

7 CFR PART 3550, DIRECT SINGLE FAMILY HOUSING
LOAN AND GRANT PROGRAMS,
HB-1-3550 and HB-2-3550

REPORTING REQUIREMENTS- FORMS

Section of Regulation (A)	Title (B)	Form No. (If Any) (C)	Estimated No. of Respondent (D)	Reports Filed Annually (E)	Total Annual Reponses (D) X (E) (F)	Estimated No. of Manhours per Reponse (G)	Estimated Total Manhours (F) X (G) (H)	Wage Class (I)	Total Cost (H) X (I) (J)
HB-1-3550, 8.6	Notice of Right to Cancel	RD 1940-43	6,460	1	6,460	0.08	517	\$ 8.00	\$ 4,134
HB-1-3550, 3.4	Authorization to Release Information	RD 3550-1	87,290	1	87,290	0.08	6,983	\$ 8.00	\$ 55,866
HB-1-3550, 7.19	Request for Verification of Gift/Gift Letter	RD 3550-2	40,100	1	40,100	0.08	3,208	\$ 8.00	\$ 25,664
HB-1-3550 & HB-2- 3550, 4-E Attachment	Employment Certification	RD 3550-4	20,960	1	20,960	0.08	1,677	\$ 8.00	\$ 13,414
HB-1-3550, 5.8	Notice of Special Flood Hazard, Flood Insurance Purchase Requirements, and Availability of Federal Disaster Relief Assistance	RD 3550-6	11,680	1	11,680	0.08	934	\$ 8.00	\$ 7,475
HB-1-3550, 8.2	Mortgage Loan Commitment	RD 3550-7	22,680	1	22,680	0.08	1,814	\$ 8.00	\$ 14,515
HB-1-3550, 6.6	Initial Escrow Account Disclosure Statement	RD 3550-9	16,386	1	16,386	0.08	1,311	\$ 8.00	\$ 10,487
HB-1-3550, 9.13 & 9.15	Condominium Rider/Planned Unit Development Rider	RD 3550-10 & 3550-11	520	1	520	0.08	42	\$ 8.00	\$ 336
HB-1-3550, Atth. 8-A & HB-2-3550, Chp. 2	Subsidy Repayment Agreement	RD 3550-12	15,250	1	15,250	0.08	1,220	\$ 11.00	\$ 13,420
HB-1-3550, Attachment 8-A	Authorization Agreement for Preauthorized Payments	SF 5510	500	1	500	0.25	125	\$ 8.00	\$ 1,000
HB-1-3550, 8.6	Applicant Orientation Guide	RD 3550-23	22,710	1	22,710	0.5	11,355	\$ 11.00	\$ 124,905
HB-1-3550, 12.9	Grant Agreement	RD 3550-24	6,240	1	6,240	0.08	499	\$ 5.00	\$ 2,495
		SUBTOTAL			250,776		29,685		\$ 273,712

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HB-1-3550, 3.4, 7 CFR 3550.55	Application for Rural Assistance (NonFarm Tract) Uniform Residential Loan Application	410-4	87,290	1	87,290	1.5	130,935	\$ 8.00	\$ 1,047,480
HB-1-3550,7.18 and 7CFR 1943.25(a)	Option to Purchase Real Property	3550-34	16,000	1	16,000	0.08	1,280	\$ 16.50	\$ 21,120
HB-1-3550,HB-2-3550, Chapter 4, 7CFR 3550.53 & 3550.54; 7CFR 1910.4(b)(8), 1951.907(e) (5)(v) & 1956.57(b)	Request for Verification of Employment	1910-5	138,700	1	138,700	0.25	34,675	\$ 8.00	\$ 277,400
HB-1-3550,12.4 & HB-2-3550, 5.5 & 7CFR 1951.909(a)(2)(v)	Budget and/or Financial Statement	1944-3	20,000	1	20,000	0.5	10,000	\$ 5.00	\$ 50,000
HB-1-3550 Chapter 4	Certification of Disability or Handicap	1944-4	270	1	270	0.25	68	\$ 37.00	\$ 2,498
HB-1-3550, 3550.73	Rural Development Manufactured Housing Dealer-Contractor Application	1944-5	100	1	100	0.5	50	\$ 20.00	\$ 1,000
HB-1-3550, Attachment 3-A	Rural Housing Loan Application Package	1944-12	10,700	1	10,700	0.25	2,675	\$ 20.00	\$ 53,500
HB-1-3550, Attachment 8A, HB-2-3550, Chapter 4, , 7.5	Payment Assistance/Deferred Mortgage Assistance Agreement or Interest Credit/Deferred Payment Computation	1944-14/1944-6/1944-A6 and 1944-B6	10,270	1	10,270	0.25	2,568	\$ 11.00	\$ 28,243
HB-1-3550, 9.3	Application for Conditional Commitment	1944-36	400	1	400	0.5	200	\$ 28.00	\$ 5,600
SUBTOTAL					283,730		182,451		\$ 1,486,840

