

CFR 1924-A, PLANNING AND PERFORMING CONSTRUCTION AND OTHER DEVELOPMENT

April 2006

Section of Regulations	Title	Form No. (if any)	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses	Est. No. Man-hrs/Response	Estimated Total Manhours	Wage Class	Total Cost (H) x (I)
(A)	(B)	(C)	(D)	(E)	(D) x (E) (F)	(G)	(F) x (G) (H)	(I)	(J)
REPORTING REQUIREMENTS - FORMS									
1924.5(b)	Development Plan	1924-1	7,500	on occasion	7,500	0.25	1,875	\$10	\$18,750
1924.5(g)(1)									
1924.5(f)(2)(iv)	Description of Materials	1924-2	4,910	on occasion	4,910	0.25	1,228	\$10	\$12,280
1924.5(f)(2)(iv)	Service Building Specifications	1924-3	2,500	on occasion	2,500	0.25	625	\$10	\$6,250
1924.6(a)(10)(v)	Invitation for Bid (Construction Contract)	1924-5	4,500	on occasion	4,500	0.25	1,125	\$10	\$11,250
1924.10(a)(4)	Contract Change Order	1924-7	8,500	on occasion	8,500	0.25	2,125	\$10	\$21,250
1924.6(a)(1)	Construction Contract	1924-6	16,500	on occasion	16,500	0.25	4,125	\$10	\$41,250
1924.6(a)(12)(vi)(B)	Certificate of Contractor's Release	1924-9	14,000	on occasion	14,000	0.25	3,500	\$10	\$35,000
1924.6(a)(12)(vi)(B)	Release by Claimants	1924-10	14,000	on occasion	14,000	0.5	7,000	\$10	\$70,000
1924.6(b)(3)(i)	Statement of Labor Performed	1924-11	370	on occasion	370	0.5	185	\$10	\$1,850
1924.6(a)(12)(v)(A)	Inspection Report	1924-12	19,300	on occasion	77,200	0.25	19,300	\$10	\$193,000
1924.6(e)(1)(iv)	Estimate and Certificate of Actual Cost	1924-13	760	on occasion	1,520	2	3,040	\$20	\$60,800
1924.13(e)(1)(vi)	Partial Payment	1924-18	15,000	on occasion	45,000	0.5	22,500	\$10	\$225,000
1924.13(e)(1)(ix)	Estimate								
1924.6(a)(1)	Builder's Warranty	1924-19	13,880	on occasion	13,880	0.25	3,470	\$10	\$34,700

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REPORTING REQUIREMENTS - FORMS									
1924.13(e)(1)(ii) XVII	Monthly Employment Utilization Report	CC-257	14,000	on occasion	42,000	0.5	21,000	\$15	\$315,000
1924.5(f)(a)(iii)(F)	Plan Certification	1924-25	5,150	on occasion	5,150	0.167	860	\$40	\$34,400
REPORTING REQUIREMENTS - NON FORMS									
1924.5(d)(2)	Drawings and Specifications		9,600	on occasion	9,600	0.5	4,800	\$10	\$48,000
1924.5(f)(1)(ii)				on occasion					
1924.5(d)(2)	Cost Estimate		15,000	on occasion	15,000	0.5	7,500	\$10	\$75,000
1924.13(e)(1)(iv)				on occasion					
1924.5(f)(1)(ii)	Narrative Description of Work Items		4,600	on occasion	4,600	0.5	2,300	\$10	\$23,000
1924.5(f)(1)(iii)	Certification of Drawings and Specifications		9,600	on occasion	9,600	0.25	2,400	\$10	\$24,000
1924.5(g)(3)	Written Consent of Prior Lien Holders		615	on occasion	615	0.25	154	\$10	\$1,540
1924.5(i)	Agreement to Pay with Personal Funds		250	on occasion	250	0.25	63	\$10	\$630
1924.6(a)(1),(2)&(7)	Agreement between Borrower and Builder		210	on occasion	210	0.25	53	\$10	\$530
1924.6(a)(3)(i)(C)	Request for Surety Bond		870	on occasion	870	0.25	218	\$10	\$2,180
1924.6(a)(3)(ii) Exhibit F	Payment Bond		870	on occasion	870	0.5	435	\$20	\$8,700
1924.6(a)(3)(ii) Exhibit G	Performance Bond		870	on occasion	870	0.5	435	\$20	\$8,700
1924.6(a)(3)(iii)(A)	Letter of Credit		40	on occasion	40	1	40	\$35	\$1,400

