

**SUPPORTING STATEMENT FOR VA FORM 26-4555  
APPLICATION IN ACQUIRING SPECIALLY  
ADAPTED HOUSING (SAH) OR SPECIAL HOME ADAPTATION GRANT  
(2900-0132)**

**A. JUSTIFICATION**

1. VA grants for Specially Adapted Housing (SAH) and Special Housing Adaptations (SHA) for disabled veterans or service members are authorized under Title 38, U.S.C., chapter 21
2. VA Form 26-4555 is used to gather the necessary information to determine the eligibility to the SAH or SHA grant. The veteran or service member will complete VA Form 26-4555 and submit it to the nearest VA Regional Loan Center. VA will control the application, establish a file on the incoming forms and forward them to the Veterans Service Center (VSC). VSC will process the forms and return them along with a rating decision to Loan Guaranty. Then Loan Guaranty will update the file and send the appropriate form letter to the veteran or service member notifying him/her of basic eligibility for the SAH or SHA benefit. The initial interview with the veteran or service member will be held within 30 working days for purposes of providing grant and related information.
3. Use of improved information technology does not apply since the data is submitted by numerous veterans or service members throughout the nation providing very specific information about each one. Although VA Form 26-4555 is currently available through the On-VA Form Website and can be downloaded, it cannot be submitted electronically at this time.
4. No duplication of information is involved. The form solicits personal information about the loan and would not be available in another agency's records.
5. Small business organizations are not involved.
6. Frequency is generally one-time per applicant.
7. There are no special circumstances that require the collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.6.
8. The Department notice was published in the Federal Register on October 3, 2008, page 57731. There were no comments received in response to this notice.
9. No payments or gifts to respondents have been made under this collection of information.

10. Loan Guaranty Home, Condominium and Manufactured Home Loan Applicant Records, Specially Adapted Housing Applicant Records, and Vendee Loan Applicant Records – VA (55VA26) contained in the Privacy Act Issuances, 2001 Compilation.

11. No sensitive questions appear on the form.

12. Estimate of Information Collection Burden

- a. The number of respondents is estimated at 3,000 per year.
- b. Frequency of response is generally on occasion.
- c. Annual burden is 500 hours.
- d. The estimated response time is 10 minutes.
- e. The total estimated cost to respondents is \$7,500 (500 x \$15.00 per hour).

13. This submission does not involve any recordkeeping costs.

14. Estimated Annualized Cost to the Federal Government

\$ 12,694.99      Estimated Loan Guaranty processing cost for FY 2008  
3000 cases x 10 minutes per case x \$25.39 per hour  
average Loan Guaranty field salary)

No printing and mailing costs to the government.

15. There is no change in burden hours.

16. Information collection is not for publication purposes.

17. The collection instrument, VA Form 26-4555, may be reproduced and/or stocked by the respondents and veterans service organizations. This VA form does not display an expiration date, and if required to do so it would result in unnecessary waste of existing stocks of this form. These forms are submitted to OMB for approval every 3 years. As such, this date requirement would also result in an unnecessary burden on the respondents and would delay Department action on the benefit being sought. VA also seeks to minimize its cost to itself of collection, processing, and using the information by not displaying the expiration date. For the reasons stated, VA continues to seek an exemption that waives the displaying of the expiration date on VA Form 26-4555.

18. This submission does not contain any exceptions to the certification statement.

**B. STATISTICAL METHODS**

This data collection does not collect information employing statistical methods.