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HB-1-3550, 4.13	Landlord's Verification	1944-60	41,270	1	41,270	0.08	3,302	\$ 11.00	\$ 36,318
HB-1-3550, 4.6	Request for Verification of Deposit	1944-62	8,730	1	8,730	1	8,730	\$ 11.00	\$ 96,030
HB-2-3550, 2.6	Direct Payment Plan Change	1951-34	100	1	100	0.08	8	\$ 11.00	\$ 88
HB-1, 3550. 6.5	Verification of Debt Proposed for Refinancing	3550-30	90	1	90	0.2	18	\$ 20.00	\$ 360
HB-1-3550, 13.3 & HB-2-3550, Chp. 5	Reamortization Agreement	3550-18	2,750	1	2,750	0.25	688	\$ 14.00	\$ 9,625
(ii)(B), 1955.10(d), and 1955.20(b)	Offer to Convey Security	1955-1	62	1	62	0.25	16	\$ 14.00	\$ 224
HB-1-3550, 16.2	Open Real Property Master Listing Agreement	1955-42	102	1	102	0.5	51	\$ 20.00	\$ 1,020
HB-1-3550, 16.8 & 7CFR 1955.123(b) & RD Instr. 1955.107(b) (3)	Invitation, Bid, and Acceptance-Sale of Real Property by the United States	1955-46	515	1	515	0.5	258	\$ 20.00	\$ 5,150
HB-1-3550, 16.7 & RD Instr. 1955.107(a)(3)(I) & 7CFR 1955.123(b)	Standard Sales Contract - Sale of Real Property by the United States	1955-45	3,100	1	3,100	0.5	1,550	\$ 20.00	\$ 31,000
HB-1-3550, 3.5	Truth in Lending Statement	1940-41	105,450	1	105,450	0.08	8,436	\$ 8.00	\$ 67,488
HB-1-3550, Attachment 8A	Promissory Note	1940-16	16,390	1	16,390	0.25	4,098	\$ 14.00	\$ 57,365
HB-1-3550, Attachment 8A	Real Estate Mortgage or Deed of Trust	3550-14 (State)	16,390	1	16,390	0.25	4,098	\$ 14.00	\$ 57,365
HB-1-3550, Attachment 8A	Tax Information	3550-15	16,390	1	16,390	0.25	4,098	\$ 15.00	\$ 61,463
HB-2-3550, 7.16	Application for Settlement of Indebtedness	3550-20	1,000	1	1,000	0.25	250	\$ 14.00	\$ 3,500
HB-2-3550, Chapter 4	Payment Subsidy Renewal Certification	3550-21	112,500	1	112,500	0.5	56,250	\$ 14.00	\$ 787,500
HB-2-3550, Attachment 8A	Assumption Agreement- Single Family Housing	3550-22	100	1	100	0.08	8	\$ 11.00	\$ 88
SUBTOTAL					324,939		91,859		\$ 1,214,583

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HB-1-3550,4.1	Evidence of Citizenship	Various	4,360	1	4,360	0.08	349	\$ 11.00	\$ 3,839
HB-1-3550, 9.16	Certified Financial Statement	N/A	50	1	50	1	50	\$ 15.00	\$ 750
HB-1-3550, 9.16	Manufacturer's Certificate of Origin/Contractor's Release	N/A	100	1	100	0.25	25	\$ 20.00	\$ 500
HB-1-3550, 9.16	Supplemental Information for Mobile/Manufactured Homes	N/A	100	1	100	0.25	25	\$ 20.00	\$ 500
HB-1-3550 & HB-2-3550, Attachment 4-E	Verification of Income-Applicant's Income Tax Return	N/A	87,290	1	87,290	0.08	6,983	\$ 11.00	\$ 76,813
HB-1-3550, 7.7	Documentation pertaining to existing dwelling less than 1-year old	N/A	260	1	260	1	260	\$ 15.00	\$ 3,900
HB-1-3550, 4.13	Request for Copy of Credit Report	N/A	25,000	1	25,000	0.08	2,000	\$8.00	\$ 16,000
HB-1-3550, Appendix 15	Application for Approval of Housing Innovation	N/A	25	1	25	80	2,000	\$ 20.00	\$ 40,000
SUBTOTAL					117,185		11,692		\$ 142,302

