7 CFR PART 3565 - GUARANTEED RURAL RENTAL HOUSING PROGRAM									
Sec./Paragraph	Title	Form No. (if any)	Estimated no. of Respondents	Reports Filed Annually	Total Annual Responses (D)x(E)	Estimated Number of Man Hours per Response	Estimated Total Man Hours (F)x(G)	Wage class $/HR	Cost to the Public (H)x(I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
REPORTING REQUIREMENT- "NO FORMS"									
Para. 1.7.E, 4.3, 4.4	NOFA Response	written	50	1	50	0.75	38	$24	$570
Para.1.11	Review of Adverse Decisions	written	12	1	12	0.50	6	$24	$90
Para. 2.13	Annual GAGAS Audit and Lender Review	written	150	1	150	2.00	300	$54	$16,200
Para. 2.14, 4.15 D.	Substitution of Lender and Change in Ownership of a Loan	written	30	1	30	**0.33**	10	$24	$150
Para. 2.15	Notification of Using a Broker or Agent	written	25	1	25	0.08	2	$24	$48
Para. 2.16	Loan Participation	written	5	1	5	0.08	0	$24	$0
Para. 3.4	Lender Narrative	written	50	1	50	**0.50**	25	$24	$600
Para. 3.6	Citizen Status Verification	written	50	1	50	1.00	50	$24	$1,200
Para. 3.12	Rural Area Designation	verbal	50	1	50	**0.16**	8	$24	$192
Para. 3.22	Occupancy and Rent Restrictions	written	50	1	50	0.25	13	$24	$195
Para. 4.3	Lender Decision Not To Proceed with Processing	written	1	1	1	**0.16**	0	$24	$0
Para. 4.10	Interest Credit Request and Documentation	written	15	1	15	**0.25**	4	$24	$60
Para. 4.11	Adequacy of Initial Operating Capital	written	50	1	50	0.25	13	$24	$195
Para. 4.15	Lapse of Commitment	written	4	1	4	0.25	1	$24	$24
Para. 4.15 C.	Withdrawal of an Application	written	3	1	3	**0.16**	0	$24	$0
Para. 4.16	Response to the Conditional Commitment	written	50	1	50	**0.50**	25	$24	$600
Para. 4.16, Attachment 4-B	Opinion of the Lender's Legal Counsel	written	50	1	50	1.50	75	$54	$4,050
Para. 4.17, 7.14	Regulatory Agreement	written	50	1	50	0.50	25	$54	$1,350
Para. 5.2	Notification and Attendance of Pre-Construction Conference	written	50	1	50	1.00	50	$24	$1,200
Para. 5.8	Construction Contract	written	50	1	50	0.16	8	$24	$192
Para. 5.8, 7.11 A.	Life Cycle Cost Analysis	written	50	1	50	0.16	8	$24	$192
Para. 5.9	Notification to Agency of Inspections	written or verbal	50	3	150	**0.16**	24	$24	$576
Para. 5.9, 5.17, 5.18	Reduction of Loan Amount & Construction Change Orders	written	10	1	10	0.25	3	$24	$45
Para. 5.19	Payment Estimates & Inspection Reports	written	20	8	160	0.16	26	$24	$390
Para. 5.20	Final Cost Certification	written	20	1	20	0.50	10	$24	$240
Para. 5.21	Certification of Additional Construction Requirements	written	20	1	20	0.33	7	$24	$105
Para. 7.8 B.	Changes in Ownership Entity	written	5	1	5	0.33	2	$24	$30
Para. 7.12 B.	Capital Improvement Plan	written	100	1	100	**0.16**	16	$24	$384
Para. 7.13 B., 7.13 C.	Annual Fair Housing Reporting Requirements and Other Civil Rights Laws	written	100	1	100	0.75	75	$24	$1,800
Para. 7.14 B.	Preservation of Affordable Housing	written	2	1	2	0.50	1	$24	$24
Para. 7.16 A.	Submission of Workout Plan	written	3	1	3	0.25	1	$24	$15
Para. 7.18 D.	Request for Reserve Funds	written	3	3	9	0.25	2	$24	$30
Para. 4.9 B., 8.12 E.	Housing Allowances for Utilities and Other Public Services	Attachment 4-G /written	50	1	50	2.00	100	$24	$2,400
3565.153, HB-Para. 3.10	Lender's Analysis & Evidence of Reasonable Loan Risk	written	50	2	100	1.00	100	$24	$2,400

