

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

REPORTING REQUIREMENTS- FORMS

OMB No. 0575-0172

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	5,278	1	5,278	0.08	422	\$ 10.00	\$ 4,222
HB-1-3550, 3.4	Authorization to Release Information	RD 3550-1	67,348	1	67,348	0.08	5,388	\$ 10.00	\$ 53,878
HB-1-3550, 7.19	Request for Verification of Gift/Gift Letter	RD 3550-2	40,100	1	40,100	0.08	3,208	\$ 10.00	\$ 32,080
HB-1-3550 & HB-2- 3550, 4-E Attachment	Employment Certification	RD 3550-4	20,960	1	20,960	0.08	1,677	\$ 10.00	\$ 16,768
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	\$ 10.00	\$ 9,344
HB-1-3550, 8.2	Mortgage Loan Commitment	RD 3550-7	16,348	1	16,348	0.08	1,308	\$ 10.00	\$ 13,078
HB-1-3550, 6.6	Initial Escrow Account Disclosure Statement	RD 3550-9	12,167	1	12,167	0.08	973	\$ 10.00	\$ 9,734
HB-1-3550, 9.13 & 9.15	Condominium Rider/Planned Unit Development Rider	RD 3550-10 & 3550-11	520	1	520	0.08	42	\$ 10.00	\$ 336
HB-1-3550, Atth. 8-A & HB-2-3550, Chp. 2	Subsidy Repayment Agreement	RD 3550-12	12,167	1	12,167	0.08	973	\$ 13.00	\$ 12,654
HB-1-3550, Attachment 8-A	Authorization Agreement for Preauthorized Payments	SF 5510	6,600	1	6,600	0.25	1,650	\$ 10.00	\$ 16,500
HB-1-3550, 8.6	Applicant Orientation Guide	RD 3550-23	22,710	1	22,710	0.50	11,355	\$ 13.00	\$ 124,905
HB-1-3550, 12.9	Grant Agreement	RD 3550-24	6,476	1	6,476	0.08	518	\$ 7.00	\$ 2,495
		SUBTOTAL			222,354		28,449		\$ 295,994