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REPORTING REQUIREMENTS - NON FORMS									
1924.6(a)(3)(iii)&(iv)	Documents for Exception		500	on	500	0.5	250	\$10	\$2,500
1924.6(e)(1)(iii)&(B)	to Surety Requirements			occasion					
1924.6(a)(10)(ii)	Construction Contract		60	on	60	0.25	15	\$10	\$150
	Bidding Documents			occasion					
1924.6(a)(12)(iv)&(C)	Application for Payment		120	on	120	0.25	30	\$10	\$300
1924.6(e)(2)(ix)(B)				occasion					
1924.6(a)(12)(vi)(B)	Notification of Delays		840	on	840	0.25	210	\$20	\$4,200
	in Construction			occasion					
1924.6(b)(1)(ii)	Lump-sum Agreements for		500	on	500	0.5	250	\$10	\$2,500
	Labor or Material			occasion					
1924.8(c)	Manufacturer's and		620	on	620	0.5	310	\$10	\$3,100
Exhibit B, atch. 5	Builder's Certification			occasion					
1924.6(b)(3)(i)&(ii)	Documents for 10 Year		620	on	620	0.5	310	\$20	\$6,200
1924.9(d)	Warranty			occasion					
Exhibit L									
1924.9(b)(5)	Complaints of		50	on	50	0.25	13	\$10	\$130
1924.9(b)(4)	Construction Defects			occasion					
1924.9(b)(7)	Irrigation System		45	on	45	0.5	23	\$20	\$460
	Inspection Report			occasion					
1924.10(a)(4)	Contract Change Order		370	on	740	0.25	185	\$10	\$1,850
				occasion					
1924.13(a)(4)&(5)	Agreement Between		240	on	240	0.25	60	\$10	\$600
	Borrower & Architect			occasion					
1924.13(b)(2)	Project Representative's		15	on	15	0.25	4	\$10	\$40
	Resume			occasion					
1924.13(b)(2)(v)	Project Representative's		15	on	15	0.25	4	\$10	\$40
	Diary			occasion					
1924.13(e)(1)(v)	Audit Report		120	on	120	1	120	\$20	\$2,400

1924.13(e)(1)(viii)				occasion					
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	REPORTING REQUIREMENTS - NON FORMS								
1924.13(e)(1)(vii)	Documents for Exception to Competitive Bidding		60	on occasion	60	0.25	15	\$10	\$150
1924.13(e)(1)(viii)	Documents for Exception to Contract Method		5	on occasion	5	4	20	\$10	\$200
1924.6(e)(2)(i)	Owner-Builder Construction Proposal		10	on occasion	10	4	40	\$10	\$400
Exhibit B,V,D,1,2 & Exhibit B, atch. 1	Prerequisites for Modular/Panelized Housing Unit Mfrs.		20	on occasion	20	0.5	10	\$20	\$200
Exhibit B,V,E Exhibit B, atch. 2	Letter of Conditions		20	on occasion	20	0.25	5	\$20	\$100
Exhibit B,V,E Exhibit B, atch. 3	Approval of Modular/ Panelized Housing Units		80	on occasion	80	0.25	20	\$20	\$400
Exhibit B, V, G Exhibit B, atch. 4	Evidence of a HUD Review Process		80	on occasion	160	0.5	80	\$20	\$1,600
Exhibit B, V, G Exhibit B, atch. 4	Notification of Manufacturer		40	on occasion	40	0.25	10	\$20	\$200
Exhibit B, XI, B	HUD Bulletins		40	on occasion	40	0.25	10	\$20	\$200
Exhibit B, XI, C	Installation Instructions		40	on occasion	40	0.25	10	\$20	\$200
Exhibit C, V, A	Individual Water Sewer System Proposal Docs.		500	on occasion	500	0.5	250	\$10	\$2,500
Exhibit E, 12	Notification for an Inspection		19,300	on occasion	57,900	0.08	4,632	\$20	\$92,640

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
	REPORTING REQUIREMENTS - RECORDKEEPING								
1924.5(f)(1)(ii)	Retain copy of approved drawing & specs.				5,150	0.08	412	\$10	\$4,120
1924.6(c)(2)&(4)	TA Grantee Bookkeeping System				30	0.5	15	\$10	\$150
1924.13(a)(5)(v)&(1924.13(e)(1)(ii)(C)	Keep Construction Accounts				250	0.5	125	\$40	\$5,000
1924.13(b)(2)	Maintain Construction Diary				15	0.25	4	\$20	\$80
1924.13(e)(1)(v)(C)	Construction Accounting				120	0.5	60	\$20	\$1,200
	REPORTING TOTALS				363,415		117,242		\$1,397,720
	RECORDKEEPING TOTALS						616		\$10,550
	DOCKET TOTALS				363,415		117,858		\$1,408,270

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