Burden				3,230		3,137.78		\$81,582
	Total Recordkeeping Burden				245		39.20		\$1,019
	Total Burden This Docket				3,475		3,176.98		\$82,601