

2013 7 CFR 1924-A, PLANNING AND PERFORMING CONSTRUCTION AND OTHER DEVELOPMENT										
		OMB No. 0575-0042								
Section of Regulations	Title	Form No. (if any)	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses	Est. No. Man-hrs/Response	Estimated Total Manhours	Wage Class	Total Cost (H) x (I)	
(A)	(B)	(C)	(D)	(E)	(D) x (E) (F)	(G)	(F) x (G) (H)	(I)	(J)	
	REPORTING REQUIREMENTS - FORMS									
1924.5(b)	Development Plan	1924-1	6,000	on occasion	6,000	0.25	1,500	11.75	\$17,625	
1924.5(g)(1)										
1924.5(f)(2)(iv)	Description of Materials	1924-2	3,900	on occasion	3,900	0.25	975	11.75	\$11,456	
1924.5(f)(2)(iv)	Service Building Specifications	1924-3	2,000	on occasion	2,000	0.25	500	11.75	\$5,875	
1924.6(a)(10)(v)	Invitation for Bid (Construction Contract)	1924-5	3,600	on occasion	3,600	0.25	900	11.75	\$10,575	
1924.10(a)(4)	Contract Change Order	1924-7	7,420	on occasion	7,420	0.25	1,855	11.75	\$21,796	
1924.6(a)(1)	Construction Contract	1924-6	13,140	on occasion	13,140	0.25	3,285	11.75	\$38,599	
1924.6(a)(12)(vi)(B)	Certificate of Contractor's Release	1924-9	11,800	on occasion	11,800	0.25	2,950	11.75	\$34,663	
1924.6(a)(12)(vi)(B)	Release by Claimants	1924-10	11,800	on occasion	11,800	0.5	5,900	11.75	\$69,325	
1924.6(b)(3)(i)	Statement of Labor Performed	1924-11	300	on occasion	300	0.5	150	11.75	\$1,763	
1924.6(a)(12)(v)(A)	Inspection Report	1924-12	16,000	3	48,000	0.25	12,000	11.75	\$141,000	
1924.6(e)(1)(iv)	Estimate and Certificate of Actual Cost	1924-13	600	2	1,200	2	2,400	23.50	\$56,400	
1924.13(e)(1)(vi)	Partial Payment	1924-18	12,600	3	37,800	0.5	18,900	11.75	\$222,075	
1924.13(e)(1)(ix)	Estimate									
1924.6(a)(1)	Builder's Warranty	1924-19	11,100	on occasion	11,100	0.25	2,775	11.75	\$32,606	

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	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
1924.5(f)(a)(iii)(F)	Plan Certification	1924-25	4,000	on occasion	4,000	0.167	668	47.00	\$31,396
REPORTING REQUIREMENTS - NON FORMS									
1924.5(d)(2)	Drawings and Specifications		7,750	on occasion	7,750	0.5	3,875	11.75	\$45,531
1924.5(f)(1)(ii)	Cost Estimate		12,000	on occasion	12,000	0.5	6,000	11.75	\$70,500
1924.13(e)(1)(iv)	Narrative Description of Work Items		3,750	on occasion	3,750	0.5	1,875	11.75	\$22,031
1924.5(f)(1)(iii)	Certification of Drawings and Specifications		7,600	on occasion	7,600	0.25	1,900	11.75	\$22,325
1924.5(g)(3)	Written Consent of Prior Lien Holders		500	on occasion	500	0.25	125	11.75	\$1,469
1924.5(i)	Agreement to Pay with Personal Funds		200	on occasion	200	0.25	50	11.75	\$588
1924.6(a)(1),(2)&(7)	Agreement between Borrower and Builder		170	on occasion	170	0.25	43	11.75	\$505
1924.6(a)(3)(i)(C)	Request for Surety Bond		700	on occasion	700	0.25	175	11.75	\$2,056
1924.6(a)(3)(ii)	Payment Bond		700	on occasion	700	0.5	350	23.50	\$8,225
Exhibit F	Performance Bond		700	on occasion	700	0.5	350	23.50	\$8,225
Exhibit G	Letter of Credit		30	on occasion	30	1	30	41.12	\$1,234

