

**2010 7 CFR PART 3565 - GUARANTEED RURAL RENTAL HOUSING PROGRAM**

**OMB No. 0575-0174**

	<b>Title</b>	<b>Form No. (if any)</b>	<b>Estimated no. of Respondents</b>	<b>Reports Filed Annually</b>	<b>Total Annual Responses (D)x(E)</b>	<b>Estimated Number of Man Hours per Response</b>	<b>Estimated Total Man Hours (F)x(G)</b>	<b>Wage class \$/HR</b>	<b>Cost to the Public (H)x(I)</b>
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G)</b>	<b>(H)</b>	<b>(I)</b>	<b>(J)</b>
<b>REPORTING REQUIREMENT- "NO FORMS"</b>									
Para. 1.7.E, 4.3, 4.4	NOFA Response	written	50	1	50	0.75	38	\$25	\$950
Para.1.11	Review of Adverse Decisions	written	12	1	12	0.50	6	\$25	\$152
Para. 2.13	Annual GAGAS Audit and Lender Review	written	150	1	150	2.00	300	\$57	\$17,088
Para. 2.14, 4.15 D.	Substitution of Lender and Change in Ownership of a Loan	written	30	1	30	<b>0.33</b>	10	\$25	\$150
Para. 2.15	Notification of Using a Broker or Agent	written	25	1	25	0.08	2	\$25	\$51
Para. 2.16	Loan Participation	written	5	1	5	0.08	0	\$25	\$0
Para. 3.4	Lender Narrative	written	50	1	50	<b>0.50</b>	25	\$25	\$633
Para. 3.6	Citizen Status Verification	written	50	1	50	1.00	50	\$25	\$1,266
Para. 3.12	Rural Area Designation	verbal	50	1	50	<b>0.16</b>	8	\$25	\$203
Para. 3.22	Occupancy and Rent Restrictions	written	50	1	50	0.25	13	\$25	\$195
Para. 4.3	Lender Decision Not To Proceed with Processing	written	2	2	4	<b>0.16</b>	1	\$25	\$0
Para. 4.10	Interest Credit Request and Documentation	written	0	1	0	<b>0.00</b>	0	\$0	\$0
Para. 4.11	Adequacy of Initial Operating Capital	written	50	1	50	0.25	13	\$25	\$195
Para. 4.15	Lapse of Commitment	written	4	1	4	0.25	1	\$25	\$25
Para. 4.15 C.	Withdrawal of an Application	written	3	1	3	<b>0.16</b>	0	\$25	\$0
Para. 4.16	Response to the Conditional Commitment	written	50	1	50	<b>0.50</b>	25	\$25	\$633
Para. 4.16, Attachment 4-B	Opinion of the Lender's Legal Counsel	written	50	1	50	1.50	75	\$57	\$4,272
Para. 4.17, 7.14	Regulatory Agreement	written	50	1	50	0.50	25	\$57	\$1,424
Para. 5.2	Notification and Attendance of Pre-Construction Conference	written	50	1	50	1.00	50	\$25	\$1,266
Para. 5.8	Construction Contract	written	50	1	50	0.16	8	\$25	\$203
Para. 5.8, 7.11 A.	Life Cycle Cost Analysis	written	50	1	50	0.16	8	\$25	\$203
Para. 5.9	Notification to Agency of Inspections	written or verbal	50	3	150	<b>0.16</b>	24	\$25	\$608
Para. 5.9, 5.17, 5.18	Reduction of Loan Amount & Construction Change Orders	written	10	1	10	0.25	3	\$25	\$45
Para. 5.19	Payment Estimates & Inspection Reports	written	20	8	160	0.16	26	\$25	\$390
Para. 5.20	Final Cost Certification	written	20	1	20	0.50	10	\$25	\$253
Para. 5.21	Certification of Additional Construction Requirements	written	20	1	20	0.33	7	\$25	\$105
Para. 7.8 B.	Changes in Ownership Entity	written	5	1	5	0.33	2	\$25	\$30
Para. 7.12 B.	Capital Improvement Plan	written	100	1	100	<b>0.16</b>	16	\$25	\$405
Para. 7.13 B., 7.13 C.	Annual Fair Housing Reporting Requirements and Other Civil Rights Laws	written	100	1	100	0.75	75	\$25	\$1,899
Para. 7.14 B.	Preservation of Affordable Housing	written	2	1	2	0.50	1	\$25	\$25
Para. 7.16 A.	Submission of Workout Plan	written	3	1	3	0.25	1	\$25	\$15
Para. 7.18 D.	Request for Reserve Funds	written	3	3	9	0.25	2	\$25	\$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	\$25	\$2,532
3565.153, HB-Para. 3.10	Lender's Analysis & Evidence of Reasonable Loan Risk	written	50	2	100	1.00	100	\$25	\$2,532



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	(1660-0040)						
Para. 4.9 B.2.	Estimate and Certificate of Actual Cost	1924-13	(0575-0042)						












Sheet4














Sheet6

	Handbook (HB)							
	24.13							
	38.00							
	916.94							
	47.00	State Offices						
	7.00	State Office and Field Office employees involved in administering the GRRHP						
	329.00							
	5.00	National Office employees						
	334.00	Total Employees Involved						
	Employees Range from GS 5 - GS 15 & One SES							
	GS - 5	30000.00						
	GS-6							
	GS-7	35000.00						
	GS-8							
	GS-9	43000.00				42350.00	National C	
	GS-10	45000.00				350.00		
	GS-11	52000.00				\$14,822,500.00	\$0.10	
	GS-12	63000.00				1270.50	3% Increas	
	GS-13	85000.00				43620.50		
	GS-14	95000.00				1308.62	3% Increas	
	GS-15	105000.00				44929.12	National C	
	SES	150000.00				15006324.41	Estimated	
		638000.00				0.10	Percentag	
		79750.00				\$1,500,632.44	Total Estin	
		252.00				18382.44		
		150.00						
		86.00						
		488.00						
		162.67						
		47032.00						
		46574.00						
		458.00						