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HB-1-3550, 4.13	Landlord's Verification	1944-60	33,674	1	33,674	0.08	2,694	\$ 13.00	\$ 35,021	
HB-1-3550, 4.6	Request for Verification of Deposit	1944-62	8,730	1	8,730	1.50	13,095	\$ 13.00	\$ 170,235	
HB-2-3550, 2.6	Direct Payment Plan Change	1951-34	100	1	100	0.08	8	\$ 13.00	\$ 104	
HB-1-3550, 13.3 & HB-2-3550, Chp. 5	Reamortization Agreement	3550-18	3,765	1	3,765	0.25	941	\$ 16.00	\$ 15,060	
HB-1-3550, 13.19 & 7CFR 1951.911(b)(2)(ii)(B), 1955.10(d), and 1955.20(b)	Offer to Convey Security	1955-1	64	1	64	0.25	16	\$ 16.00	\$ 224	
HB-1-3550, 16.2	Open Real Property Master Listing Agreement	1955-42	102	1	102	0.50	51	\$ 22.00	\$ 1,122	
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	503	1	503	0.50	252	\$ 22.00	\$ 5,533	
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	3,000	1	3,000	0.50	1,500	\$ 22.00	\$ 33,000	
HB-1-3550, 3.5	Truth in Lending Statement	1940-41	16,837	1	16,837	0.08	1,347	\$ 10.00	\$ 13,470	
HB-1-3550, Attachment 8A	Promissory Note	1940-16	16,837	1	16,837	0.25	4,209	\$ 16.00	\$ 67,348	
HB-1-3550, Attachment 8A	Real Estate Mortgage or Deed of Trust	3550-14 (State)	12,167	1	12,167	0.25	3,042	\$ 16.00	\$ 48,668	
HB-1-3550, Attachment 8A	Tax Information	3550-15	12,167	1	12,167	0.25	3,042	\$ 17.00	\$ 51,710	
HB-2-3550, 7.16	Application for Settlement of Indebtedness	3550-20	4,666	1	4,666	0.25	1,167	\$ 16.00	\$ 18,664	
HB-2-3550, Chapter 4	Payment Subsidy Renewal Certification	3550-21	123,500	1	123,500	0.50	61,750	\$ 16.00	\$ 988,000	
HB-2-3550, Attachment 8A	Assumption Agreement- Single Family Housing	3550-22	100	1	100	0.08	8	\$ 13.00	\$ 104	
HB-1-3350, Chapter 6.5	Verification of Debt proposed for refinancing	3550-30	100	1	100	0.20	20	\$ 15.00	\$ 300	
SUBTOTAL										
					236,312	5.52	93,141		\$ 1,448,562	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
HB-1-3550, 3.13	Notification of Continued Interest	none	50,000	1	50,000	0.08	4,000	\$ 10.00	\$ 40,000
HB-1-3550, 3.6	Request for Additional Information to Support Eligibility	none	26,050	1	26,050	0.25	6,513	\$ 10.00	\$ 65,125
HB-1-3550, 6.14	Furnish Documentation of Hazard and Flood Insurance	none	22,660	1	22,660	0.08	1,813	\$ 17.00	\$ 30,818
HB-2-3550, 3.11	Notification of Insurable Loss	none	470	1	470	0.25	118	\$ 16.00	\$ 1,880
HB-2-3550, 2.28	Notification of Non-Active Military Duty	none	20	1	20	0.08	2	\$ 16.00	\$ 32
HB-1-3550, 13.11	Authorization to Lease Mineral Rights	N/A	20	1	20	0.50	10	\$ 16.00	\$ 160
HB-1-3550, 13.10	Request for Subordination	N/A	771	1	771	0.25	193	\$ 16.00	\$ 3,084
HB-1-3550, 13.12	Partial Release	N/A	30	1	30	0.25	8	\$ 16.00	\$ 120
HB-1-3550, 13.13	Authorization to Lease	N/A	50	1	50	0.25	13	\$ 16.00	\$ 200
HB-1-3550, 14.6	Financial Data to Review for Refinancing	N/A	7,740	1	7,740	0.75	5,805	\$ 16.00	\$ 92,880
HB-1-3550, 14.8	Refute Refinancing Request	N/A	4,170	1	4,170	0.50	2,085	\$ 16.00	\$ 33,360
HB-1-3550, 14.8	Documentation of Inability to Refinance	N/A	837	1	837	1.00	837	\$ 16.00	\$ 13,392
HB-2-3550, 7.4	Refute Unauthorized Assistance	N/A	1,550	1	1,550	0.50	775	\$ 16.00	\$ 12,400
HB-2-3550, 5.5	Request for Moratorium	N/A	7,831	1	7,831	0.50	3,916	\$ 16.00	\$ 62,648
HB-1-3550, Att. 3-H	Credit Score Disclosure	N/A	67,348	1	67,348	0.08	5,388	\$ 10.00	\$ 53,878
SUBTOTAL					189,547	5.32	31,473		\$ 409,977

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HB-2-3550, 13.4	Disappeared Debtors	None	450	1	450	0.25	113	\$ 16.00	\$ 1,800
HB-2-3550, 7.12	Delinquent Adjustment Agreements	None	225	1	225	0.25	56	\$ 16.00	\$ 900
HB-1-3550, 3.7	Withdrawn Application	N/A	23,171	1	23,171	0.08	1,854	\$ 10.00	\$ 18,537
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	\$ 10.00	\$ 500,000
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	\$ 10.00	\$ 218,225
HB-1-3550, 4.12	CAIVRS - Applicant Contact Agency Reporting Delinquent Federal Debt	N/A	82,720	1	82,720	0.08	6,618	\$ 10.00	\$ 66,176
HB-1-3350, 5.11	Evidence of Ownership	N/A	11,980	1	11,980	0.25	2,995	\$ 13.00	\$ 38,935
HB-1-3550, 5.1	Assurances of Road Completion	N/A	500	1	500	0.25	125	\$ 17.00	\$ 2,125
HB-1-3550, Attachment 7A	Termites, plumbing, sewage, HAC verifications	N/A	16,386	1	16,386	0.50	8,193	\$ 17.00	\$ 139,281
HB-1-3550, 8.3	Applicant cancels loan	N/A	450	1	450	0.08	36	\$ 10.00	\$ 360
HB-1-3550, 9.8	Conditional Commitment Change in Price, Plans, Specifications	N/A	40	1	40	0.08	3	\$ 30.00	\$ 96
SUBTOTAL					423,212	2.32	91,815		\$ 986,435