3565.156, HB-Para. 3.9	Certification of Legal Eligibility and Responsibility	written	50	2	100	0.25	25	**$54**	$1,350
3565.9(a), HB-Para. 1.12	Intergovernmental Review	written	50	1	50	1.00	50	$28	$1,400
3565.104, HB-Para. 2.11, 2.13	Lender Approval Application	written	50	1	50	1.00	50	$24	$1,200
3565.105(c), HB-Para. 2.13	Lender Compliance-Notification of Changes in Financial/Operations Status	written	20	1	20	0.25	5	$24	$120
3565.351, HB-Para. 2.13	Borrower Compliance Certification	written	50	1	50	**0.25**	13	$24	$195
3565.52(a), HB-Para. 4.19, 5.14, 5.15	Construction Credit Enhancements	written	20	1	20	0.50	10	$24	$240
3565.56(a), HB-Para. 4.15	Voluntary Termination of Guarantee	written	1	1	1	0.25	0	$24	$0
3565.303, HB-Para. 4.21	Final Guarantee Certifications	written	50	2	100	0.16	16	$24	$384
3565.351(c), HB-Para. 8.13, Attachment 8-B	Tenant protection and grievance procedures	written	150	1	150	0.25	38	$24	$570
3565.351(d), HB-Para. 7.10	Loan Servicing/Audited Financial Statements	written	150	1	150	0.25	38	$24	$570
3565.208 (b)	Notice of Loan Prepayment	written	1	1	1	0.16	0	$24	$0
3565.403(b), HB-Para. 7.7, 7.15	Special Servicing Plan	written	3	3	9	0.25	2	$24	$30
3565.403 (a), HB-Para. 7.10 B.3.	Monthly Delinquent Reports	written	3	12	36	0.25	9	$24	$135
3565.453(a), HB-Para. 10.5, 10.10, 10.11.	Liquidation Plan, Delay of Plan, Amendment to Plan.	written	1	1		1.25	0	$24	$15
3565.455(a), HB-Para. 10.13	Assignment	written	1	1	1	0.50	1	$24	$15
3565.457(d), HB-Para. 10.2, 10.4	Lender Notification of Decision to Liquidate and Certification of Collection Efforts	verbal, written	1	1	1	0.16	0	$24	$0
3565.458, HB-Para. 10.8	Withdrawal of Claim	written	1	1	1	0.25	0	$24	$0
3565.405(a), HB-	Demand for Repurchase	written	5	1	5	0.50	3	$24	$45
3565.405(b), HB-	Determination of Payment to Holder	written	5	1	5	0.50	3	$24	$45
3565.355, HB-Para. 7.8 C.	Transfer and Assumptions	written	1	1	1	1.00	1	$24	$24
3565.17	Demonstration Programs	written	10	1	10	0.16	1	$24	$21
	Subtotals				**2,335**		**1,288**		**$41,906**
REPORTING REQUIREMENTS-FORMS CLEARED UNDER THIS DOCKET									
3565.304, HB-Para. 4.9	Application for Loan and Guarantee	3565-1	50	1	50	0.75	38	$24	$570
3565.303(b), HB-Para. 4.14 - 4.16	Conditional Commitment	3565-2	50	1	50	0.25	13	$24	$300
3565.105, HB-Para. 4.15 E., 4.18	Lender's Agreement	3565-3	50	1	50	0.75	38	$24	$570
Para. 4.10 D.	Request Interest Assistance/Interest Rate Buydown/Subsidy Payment to Guaranteed Loan Lender	1980-24	30	1	30	0.50	15	$24	$225
3565.405 (b), HB-Para. 12.3	Assignment Guarantee Agreement	3565-5	5	1	5	0.50	3	$24	$45
	Subtotals				**185**		**105**		**$1,710**
	Totals				**2,520**		**1,393**		**$43,616**

FORMS CLEARED WITH OTHER OMB NUMBERS									
3565.303 (d)	Guaranteed Loan Closing Report	1980-19	(0575-0137)						
3565.53, HB-Para. 10.23	Lender's Guaranteed Loan Payment to USDA	1980-43	(0575-0137)						
3565.351 (d)(2)(ii), HB- Para. 7.10 B.2.	Guaranteed Loan Status Report	1980-41	(0570-0016)						
3565.351 (d)(2)(ii), 3565.402 (c), HB-Para. 7.10 B.3.	Guaranteed Loan Borrower Default Status	1980-44	(0570-0016)						
3565.456, HB-Para. 10.7, 10.17, 10.22	Guaranteed Loan Report of Loss	449-30	(0575-0137)						
3565.255, HB-Para. 4.9 B.1.	Request for Environmental Information	1940-20	(0575-0094)						
Para. 8.8	Previous Participation Certification	1944-37	(2502-0118)						
Para. 8.12 B.	Tenant Certification	3560-8	(0575-0189)						
Para. 4.9	Identity of Interest Disclosure/Qualification Certificate	3560-31	(0575-0189)						
Para. 11.7 A.	Notice of Special Flood Hazards, Flood Insurance Purchase Requirements, and Availability of Federal Disaster Relief Assistance	3550-6	(0575-0172)						
Para. 4.9, 8.4 B., 4.12 D.	Affirmative Fair Housing Marketing Plan	HUD 935.2	(2529-0013)						
Para. 4.9, 8.2 H., 8.5	Management Entity Profile	HUD 9832	(2502-0305)						
Para. 5.6	Plan Certification	1924-25	(0575-0042)						
Para. 11.7	Standard Flood Hazard Determination	FEMA 81-93	(3067-0264)						
Para. 7.12 A.	Physical Inspection Report	DCD	(2502-0369)						
Para. 4.9 B.2.	Estimate and Certificate of Actual Cost	1924-13	(0575-0042)						

Handbook (HB)

Handbook (HB)

Handbook (HB)

Handbook (HB)