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1924.6(a)(3)(iii)&(iv)	Documents for Exception		400	on occasion	400	0.5	200	11.75	\$2,350
1924.6(e)(1)(iii)&(B)	to Surety Requirements								
1924.6(a)(10)(ii)	Construction Contract Bidding Documents		50	on occasion	50	0.25	13	11.75	\$153
1924.6(a)(12)(iv)&(v)	Application for Payment		55	on occasion	147	0.25	37	11.75	\$435
1924.6(e)(2)(ix)(B)									
1924.6(a)(12)(vi)(B)	Notification of Delays in Construction		670	on occasion	670	0.25	168	23.50	\$3,948
1924.6(b)(1)(ii)	Lump-sum Agreements for Labor or Material		400	on occasion	613	0.5	307	11.75	\$3,607
1924.8(c)	Manufacturer's and		495	on occasion	495	0.5	248	11.75	\$2,914
Exhibit B, atch. 5	Builder's Certification								
1924.6(b)(3)(i)&(ii)	Documents for 10 Year		495	on occasion	495	0.5	248	23.50	\$5,828
1924.9(d)	Warranty								
Exhibit L									
1924.9(b)(5)	Complaints of		40	on occasion	40	0.25	10	11.75	\$118
1924.9(b)(4)	Construction Defects								
1924.9(b)(7)	Irrigation System		36	on occasion	36	0.5	18	23.50	\$423
	Inspection Report								
1924.10(a)(4)	Contract Change Order		295	on occasion	453	0.25	113	11.75	\$1,328
1924.13(a)(4)&(5)	Agreement Between Borrower & Architect		190	on occasion	190	0.25	48	11.75	\$564
1924.13(b)(2)	Project Representative's Resume		12	on occasion	12	0.25	3	11.75	\$35
1924.13(b)(2)(v)	Project Representative's Diary		12	on occasion	12	0.25	3	11.75	\$35
1924.13(e)(1)(v)	Audit Report		100	on occasion	100	1	100	23.50	\$2,350
1924.13(e)(1)(viii)									

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
1924.13(e)(1)(vii)	Documents for Exception to Competitive Bidding		50	on occasion	50	0.25	13	11.75	\$153
1924.13(e)(1)(viii)(C)	Documents for Exception to Contract Method		6	on occasion	6	4	24	11.75	\$282
1924.6(e)(2)(i)	Owner-Builder Construction Proposal		8	on occasion	8	4	32	11.75	\$376
Exhibit B,V,D,1,2 & 3 Exhibit B, atch. 1	Prerequisites for Modular/Panelized Housing Unit Mfrs.		16	on occasion	16	0.5	8	23.50	\$188
Exhibit B,V,E Exhibit B, atch. 2	Letter of Conditions		16	on occasion	16	0.25	4	23.50	\$94
Exhibit B,V,E Exhibit B, atch. 3	Approval of Modular/ Panelized Housing Units		65	on occasion	65	0.25	16	23.50	\$376
Exhibit B, V, G Exhibit B, atch. 4	Evidence of a HUD Review Process		65	on occasion	98	0.5	49	23.50	\$1,152
Exhibit B, V, G Exhibit B, atch. 4	Notification of Manufacturer		35	on occasion	35	0.25	9	23.50	\$212
Exhibit B, XI, B	HUD Bulletins		35	on occasion	35	0.25	9	23.50	\$212
Exhibit B, XI, C	Installation Instructions		35	on occasion	35	0.25	9	23.50	\$212
Exhibit C, V, A	Individual Water Sewer System Proposal Docs.		400	on occasion	400	0.5	200	11.75	\$2,350
Exhibit E, 12	Notification for an Inspection		15,370	on occasion	23,643	0.08	1,891	23.50	\$44,439
REPORTING REQUIREMENTS - RECORDKEEPING									
1924.5(f)(1)(ii)	Retain copy of approved drawing & specs.		4,100		4,100	0.08	328	11.75	\$3,854
1924.6(c)(2)&(4)	TA Grantee Bookkeeping System		24		24	0.5	12	11.75	\$141

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1924.13(a)(5)(v)&(C)	Keep Construction Accounts		200		200	0.5	100	47.00	\$4,700
1924.13(e)(1)(ii)(C)	Maintain Construction Diary		12		12	0.25	3	23.50	\$71
1924.13(e)(1)(v)(C)	Construction Accounting		100		100	0.5	50	23.50	\$1,175
	REPORTING TOTALS		16,000		228,716		73,804		961,914
	RECORDKEEPING TOTALS		4,100		4,436		493		\$9,941
	DOCKET TOTALS		16,000		233,152		74,297		\$971,854

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