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	
HB-1-3550, 9.14	Community Land Trust Documents	N/A	10	1	10	0.50	5	\$ 22.00	\$ 110	
HB-1-3550, 10.10	Firm Loan Commitment from Participating Lender	N/A	2,519	1	2,519	0.25	630	\$ 22.00	\$ 13,855	
HB-1-3550, 10.10	Copies of Security Agreements from Participating Lenders	N/A	2,519	1	2,519	0.25	630	\$ 22.00	\$ 13,855	
HB-1-3550, 16.6	Release of DSS Restrictions	N/A	500	1	500	0.08	40	\$ 16.00	\$ 640	
HB-1-3550, 13.13	Notification of Leased Property and Adequate Insurance Coverage	N/A	500	1	500	0.08	40	\$ 16.00	\$ 640	
HB-2-3550, 2.25	Decision to Defer Recapture	N/A	10,414	1	10,414	0.08	833	\$ 16.00	\$ 13,330	
HB-2-3550, 2.23	Information to Determine Recapture Amount, Including Appraisals		10,414	1	10,414	0.50	5,207	\$ 16.00	\$ 83,312	
HB-2-3550, 2.31	Request for Final Payoff	N/A	40,971	1	40,971	0.08	3,278	\$ 16.00	\$ 52,443	
HB-2-3550, 2.10	Request to Waive Late or Other Fees	N/A	12,000	1	12,000	0.08	960	\$ 16.00	\$ 15,360	
SUBTOTAL					79,847	1.90	11,622		\$ 193,544	

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HB-1-3550, 7.16	Documentation regarding housing related costs in past 6 months or other compensating factors	N/A	11,000	1	11,000	0.25	2,750	\$ 16.00	\$ 44,000
HB-1-3550, 7.20	Identification of responsibility for costs of inspections and certifications in sales	N/A	8,708	1	8,708	0.25	2,177	\$ 22.00	\$ 47,894
HB-1-3550, 5.19 and 6.5	Decision regarding the appraisal and tax service fees	N/A	12,167	1	12,167	0.08	973	\$ 10.00	\$ 9,734
HB-1-3550, 9.6	Modifications of Sales Agreements for Conditional Commitments	N/A	100	1	100	0.25	25	\$ 30.00	\$ 750
HB-2-3550, Chapter 9, 7.9	Borrower's request for records	Letter	50	1	50	0.25	13	\$ 16.00	\$ 200
HB-2-3550, 7.9	Borrower's offer to repay	Letter	10	1	10	0.50	5	\$ 16.00	\$ 80
HB-2-3550, 7.9	Borrower's request for a review regarding administrative offset	Letter	30	1	30	0.50	15	\$ 16.00	\$ 240
HB-2-3550, 7.9	Borrower's request for records	Letter	10	1	10	0.25	3	\$ 16.00	\$ 40
HB-2-3550, 7.9	Employee's written agreement for a different repayment schedule	Letter	10	1	10	0.50	5	\$ 16.00	\$ 80
HB-1-3350, 3.4	Homeownership Education	Letter/Certificate	22,710	1	22,710	8.00	181,680	\$ 10.00	\$ 1,816,800
SUBTOTAL					54,795	10.83	187,645		\$ 1,919,818

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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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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)							

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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					725,818		274,967		\$ 3,313,841
Non-Forms Reporting					854,935		337,108		\$ 3,730,912
Reporting Totals					1,580,753		612,076		\$ 7,044,753