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HB-1-3550, 3.13	Notification of Continued Interest	none	50,000	1	50,000	0.08	4,000	\$ 8.00	\$ 32,000
HB-1-3550, 3.6	Request for Additional Information to Support Eligibility	none	25,000	1	25,000	0.25	6,250	\$ 8.00	\$ 50,000
HB-1-3550, 6.14	Furnish Documentation of Hazard and Flood Insurance	none	22,660	1	22,660	0.08	1,813	\$ 15.00	\$ 27,192
HB-2-3550, 3.11	Notification of Insurable Loss	none	470	1	470	0.25	118	\$ 14.00	\$ 1,645
HB-2-3550, 2.28	Notification of Non-Active Military Duty	none	20	1	20	0.08	2	\$ 14.00	\$ 28
HB-1-3550, 13.11	Authorization to Lease Mineral Rights	N/A	20	1	20	0.5	10	\$ 14.00	\$ 140
HB-1-3550, 13.10	Request for Subordination	N/A	300	1	300	0.25	75	\$ 14.00	\$ 1,050
HB-1-3550, 13.12	Partial Release	N/A	30	1	30	0.25	8	\$ 14.00	\$ 105
HB-1-3550, 13.13	Authorization to Lease	N/A	50	1	50	0.25	13	\$ 14.00	\$ 175
HB-1-3550, 14.6	Financial Data to Review for Refinancing	N/A	7,740	1	7,740	0.75	5,805	\$ 14.00	\$ 81,270
HB-1-3550, 14.8	Refute Refinancing Request	N/A	770	1	770	0.5	385	\$ 14.00	\$ 5,390
HB-1-3550, 14.8	Documentation of Inability to Refinance	N/A	100	1	100	1	100	\$ 14.00	\$ 1,400
HB-2-3550, 7.4	Refute Unauthorized Assistance	N/A	1,380	1	1,380	0.5	690	\$ 14.00	\$ 9,660
HB-2-3550, 5.5	Request for Moratorium	N/A	2,750	1	2,750	0.5	1,375	\$ 14.00	\$ 19,250
HB-1-3550, Att. 3-H	Credit Score Disclosure	N/A	87,280	1	87,280	0.08	6,982	\$ 8.00	\$ 55,859
SUBTOTAL					198,570		27,626		\$ 285,164

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
HB-2-3550, 7.10	Borrower's Request for review of decision to refer for IRS Offset	Letter	900	1	900	1	900	\$ 14.00	\$ 12,600
HB-2-3550, 4.6	Notification to Agency if circumstances change	Phone call or written	450	1	450	0.25	113	\$ 14.00	\$ 1,575
HB-2-3550, 7.6	Repayment Agreement	Written	45	1	45	0.08	4	\$ 14.00	\$ 50
HB-2-3550, 6.5	Offer to cure default after acceleration or informal meeting	Written	360	1	360	0.5	180	\$ 14.00	\$ 2,520
HB-2-3550, 15.3	Determination of Abandonment - Borrower Location Inquiries	Oral	450	1	450	0.25	113	\$ 14.00	\$ 1,575
HB-1-3550, 15.10	Lease of Custodial Property - Lease, Financial, and Credit Information	Written	20	1	20	0.5	10	\$ 14.00	\$ 140
HB-2-3550, 15.11	Lease of Inventory for Transitional Housing	Written	10	1	10	1	10	\$ 15.00	\$ 150
HB-1-3550,14.13	Survey of Lender Criteria and Policies	Written/Oral	2,500	1	2,500	0.25	625	\$ 20.00	\$ 12,500
HB-2-3550, 7.7	Collection Efforts	N/A	2,400	1	2,400	0.08	192	\$ 14.00	\$ 2,688
SUBTOTAL					7,135		2,147		\$ 33,798

