## Annual Reporting and Recordkeeping Burden – Burden for HOME Programs Currently Codified Regulations

## as Modified by the HOME Program Final Rule published on [insert date}

| Reg. Section | **Paperwork Requirement** | | **Response Frequency (Average)** | **Record Keeping Hours** | **Reporting Hours** | **Number of Jurisdictions**  **(Respondents)** | **Total Hours**  **for Currently Codified Regulations** | **Total Hours for Recently**  **Published Regulations** | **Total Hours for HOME Program Regulations** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| § 92.61 | Program Description and Housing Strategy for Insular Areas | | 1 |  | 10 | 4 | 40 |  | 40 |
| § 92.66 | Reallocation - Insular Areas | | 1 |  | 3 | 4 | 12 |  | 12 |
| § 92.101 | Consortia Designation | | 1 |  | 5 | 36 | 180 |  | 180 |
| § 92.201 | State Designation of Local Recipients | | 1 |  | 1.5 | 51 | 76.5 |  | 76.5 |
| § 92.200 | Private-Public Partnership | | 1 | 2 |  | 594 | 1,188 |  | 1,188 |
| § 92.201 | Distribution of Assistance | | 1 | 2 |  | 594 | 1,188 |  | 1,188 |
| § 92.202 | Site and Neighborhood Standards | | 1 | 2 |  | 594 | 1,188 |  | 1,188 |
| § 92.203 | Income Determination | | 1 | 2 |  | 6,667 | 13,334 |  |  |
| § 92.203 | Income Determination | | 1 | .075 |  | 85,000 |  | +63,750  (supersedes existing reg) | 63.750 |
| § 92.205(e) | Terminated Projects | | 1 |  | 5 | 180 |  | +900 | 900 |
| § 92.206 | Eligible Costs - Refinancing | | 1 |  | 4 | 100 | 400 |  | 400 |
| § 92.210 | Troubled HOME-Assisted Rental Projects | | 1 |  | .50 | 25 |  | +13 | 13 |
| § 92.206  § 92.216  § 92.217  § 92.218  § 92.250  § 92.252  § 92.254 | Documentation required by HUD to be included in project file to determine project eligibility i.e., eligible uses and costs, cost limits, mixed-projects and value | | 1 | 5 |  | 6,667 | 33,335 |  | 33,335 |
| § 92.251(a) | Rehabilitation Projects – New Construction | | 3 |  | 1 | 3,400 |  | 10,200 | 10.200 |
| § 92.251(b) | Rehabilitation Projects – Rehabilitation | | 2 |  | 1 | 5,100 |  | 10,200 | 10.200 |
| § 92.252 | Qualification as affordable housing: Rental Housing: | | 5 |  | 5 | 50 |  | +250 | 250 |
| § 92.252(j) | Fixed and Floating HOME Rental Units | | 1 |  | 1 | 45 |  | +45 | 45 |
| § 92.251 | Written Property Standards | | 3 | 1 |  | 6,667 | 6,667 |  | 6,667 |
| § 92.253 | Tenant Protections (including lease requirement) | | 1 | 5 |  | 6,667 | 33,335 |  | 33.335 |
| § 92.254 | Homeownership - Median Purchase Price | | 1 | 5 |  | 80 | 400 | +3,000 | 3,000 |
| § 92.254 | Homeownership - Alternative to Resale/recapture | | 1 |  | 5 | 100 | 500 |  |  |
| § 92.254(a)(5) | Homeownership – Approval of Resale & Recapture | | 1 |  | 1.5 | 2,000 |  | +3,000  (supersedes existing reg) | 3,000 |
| § 92.254(a)(5) | Homeownership – Fair Return & Affordability | | 1 |  |  | 2 | 75 | +150 | 150 |
| §92.254(f) | Homeownership program policies | | 1 |  | 5 | 600 | 3,000 |  | 3,000 |
| § 92.300 | CHDO Identification | | 1 | 2 |  | 594 | 1,188 |  | 1,118 |
| § 92.300 | CHDO Project Assistance | | 1 | 2 |  | 594 | 1,188 |  | 1,188 |
| § 92.303 | Tenant Participation Plan | | 1 | 10 |  | 4,171 | 41,710 |  | 41.710 |
