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7 CFR Ch. XVIII (1-1-13 Edition)

(m) In all hiring or employment made possible by or resulting from this grant, Grantee: (1) Will not discriminate against any employee or applicant for employment because of race, religion, color, sex, marital status, national origin, age, or mental or physical handicap, and (2) will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, marital status, national origin, or mental or physical handicap. This requirement shall apply to, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In the event Grantee signs a contract which would be covered by any Executive Order, law, or regulation prohibiting discrimination, Grantee shall include in the contract the "Equal Employment Clause" as specified by FmHA or its successor agency under Public Law 103-354.

(n) It is understood and agreed by Grantee that any assistance granted under this Agreement will be administered subject to the limitations of Title V of the Housing Act of 1949 as amended, 42 U.S.C. 1471 *et seq.*, and related regulations, and that rights granted to FmHA or its successor agency under Public Law 103-354 in this Agreement or elsewhere may be exercised by it in its sole discretion to carry out the purposes of the assistance, and protect FmHA or its successor agency under Public Law 103-354's financial interest.

(o) Grantee will maintain a code or standards of conduct which will govern the performance of its officers, employees, or agents. Grantee's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from suppliers, contractors, or others doing business with the grantee. To the extent permissible by State or local law, rules, or regulations such standards will provide for penalties, sanctions, or other disciplinary actions to be taken for violations of such standards.

(p) Grantee shall not hire or permit to be hired any person in a staff position or as a participant if that person or a member of that person's immediate household is employed in an administrative capacity by the organization, unless waived by the State Director. (For the purpose of this section, the term *household* means all persons sharing the same dwelling, whether related or not).

(q) Grantee's board members or employees shall not directly or indirectly participate, for financial gain, in any transactions involving the organization or the participating families. This includes activities such as selling real estate, building material, supplies, and services.

(r) Grantee will retain all financial records, supporting documents, statistical records, and other records pertinent to this agreement for 3 years, and affirms that it is fully aware of the provisions of the Administrative Remedies for False Claims and Statements Act, 31 U.S.C. 3801, *et seq.*

By _____
(Signature)

(Title)
GRANTEE

By _____
(Signature)

(Title)
FARMERS HOME ADMINISTRATION or its
successor agency under Public Law 103-354

**EXHIBIT B TO SUBPART I OF PART 1944—
EVALUATION REPORT OF SELF-HELP
TECHNICAL ASSISTANCE (TA)
GRANTS**

Evaluation for Quarter Ending: (1) _____, 19____

1. a. Name of Grantee: (2) _____

b. Address: (3) _____

c. Area the grant serves: (4) _____

2. Date of Agreement: (5) _____ Time Extended (6) _____

3. a. Equivalent unit increase during quarter: (7) _____

First Month _____

(8) _____

Second Month _____

(9) _____

Third Month _____

b. Cumulative total number of Equivalent Units since beginning of grant: (10) _____

Total to Date _____

4. a. Method of Construction:
Stick built _____%, Panelized _____%,
Combined _____%

b. Number of bedrooms per house built this grant period:

2BR, _____

3BR, _____

c. Household size this Quarter:

1 person _____,

2 persons _____,

3 persons _____,

4 persons _____,

5 persons _____.

d. Number of houses under construction this grant period, but started during previous grant period: _____

5. a. Number of houses proposed under this grant:

(11) _____

b. Number of houses completed under this grant:

(12) _____

RHS, RBS, RUS, FSA, USDA

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- c. Number of houses currently under construction: _____
- (13) _____
- d. Number of families in pre construction: _____
- (14) _____
- e. Number of Construction Supervisors: _____
- (15) _____
- f. Number of TA employees: _____
- (16) _____
6. a. Average time needed to construct a single house: _____
- (17) _____
- b. Number of months between submission of self-help borrower's docket and approval/rejection: _____
- (18) _____
- c. Number and percentage of loan docket rejections during reporting period: _____
- (19) _____
7. a. Did any of the following adversely affect the Grantee's ability to accomplish program objectives?

	YES	NO
TA Staff Turnover	_____	_____
FmHA Staff Turnover	_____	_____
Bad Weather	_____	_____
Loan Processing Delays ..	_____	_____
Site Acquisition and Development	_____	_____
Unavailable Loan/Grant Funds	_____	_____
Lack of Participants	_____	_____
Communication between FmHA/Grantee	_____	_____

8. Attach information concerning number of families contacted, number who have indicated a willingness to be a participating family, number of mutual self-help groups organized, progress on any construction started, and any problems relating to the operation of this grant.

I certify that the statements made above are true to the best of my knowledge and belief.

(20) _____
(Date)
(21) _____
(Title)
GRANTEE
(22) _____
(Signature)

County Office Review

I have reviewed the above information which I have found to be substantially correct. Must be completed by County Office.
Comment: Must be completed (23)
Average appraisal value of units financed this Quarter:

Average amount loan per unit financed this Quarter:

(24) _____
(Date)

(25) _____
County Supervisor

District Office Review

Comment: Must be completed (26)
(27) _____

Date
(28) _____

District Director

State Office Review

Comments: Must be completed (29)
(30) _____

Date
(31) _____

State Office Representative

EXHIBIT B-1 TO SUBPART I OF PART 1944—INSTRUCTIONS FOR PREPARATION OF EVALUATION REPORT OF SELF-HELP TECHNICAL ASSISTANCE GRANTS

Exhibit B will be used by all Technical Assistance (TA) Grantees obtaining self-help TA grants. This attachment provides the grantee and FmHA or its successor agency under Public Law 103-354 a uniform method of reporting the performance progress of self-help projects. The TA Grantee will prepare an original and 4 copies of the attachment. The TA Grantee will sign the original and 3 copies and forward it to the local FmHA or its successor agency under Public Law 103-354 County Office. The TA Grantee will keep the unsigned copy for its records.

The evaluation report will be completed in accordance with the following:

1. Enter the date the quarter ends either March 31, June 30, September 30, or December 31 and the year.

2. Enter the full name of the TA Grantee organization.

3. Enter the complete mailing address of the TA Grantee organization.

4. Enter the area served by the grant.

5. Enter the date of the initial self-help TA grant agreement.

6. Enter the time of any extension self-help TA grant agreement(s).

7. Insert the number of equivalent units (EU) completed the first/second/third month of the quarter using steps 1, 2, and 3 of exhibit B-3.

8. Insert the number of EU's completed the second month of the quarter by using steps 1, 2, and 3 of exhibit B-3.

9. Insert the number of EU's completed the third month of the quarter by using steps 1, 2, and 3 of exhibit B-3.

10. Add items (7), (8), and (9) to the total from the previous quarterly report to obtain the cumulative total number of EU's. This