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HB-2-3550, 13.4	Disappeared Debtors	None	450	1	450	0.25	113	\$ 14.00	\$ 1,575
HB-2-3550, 7.12	Delinquent Adjustment Agreements	None	225	1	225	0.25	56	\$ 14.00	\$ 788
HB-1-3550, 3.7	Withdrawn Application	N/A	49,420	1	49,420	0.08	3,954	\$ 8.00	\$ 31,629
HB-1-3550 7 HB-2- 3550, 4.9	Third Party Verification of Income including other documentation	N/A	200,000	1	200,000	0.25	50,000	\$ 8.00	\$ 400,000
Chapters 4 of HB-1- 3550 & HB-2-3550	Verification of Child Care, Medical, or other applicable expenses	N/A	87,290	1	87,290	0.25	21,823	\$ 8.00	\$ 174,580
HB-1-3550, 4.12	CAIVRS - Applicant Contact Agency Reporting Delinquent Federal Debt	N/A	82,720	1	82720	0.08	6,618	\$ 8.00	\$ 52,941
HB-1-3550, 5.11	Evidence of Ownership	N/A	11,980	1	11,980	0.25	2,995	\$ 11.00	\$ 32,945
HB-1-3550, 5.1	Assurances of Road Completion	N/A	500	1	500	0.25	125	\$ 15.00	\$ 1,875
HB-1-3550, Attachment 7A	Termites, plumbing, sewage, HAC verifications	N/A	16,386	1	16,386	0.5	8,193	\$ 15.00	\$ 122,895
HB-1-3550, 8.3	Applicant cancels loan	N/A	450	1	450	0.08	36	\$ 8.00	\$ 288
HB-1-3550, 9.8	Conditional Commitment Change in Price, Plans, Specifications	N/A	40	1	40	0.08	3	\$ 28.00	\$ 90
SUBTOTAL					449,461		93,916		\$ 819,605

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HB-1-3550, 9.14	Community Land Trust Documents	N/A	10	1	10	0.5	5	\$ 20.00	\$ 100
HB-1-3550, 10.10	Firm Loan Commitment from Participating Lender	N/A	510	1	510	0.25	128	\$ 20.00	\$ 2,550
HB-1-3550, 10.10	Copies of Security Agreements from Participating Lenders	N/A	3,580	1	3,580	0.25	895	\$ 20.00	\$ 17,900
HB-1-3550, 16.6	Release of DSS Restrictions	N/A	500	1	500	0.08	40	\$ 14.00	\$ 560
HB-1-3550, 13.13	Notification of Leased Property and Adequate Insurance Coverage	N/A	500	1	500	0.08	40	\$ 14.00	\$ 560
HB-2-3550, 2.25	Decision to Defer Recapture	N/A	5,000	1	5,000	0.08	400	\$ 14.00	\$ 5,600
HB-2-3550, 2.23	Information to Determine Recapture Amount, Including Appraisals		7,740	1	7,740	0.5	3,870	\$ 14.00	\$ 54,180
HB-2-3550, 2.31	Request for Final Payoff	N/A	7,740	1	7,740	0.08	619	\$ 14.00	\$ 8,669
HB-2-3550, 2.10	Request to Waive Late or Other Fees	N/A	12,000	1	12,000	0.08	960	\$ 14.00	\$ 13,440
SUBTOTAL					37,580		6,957		\$ 103,559

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
HB-1-3550, 7.16	Documentation regarding housing related costs in past 6 months or other compensating factors	N/A	12,000	1	12,000	0.25	3,000	\$ 14.00	\$ 42,000
HB-1-3550, 7.20	Identification of responsibility for costs of inspections and certifications in sales	N/A	15,430	1	15,430	0.25	3,858	\$ 20.00	\$ 77,150
HB-1-3550, 5.19 and 6.5	Decision regarding the appraisal and tax service fees	N/A	16,370	1	16,370	0.08	1,310	\$ 8.00	\$ 10,477
HB-1-3550, 9.6	Modifications of Sales Agreements for Conditional Commitments	N/A	100	1	100	0.25	25	\$ 28.00	\$ 700
HB-2-3550, Chapter 9, 7.9	Borrower's request for records	Letter	50	1	50	0.25	13	\$ 14.00	\$ 175
HB-2-3550, 7.9	Borrower's offer to repay	Letter	10	1	10	0.5	5	\$ 14.00	\$ 70
HB-2-3550, 7.9	Borrower's request for a review regarding administrative offset	Letter	10	1	10	0.5	5	\$ 14.00	\$ 70
HB-2-3550, 7.9	Borrower's request for records	Letter	10	1	10	0.25	3	\$ 14.00	\$ 35
HB-2-3550, 7.9	Employee's written agreement for a different repayment schedule	Letter	10	1	10	0.5	5	\$ 14.00	\$ 70
7 CFR 3550.53	Homeownership Education	N/A	15,221	1	15,221	8	121,768	\$ 10.37	\$ 1,262,734
SUBTOTAL					59,211		129,992		\$ 1,393,481