| § 92.350 | Equal Opportunity (including nondiscrimination, and minority and women business enterprise and minority outreach efforts) | | 1 | 5 |  | 6,667 | 33,335 |  | 33.335 |
| § 92.351 | Affirmative Marketing | | 1 | 10 |  | 6,667 | 66,670 |  | 66,670 |
| § 92.351 | Affirmative Marketing (expands the outreach of AM) | | 1 |  | 5 | 1,290 |  | +6,450 | 6,450 |
| § 92.353 | Displacement, relocation and acquisition (including tenant assistance policy) | | 1 | 5 |  | 6,667 | 33,335 |  | 33,335 |
| § 92.354 | Labor | | 1 | 2.5 |  | 6,667 | 16,667.50 |  | 16,667.50 |
| § 92.355 | Lead-based paint | | 1 | 1 |  | 6,667 | 6,667 |  | 6,667 |
| § 92.357 | Debarment and Suspension | | 1 | 1 |  | 6,667 | 6,667 |  | 6,667 |
| § 92.501 | HOME Investment Partnership Agreement (HUD 40093) | | 1 | 1 |  | 598 | 598 |  | 598 |
| § 92.504 | Participating Jurisdiction’s Written Agreements | | 1 | 10 |  | 6,667 | 66,670 |  | 66,670 |
| § 91.616 | Confirm first-time homebuyer status | | 1 | 0.1 |  | 427 | 43 |  | 43 |
| § 92.300 | Designation of CHDOs | | 1 |  | 1.5 | 480 | 720 |  | 720 |
| § 92.501 | HOME Investment Partnership Agreement (HUD 40093) | | 1 |  | 1 | 598 | 598 |  | 598 |
| § 92.502 | Homeownership and Rental Set-Up and Completion (IDIS) | |  |  | 16 | 594 | 9,504 |  | 9.504 |
| § 92.502 | Tenant-Based Rental Assistance Set-Up (IDIS) | | 1 |  | 5.5 | 225 | 1,237.50 |  | 1,237.50 |
| § 92.502 | IDIS Performance Measurement Set-Up and Completion Screens | |  |  | 21 | 6,671 | 140,091 |  | 140,091 |
| § 92.502 | Input first-time homebuyer status (IDIS) | | 1 |  | 0.2 | 427 | 85 |  | 85 |
| § 92.502 | IDIS Access Request form (HUD 27055) | | 1 |  | 0.5 | 50 | 25 |  | 25 |
| § 92.502(a) | Required Reporting of Program Income | | 1 |  | 12 | 645 |  | +7,740 | 7.740 |
| § 92.504 | Participating jurisdiction inspection | | 1 |  | 1 | 645 |  | +645 | 645 |
| § 92.504(a) | Required Policies and Procedures/Risk Analysis | | 1 |  | 8 | 645 |  | +5,160 | 5,160 |
| § 92.504(c) | Written Agreement | | 1 |  | 1 | 8,500 |  | +8,500 | 8.500 |
| § 92.504(d)(2) | Financial Oversight and HOME Rental projects | | 1 |  | 1 | 18,500 |  | +18,500 | 18,500 |
| § 92.508 | Recordkeeping- Subsidy Layering and Underwriting | | 1 |  | 4 | 13,302 |  | +52.128 | 52,128 |
| § 92.508 | Recordkeeping (Additional) | | 1 |  | 1 | 10,110 |  | +10,110 | 10,110 |
| § 92.509 | Annual Performance Reports (HUD 40107) | | 1 |  | 2.5 | 598 | 1,495 |  | 1,495 |
| § 92.509 | Management Reports - FY Match Report (HUD 40107A) | | 1 |  | 0.75 | 594 | 445.5 |  | 445.5 |
| § 91.220 | Describe the use of ADDI funds | | 1 |  | 1 | 427 | 427 |  | 427 |
| § 91.220 | Describe the plan for outreach | | 1 |  | 1 | 427 | 427 |  | 427 |
| § 91.220 | Describe plan to ensure suitability of families | | 1 |  | 1 | 427 | 427 |  | 427 |
| § 91.604 | Describe prior commitment | | 1 |  | 1 | 37 | 37 |  | 37 |
|  | Direct Deposit Sign up form (SF 1199A) | | 1 |  | 0.16 | 10 | 1.6 |  | 1.6 |
| Total Annual Respondents and Burden Hours | | |  | **73.1** | **80.61** | **6,617** | **522,078** | **208,886** |  |
| Total Annual Respondents and Burden Hours (Adjusted) | | |  |  |  |  | **508,224** | **208,886** | **717,110** |
|  | | Estimate of Respondent Cost: 717,110 hours x $31/hour\* = $22,230,410.00 **(This figure is based on GS-12 salary)** | | | | | |  |  |