

**7 CFR 1944-N “Housing Preservation Grant”  
OMB No. 0575-0115**

Reports Filed: Annually/Semi-Annually/Quarterly  
Date Prepared: November 30, 2018

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)
<b>REPORTING REQUIREMENTS – NO FORMS</b>									
1944.651(d)	Applicants must inform Agency if there is any known relationship of association with a RHS employee.	Narrative							
	- Local/State Governments (Native American Indian Tribes)		2	1	2	0.16	1	\$16.00	\$16.00
	- Nonprofit organization		3	1	3	0.16	1	\$16.00	\$16.00
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	Narrative							
	- Local/State Governments (Native American Indian Tribes)		43	1	43	8	344	\$16.00	\$5,504
	- Nonprofit organization		58	1	58	8	464	\$16.00	\$7,424
1944.661(a) 1944.661(b)	HPG recipient (individual Homeowners) evidence of income and ownership	Grantee form documentation							
	- Local/State Governments (Native American Indian Tribes)		460	2	920	1	920	\$16.00	\$14,720
	- Nonprofit organization		633	2	1,266	1	1,266	\$16.00	\$20,256
1944.662(a)	HPG recipient (rental property owner or Co-op) requirements of evidence of ownership	Grantee form documentation							
	- Local/State Governments (Native American Indian Tribes)		43	1	43	0.5	22	\$16.00	\$352
			58	1	58	0.5	29	\$16.00	\$464

- Nonprofit organization									
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<b>REPORTING REQUIREMENTS – NO FORMS</b>									
1944.662(b)	HPG recipient (tenant in rental property or co-op owner) of income eligibility	Grantee from and/or documentation							
	- Local/State Governments (Native American Indian Tribes)		460	1	460	0.5	230	\$16.00	\$3,680
	- Nonprofit organization		633	1	633	0.5	317	\$16.00	\$5,072
1944.663	Ownership agreement between HPG Grantee and Rental Property Owner or Co-op	Non-standard form by grantee							
	- Local/State Governments (Native American Indian Tribes)		22	1	22	1	22	\$16.00	\$352
	- Nonprofit organization		31	1	31	1	31	\$16.00	\$496
1944.665	Final Inspection Report	Non-standard							
	- Local/State Governments (Native American Indian Tribes)		460	1	460	0.5	230	\$16.00	\$3,680
	- Nonprofit organization		633	1	633	0.5	317	\$16.00	\$5,072
1944.667	Relocation and displacement	Narrative in statement of activities							
	- Local/State Governments (Native American Indian Tribes)		43	1	43	0.33	14	\$16.00	\$224
	- Nonprofit organization		58	1	58	0.33	19	\$16.00	\$304

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<b>REPORTING REQUIREMENTS – NO FORMS</b>									
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	460	1	460	0.16	74	\$16.00	\$1,184
			633	1	633	0.16	101	\$16.00	\$1,616
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	88	1	88	0.16	11	\$16.00	\$224
			122	1	122	0.16	21	\$16.00	\$320
1944.676(b)	Statement of Activities (Pre-application Requirement)  - Local/State Governments (Native American Indian Tribes)  - Nonprofit organization	Narrative	88	1	88	8	704	\$16.00	\$11,264
			122	1	122	8	976	\$16.00	\$15,616
1944.683(b) 1944.688(a)	Quarterly and Final Performance Reports  - Local/State Governments (Native American Indian Tribes)  - Nonprofit organization	Exhibit E-1	43	4	172	2	344	\$16.00	\$5,504
			58	4	232	2	464	\$16.00	\$7,424

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1944.684(d)	Amendment to Grant Agreement Extension and/or Revision	Exhibit B							
	- Local/State Governments (Native American Indian Tribes)		21	1	21	0.5	11	\$16.00	\$176
	- Nonprofit organization		23	1	23	0.5	12	\$16.00	\$192
<b>REPORTING REQUIREMENTS – FORMS</b>									
1944.654(b)	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – for Grantees Other Than Individuals	AD 1049							
	- Local/State Governments (Native American Indian Tribes)		88	1	88	0.25	22	\$16.00	\$352
	- Nonprofit organization		122	1	122	0.25	31	\$16.00	\$496

	<b>REPORTING TOTAL (Burden)</b>				<b>6,904</b>		<b>6,998</b>		
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<b>BURDENS AND FORMS APPROVED UNDER OTHER OMB NUMBERS</b>									
1944.682(c)	Request for Advance or Reimbursement	SF 270 (0348-0004)							
	- Local/State Governments (Native American Indian Tribes)		43	4	172	0.5	86	\$16.00	\$1,376
	- Nonprofit organization		58	4	232	0.5	116	\$16.00	\$1,856
1944.683(a-b)	Financial Status Report	SF 425 (4040-0014)							
	- Local/State Governments (Native American Indian Tribes)		43	4	172	0.5	86	\$16.00	\$1,376
	- Nonprofit organization		58	4	232	0.5	116	\$16.00	\$1,856
1944.672(a) 1944.676(c)	Environmental Report	Written (0575-0197)							
	- Local/State Governments (Native American Indian Tribes)		88	1	88	6	528	\$16.00	\$8,448
	- Nonprofit organization		122	1	122	6	732	\$16.00	\$11,712
1944.676(a)	Pre-Application for Federal Assistance	SF 424 (4040-0004)							
	- Local/State Governments (Native American Indian Tribes)		88	1	88	0.5	44	\$16.00	\$704
	- Nonprofit organization		122	1	122	0.5	61	\$16.00	\$976

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1944.676(h)	Equal Opportunity Agreement	Form RD 400-1 (0575-0018)							
	- Local/State Governments (Native American Indian Tribes)		88	1	88	0.16	22	\$16.00	\$224
	- Nonprofit organization		122	1	122	0.16	31	\$16.00	\$320
1944.676(h)	Assurance Agreement	Form RD 400-4 (0575-0018)							
	- Local/State Governments (Native American Indian Tribes)		88	1	88	.25	22	\$16.00	\$352
	- Nonprofit organization		122	1	122	.25	31	\$16.00	\$496
1944.681	Application for Federal Assistance	SF 424 (4040-0004)							
	- Local/State Governments (Native American Indian Tribes)		43	1	43	0.5	22	\$16.00	\$352
	- Nonprofit organization		58	1	58	0.5	29	\$16.00	\$464

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1944.682(c)	Federal Cash Transactions Report	SF 272 (0348-0003)							
	- Local/State Governments (Native American Indian Tribes)		43	4	172	0.5	86	\$16.00	\$1,376
	- Nonprofit organization		58	4	232	0.5	116	\$16.00	\$1,856
<b>RECORDKEEPING REQUIREMENTS (under this collection)</b>									
1944.682(a)	Grant Agreement	Exhibit A							
	- Local/State Governments (Native American Indian Tribes)		43	1	43	0.5	22	\$16.00	\$352
	- Nonprofit organization		58	1	58	0.5	29	\$16.00	\$464
	<b>RECORDKEEPING TOTAL</b>				<b>101</b>		<b>51</b>		<b>816</b>
	<b>REPORTING TOTAL</b>				<b>6,904</b>		<b>6,998</b>		
	<b>TOTAL BURDEN for this Collection</b>				<b>7,005</b>		<b>7,049</b>		<b>127,232</b>