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HB-1-3550, 5.22	Construction Contract	RD 1924-6 (0575-0042)							
HB-1-3550, 5.24	Release by Claimants	RD 1924-10 (0575-0042)							
HB-1-3550, 9.4	Affirmative Fair Housing Marketing Plan	HUD 935-2 (2529-0013)							
HB-1-3550, 5.21	Description of Materials	RD 1924-2 (0575-0042)							
HB-1-3550, Attachment 8A	Affidavit Regarding Work of Improvement	RD 1927-5 (0575-0147)							
HB-1-3550, Attachment 8A	Agreement with Prior Lienholder w/narrative	RD 1927-8 (0575-0147)							
HB-1-3550, Attachment 8A	Preliminary Title Opinion	RD 1927-9 (0575-0147)							
HB-1-3550, Attachment 8A	Final Title Opinion	RD 1927-10 (0575-0147)							
HB-1-3550, Attachment 8A	Warranty Deed (state) Joint Tenants	RD 1927-11 (0575-0147)							
HB-1-3550, Attachment 8A	Warranty Deed (state)	RD 1927-12 (0575-0147)							
HB-1-3550, Attachment 8A	Loan Closing Instructions and Loan Closing Statement	RD 1927-15 (0575-0147)							
HB-1-3550, 8.6	Notification of Loan Closing	RD 1927-16 (0575-0147)							
HB-1-3550, 8.4	Certification of Attorney	RD 1927-19 (0575-0147)							
HB-1-3550, Attachment 8A	Certification of Title Insurance	RD 1927-20 (0575-0147)							
HB-1-3550, 5.22	Assurance Agreement	RD 400-4 (0575-0018)							

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
HB-1-3550, 5.25	Documentation of Construction Complaint/Request for Compensation for Construction Defects	RD 1924-4 (0575-0082)							
HB-1-3550, 5.22	Equal Opportunity Agreement	RD 400-1 (0575-0018)							
HB-1-3550, 5.22	Compliance Statement	RD 400-6 (0575-0018)							
HB-1-3550,5.23	Contract Change Order	RD 1924-7 (0575-0042)							
HB-1-3550,5.23	Development Plan	RD 1924-1 (0575-0042)							
HB-1-3550,5.24	Certificate of Contractor's Release	RD 1924-9 (0575-0042)							
HB-1-3550, 5.23	Inspection Report	RD 1924-12 (0575-0042)							
HB-1-3550, 5.24	Builder's Warranty	RD 1924-19 (0575-0042)							
HB-1-3550, 5.23	Plan Certification	RD 1924-25 (0575-0042)							
HB-1-3550, 13.5	Transfer of Real Estate Security	RD 465-5 (0560-0158)							
HB-1-3550, 4.13	Application Reference Letter	RD 410-8 (0575-0091)							
HB-1-3550,13.11	Assignment of Income from Real Estate Security	RD 443-16 (0560-0158)							
HB-1-3550,5.8	Standard Flood Hazard Determination	FEMA 81-93 (3067-0264)							

7 CFR PART 3550, DIRECT SINGLE FAMILY HOUSING
 LOAN AND GRANT PROGRAMS,
 HB-1-3550 and HB-2-3550

REPORTING REQUIREMENTS- NON-FORMS APPROVED UNDER OTHER OMB NUMBERS									
Section of Regulation (A)	Title (B)	Form No. (If Any) (C)	Estimated No. of Respondent (D)	Reports Filed Annually (E)	Total Annual Reponses (D) X (E) (F)	Estimated No. of Manhours per Reponse (G)	Estimated Total Manhours (F) X (G) (H)	Wage Class (I)	Total Cost (H) X (I) (J)
HB-1-3550, 5.23	Certification of Drawings and Specifications	(0575-0042)							
HB-1-3550, 5.23	Cost Estimates	(0575-0042)							
HB-1-3550, 5.23	Narrative Description of Work Items	(0575-0042)							
HB-1-3550, 5.23	Manufacturer's and Builder's Certification	(0575-0042)							
HB-1-3550, 5.24	Documents for 10-year Warranty	(0575-0042)							
HB-1-3550, 5.25	Complaints of Construction Defects	(0575-0042)							
HB-1-3550, 5.22	Owner-Builder Construction Proposal	(0575-0042)							
HB-1-3550, 9.17	Prerequisites for Modular/Panelized Housing Unit Mfrs.	(0575-0042)							
HB-1-3550, 9.17	Approval of Modular/Panelized Housing Units	(0575-0042)							
Forms Reporting					859,445		303,995		\$ 2,975,135
Non-Forms Reporting					869,142		272,330		\$ 2,777,909
Reporting Totals					1,728,587		576,325		\$ 5,753,044