

## **Non- Forms Reporting Requirements**

**OMB Control No. 0575-0115**

### **Relationship or Association with RHS**

Applicant must inform RHS if there is any known relationship or association with an RHS employee to assure there is no conflict of interest.

### **OMB Circular A-122, 7 CFR 3015, 7 CFR 3016**

Grantee must provide an adequate accounting of the expenditure of HPG funds in compliance with the terms of this regulation. Also, financial reports, audits and other paperwork are required to be submitted by the grantee to RHS. This is in accordance with authorizing statute.

### **Evidence of Income and Ownership (Individual Homeowners)**

Each homeowner is required to submit evidence of income and ownership to the grantee for the grantee to properly determine whether the household meets the income and homeownership program requirements and to prevent assistance going to persons not eligible by law.

### **Evidence of Ownership (Rental Property Owner or Co-op)**

HPG recipients (rental property owners and cooperative housing owners) must provide the grantee with proof of ownership to meet eligibility requirements of the authorizing statute.

### **Income Eligibility (Tenant or Rental Property Owner)**

Tenants/non-tenants must meet program requirements. Tenants of rental property or co-op owners must meet the requirement of income eligibility established by law.

### **Ownership Agreement Between HPG Grantee and Rental Property Owner or Co-op**

This agreement will include specific items as outlined in the instruction that are required by the authorizing statute to assure long-term benefit to low-income families renting repaired units.

### **Final Inspection Report**

A final inspection report must be performed after a disinterested third party completes all work. The statute authorizing the HPG program mandates that the unit of general or local government or nonprofit organization will agree to have a disinterested third party inspect such repairs and rehabilitation.

### **Relocation and Displacement**

Grantee must provide assistance for permanent or temporary relocation of displaced persons for units repaired or rehabilitated with HPG assistance. This is in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970.

### **Documentation of Historical Preservation Process**

Each applicant will provide, as part of its preapplication documentation submitted to RHS, a description of its proposed process for assisting very low- and low-income persons owning historic properties needing rehabilitation or repair. This is pursuant to agreement between RHS and the National Council on Historic Preservation which was based on related legislative requirements.

### **Determination if Dwelling is in Floodplain/Wetland, or an Archeological Property**

The applicant must submit a description of its process for identifying properties that are in a floodplain and/or wetland or archeological property in accordance with authorizing statute and the Agency's environmental regulations.

### **Documentation That Statement of Activities Submitted to State Single Point of Contact**

Prospective applicants for the HPG Program must submit a Statement of Activities to the State single point of contact prior to submitting their preapplication to RHS. This will provide an opportunity for State and local governments to review the Statement of Activities pursuant to E.O. 12372.

### **Statement of Activities (Preapplication Requirement)**

This comprehensive document is the basis for grantee selection and becomes the work plan for the funded project.

## **Quarterly and Final Performance Reports**

RHS requires all grantees to provide quarterly progress reports to the local RHS office responsible for administering the program. It is an opportunity for RHS and the grantee to discuss operational problems, adjust objectives, and monitor progress in meeting the overall program goal.

The Agency does not consider the guide used for the Quarterly and Final Performance Report a form, since grantees have the option of presenting the data differently, though the data bits requested must be included in their reports. This guide simplifies the preparation of the quarterly performance reports by grantees.

**Extension and/or Revision of Grant Agreement** - Used only when extending or revising the grant agreement, RHS and the grantee would execute this agreement where a substantial change in activities or additional time was needed to complete the program or use remaining available grant funds. No more than 25 percent of the grantees would likely execute a grant agreement amendment.

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