

2021 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	\$30	\$525
3551.55 (b) (3)	Organizational Documents	Narrative statement	70	1	70	0.16	11.20	\$30	\$336
3551.55 (b) (3)	Financial statement	Narrative statement	70	1	70	0.25	18	\$30	\$525
3551.55 (b) (4)	Evidence of need and demand	Narrative statement	70	1	70	1	70.0	\$30	\$2,100
3551.55 (b) (5)	Evidence of land availability	Narrative statement	70	1	70	1	70	\$30	\$2,100
3551.55 (b) (8)	Proposed Budget	Narrative statement	70	1	70	1	70.00	\$30	\$2,100
3551.55 (b) (9)	Monthly activities schedule	Narrative statement	70	4	280	1	280.00	\$30	\$8,400

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3551.55 (b) (11) (iii)	Conflict-of-interest Disclosure	Narrative statement	70	1	70	0.16	11	\$30	\$336
3551.55 (b) (11) (iv)	Disclosure of Lobbying Activities	RD Instruction 1940-Q Exhibit A-1	70	1	70	0.16	11	\$30	\$336.00
3551.55 (b) (12)	Evidence of multi-funded status/cost allocation plan	Letter/ Narrative statement	70	1	70	0.5	35.0	\$30	\$1,050
3551.55 (b) (13)	Number of homes/ Factors for awards	Narrative statement/ Scoring summary sheet	70	1	70	1	70.00	\$30	\$2,100
3551.9 / 3551.55 (d) (3)	Grant Agreement	Narrative Statement	70	1	70	0.08	6	\$30	\$168
	TA Grant Closing								
3551.55 (d) (1)	Personnel Information	Narrative statement	70	1	70	0.25	18	\$30	\$525
3551.55 (d) (3)	Authorization from the Board of Directors	Narrative statement	70	1	70	0.16	11	\$30	\$336
3551.55 (d) (4)	Establishing Interest Bearing Accounts	Narrative statement	70	1	70	0.25	17.50	\$30	\$525
3551.55 (d) (6)	Qualification for Federal assistance	Narrative statement	70	1	70	0.16	11.20	\$30	\$336
3551.55 (d) (9)	Agreement of compliance with all applicable Federal statutes and regulations	Narrative statement	70	1	70	0.16	11.20	\$30	\$336

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3551.151(a)	Generate quarterly SHARES report	SHARES report and narrative statement	70	4	280	0.5	140.00	\$30	\$4,200
3551.104 (c) (2)	Grantee audit	Narrative statement	70	1	70	15	1050.00	\$30	\$31,500
3551.106 (a)	Grant Closeout – Final Grantee Evaluation	Final SHARES entry	70	1	70	1	70	\$30	\$2,100
3551.106	Request for RHS Evaluation Review	Letter	70	1	70	0.16	11.20	\$30	\$336
1944.410(b)(1)(ii)	Environmental Report	Narrative statement	50	1	50	6	300	\$30	\$9,000
	Subtotal TA Grants				1,940		2309.00		\$69,270
	Predevelopment Grant- not currently funded								
3551.201 (f) (2) (ii)	Evidence of demonstrated capacity to operate a MSH program	Narrative statement	0	1	0	0.25	0.0	\$30	\$0
3551.201 (f) (2) (vii)	Organizational Documents	Narrative statement	0	1	0	0.16	0.00	\$30	\$0
3551.201 (f) (2) (viii)	Financial statement	Narrative statement	0	1	0	0.25	0	\$30	\$0

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3551.201 (f) (2) (x)	Evidence of Land availability	Narrative statement	0	1	0	1	0.00	\$30	\$0
3551.201 (f) (2) (xi)	Evidence of need and demand	Narrative statement	0	1	0	1	0.00	\$30	\$0
3551.201 (f) (2) (xii)	Monthly activity schedule	Narrative statement	0	12	0	1	0.00	\$30	\$0
3551.201 (f) (2) (xii)	Proposed budget	Narrative statement	0	1	0	1	0.00	\$30	\$0
3551.201 (f) (2) (xiii)	Conflict-of-interest disclosure	Narrative statement	0	1	0	0.16	0	\$30	\$0
3551.9	Grant Agreement	Narrative Statement	0	1	0	0.08	0.0	\$30	\$0
3551.201 (h) (2)	Predevelopment grantee closeout: Final accounting of funds	Narrative statement	0	1	0	1	0	\$30	\$0
1944.410(b)(1)(ii)	Environmental Report	Narrative statement	0	1	0	6	0	\$30	\$0
	Subtotal Predevelopment Grants				0		0.00		\$0
	Site Option Loans								

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3551.251 (g) (2) (i)	Resolution authorizing application for a site option loan	Narrative statement	3	1	3	0.25	0.8	\$30	\$23
3551.251 (g) (2) (ii)	Copy of proposed option or schedule of proposed options	Narrative statement	3	1	3	0.25	0.75	\$30	\$23
	Subtotal Site Option Loans				6		2		\$45
	SUBTOTAL				1,946		2311		\$69,315
3551.55 (b) (11)	Drug-Free Workplace	AD-1049 (0505-0027)	70	1	70	0.25	18	\$26	\$455.00
3551.55 (b) (11)	Certification regarding debarment, suspension, ineligibility and voluntary exclusion	AD-1047 (0505-0027)	70	1	70	0.25	18	\$26	\$455.00
	SUBTOTAL				140		35		\$910.00
	Reporting Requirements - Recordkeeping								
1944.411(f)	Agreement to Establish a Certified Recordkeeping System	Narrative Statement	70	1	70	0.16	11.20	\$30	\$336

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1944.411(h)	Agreement Between Grantee and Families	Narrative Statement	100	1	100	0.16	16.00	\$30	\$480
1944.420, Exhibit C	Amendment to the Self-Help Technical Assistance Grant Agreement	Narrative Statement	50	1	50	0.16	8.00	\$30	\$240
	SUBTOTAL				220		35.20		\$1,056
	Reporting Requirements - Form Burden Approved Under Other OMB Numbers								
1944.410(a)	Application for Federal Assistance	SF-424 (4040-0004)	70	1	70	1	70	\$24	\$1,680.00
1944.410(a)(6)	Budget Information Non-Construction Programs	SF-424A (4040-0006)	70	1	70	3	210	\$26	\$5,460.00
1944.411(d)	Assurances - Nonconstruction Programs	SF-424B (4040-0007)	70	1	70	0.5	35.00	\$26	\$910.00
1944.417(a)(2)	Request for Advance or Reimbursement	SF-270 (4040-0012)	840	1	840	1	840	\$26	\$21,840.00
1944.426(a)(2)	Federal Financial Report	SF-425 (4040-0014)	140	1	140	1.5	210.0	\$26	\$5,460.00
1944.410(b)(2)(iv)	Affirmative Fair Housing Marketing Plan	HUD 935.2 (2529-0013)	70	1	70	3	210	\$26	\$5,460.00

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1944.410(e)	Equal Opportunity Agreement	RD 400-1 (0575-0018)	70	1	70	0.16	11.20	\$26	\$291
1944.411(d)	Assurance Agreement	RD 400-4 (0575-0018)	70	1	70	0.25	17.50	\$26	\$455
3551.55 (b) (11) (iv)	Disclosure of Lobbying Activities	SF-LLL	70	1	70	0.16	11	\$30	\$336.00
	Total Reporting Requirement Burden				2,086		2,345.50		\$70,225
	Total Recordkeeping Burden				220		35.20		\$1,056
	Total Burden This Docket				2,306		2,380.70		\$71,281