

OMB NO. 0575-#### 2013 7 CFR PART 3560 - RURAL DEVELOPMENT VOUCHER PROGRAM					Total Annual Responses	Estimated Number of Man Hours	Estimated Total Man Hours	Wage class \$/HR	Cost to the Public (H)x(I)
Regulation	Title	Form No. (if any)	Estimated no. of Respondents	Reports Filed Annually	(D)x(E)	Man Hours per Response	(F)x(G)		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
<b>REPORTING REQUIREMENT- "NO FORMS"</b>									
3560.804	Extension of search time for a unit	written	32	1	32	0.25	8.09	\$10	\$81
3560.808	Disclosure of Lead-Based Paint	written	1,294	1	1,294	0.25	323.50	\$35	\$11,323
3560.804	Notification of change in rental unit	written	53	1	53	0.25	13.25	\$10	\$133
3560.808	Change of ownership of rental unit	written	25	1	25	0.25	6.25	\$25	\$156
3560.811	Transfer of voucher in event of death or household break up	written	53	1	53	0.25	13.25	\$10	\$133
3560.804	Notification of re-inspection	written	32	1	32	0.25	8.09	\$25	\$202
3560.804	Notification by tenant of termination of lease	written	32	1	32	0.25	8.09	\$10	\$81
3560.808	Notification by owner of termination of tenant	written	32	1	32	0.25	8.09	\$25	\$202
3560.815	Monitoring of accounts/records	written	106	1	106	0.25	26.50	\$35	\$928
3560.804	Appeals	written	16	1	16	1.00	16.00	\$10	\$160
	<b>Subtotals</b>				<b>1,676</b>		<b>431.10</b>		<b>\$13,397</b>
<b>REPORTING REQUIREMENTS-FORMS CLEARED UNDER THIS DOCKET</b>									
3560.804, 3560.807	Voucher Obligation Form (VOF) [new, moves and renewals]	3560-66	2,415	1	2,415	0.25	603.75	\$10	\$6,038
3560.807	Request for Tenancy Approval (RTA)	3560-68	1,294	1	1,294	0.25	323.50	\$35	\$11,323
3560.807	Rural Development Voucher	3560-67	647	1	647	0.25	161.75	\$10	\$1,618
3560.807	HAP contract	3560-69	1,294	1	1,294	0.30	388.20	\$10	\$3,882
	<b>Subtotals</b>				<b>5,650</b>		<b>1477.20</b>		<b>\$22,860</b>
<b>RECORDKEEPING REQUIREMENTS</b>									
3560.815	Retain tenant/voucher holder/owner information	written	4,186	1	4,186	0.25	1046.50	\$35	\$36,628
3560.815	Retain copies of correspondence and a record of conversations regarding unauthorized assistance received by tenant/voucher holder/owner	written	4,186	1	4,186	0.25	1046.50	\$35	\$36,628
	<b>Grand total</b>		<b>4186</b>		<b>15,698</b>		<b>4001.30</b>		<b>\$109,512</b>
<b>REPORTING UNDER OTHER BURDEN PACKAGES</b>									
3560.804	Proof of citizenship	written (0575-0189)	647	1	647	0.50	323.50		

**NATIONAL OFFICE**

	No. of People	Grade/Salary	Time %	Cost
Portfolio Management Director	1.00	15	0.0500	\$6,187.90
		\$123,758.00		
Portfolio Management Assistant Director	1.00	14	0.2000	\$21,042.20
		\$105,211.00		
Portfolio staff	1.00	13	0.2000	\$17,806.60
		\$89,033.00		
Regs/Forms staff	0.50	9	0.0500	\$1,290.75
		\$51,630.00		

**NATIONAL OFFICE SUBTOTAL** **\$46,327.45**

**STATE OFFICE**

	No. of People	Salary/grade	Time	Cost
State Director	47.00	15	0.0100	\$53,455.45
		\$113,735.00		
MFH Director/Coordinator	47.00	12	0.0300	\$97,020.69
		\$68,809.00		
Loan Specialist	47.00	9	0.1000	\$223,005.60
		\$47,448.00		

**STATE OFFICE SUBTOTAL** **\$373,481.74**

**SERVICING OFFICES**

	No. of People	Salary/grade	Time	Cost
Area Office Managers	50.00	9	0.0300	\$71,172.00
		\$47,448.00		
Loan Specialist/Technician	50.00	7	0.1000	\$193,950.00
		\$38,790.00		

**SERVICING OFFICE SUBTOTAL** **\$265,122.00**

**TOTAL AGENCY COST** **\$684,931.19**