	2017 "Guaranteed Rural Rental Housing Program and Supporting Handbook"								
	OMB No. 0575-0174								
Sec./Paragraph	Title	Form No. (if any)	Estimated no. of Respondents	Reports Filed Annually	Total Annual Responses (D)x(E)	Estimated Number of Man Hours per Response	Estimated Total Man Hours (F)x(G)	Wage class $/HR	Cost to the Public (H)x(I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
REPORTING REQUIREMENT- "NO FORMS"									
Para. 1.7.E, 4.3, 4.4	NOFA Response	written	50	1	50	0.75	38	$37	$1,388
Para.1.11	Review of Adverse Decisions	written	12	1	12	0.50	6	$37	$222
Para. 2.13, Attachment 4-A	Annual GAGAS Audit and Lender Review	written	150	1	150	2.00	300	$67	$20,100
Para. 2.14, 4.14 E	Substitution of Lender and Change in Ownership of a Loan	written	30	1	30	0.33	10	$37	$366
Para. 2.15	Notification of Using a Broker or Agent	written	25	1	25	0.08	2	$37	$74
Para. 2.16	Loan Participation	written	5	1	5	0.08	0	$37	$15
Para. 3.4	Lender Narrative	written	50	1	50	0.50	25	$37	$925
Para. 3.6	Citizen Status Verification	written	50	1	50	1.00	50	$37	$1,850
Para. 3.12	Rural Area Designation	verbal	50	1	50	0.16	8	$37	$296
Para. 3.22	Occupancy and Rent Restrictions	written	50	1	50	0.25	13	$37	$463
Para. 4.3	Lender Decision Not To Proceed with Processing	written	2	2	4	0.16	1	$37	$24
Para. 4.9	Interest Credit Request and Documentation	written	0	1	0	0.00	0	$37	$0
Para. 3.10	Adequacy of Initial Operating Capital	written	50	1	50	0.25	13	$37	$463
Para. 4.14	Lapse of Commitment	written	4	1	4	0.25	1	$37	$37
Para. 4.14 D	Withdrawal of an Application	written	3	1	3	0.16	0	$37	$18
Para. 4.15	Response to the Conditional Commitment	written	50	1	50	0.50	25	$37	$925
Para. 4.15, Attachment 4-B	Opinion of the Lender's Legal Counsel	written	50	1	50	1.50	75	$67	$5,025
Para. 4.16, 7.14	Regulatory Agreement	written	50	1	50	0.50	25	$67	$1,675
Para. 5.2	Notification and Attendance of Pre-Construction Conference	written	50	1	50	1.00	50	$37	$1,850
Para. 5.9	Construction Contract	written	50	1	50	0.16	8	$37	$296
Para.5.6, 5.7, 7.13	Life Cycle Cost Analysis	written	50	1	50	0.16	8	$37	$296
Para. 5.10	Notification to Agency of Inspections	written or verbal	50	3	150	0.16	24	$37	$888
Para. 5.19	Reduction of Loan Amount & Construction Change Orders	written	10	1	10	0.25	3	$37	$93
Para. 5.21	Payment Estimates & Inspection Reports	written	20	8	160	0.16	26	$37	$947
Para. 5.21	Final Cost Certification	written	20	1	20	0.50	10	$37	$370
Para. 5.22	Certification of Additional Construction Requirements	written	20	1	20	0.33	7	$37	$244
Para. 7.9 A	Changes in Ownership Entity	written	5	1	5	0.33	2	$37	$61
Para. 7.14 B.	Capital Improvement Plan	written	100	1	100	0.16	16	$37	$592
Para. 7.14C.	Annual Fair Housing Reporting Requirements and Other Civil Rights Laws	written	100	1	100	0.75	75	$37	$2,775
Para. 7.14 D 2	Preservation of Affordable Housing	written	2	1	2	0.50	1	$37	$37
Para. 7.16 A.	Submission of Workout Plan	written	3	1	3	0.25	1	$37	$28
Para. 7 D.	Request for Reserve Funds	written	3	3	9	0.25	2	$37	$83
Para. 4.8 B1., 8.12 E.	Housing Allowances for Utilities and Other Public Services	Attachment 4-G /written	50	1	50	2.00	100	$37	$3,700
3565.153, HB-Para. 3.10	Lender's Analysis & Evidence of Reasonable Loan Risk	written	50	2	100	1.00	100	$37	$3,700

3565.156, HB-Para. 3.9	Certification of Legal Eligibility and Responsibility	written	50	2	100	0.25	25	$67	$1,675
3565.9(a), HB-Para. 1.12	Intergovernmental Review	written	50	1	50	1.00	50	$37	$1,850
3565.104, HB-Para. 2.11, 2.13	Lender Approval Application	written	50	1	50	1.00	50	$37	$1,850
3565.105(c), HB-Para. 2.13	Lender Compliance-Notification of Changes in Financial/Operations Status	written	20	1	20	0.25	5	$37	$185
3565.351, HB-Para. 3.6	Borrower Compliance Certification	written	50	1	50	0.25	13	$37	$463
3565.52(a), HB-Para. 4.18, 5.16	Construction Credit Enhancements	written	20	1	20	0.50	10	$37	$370
3565.56(a), HB-Para. 4.21	Voluntary Termination of Guarantee	written	1	1	1	0.25	0	$37	$9
3565.303, HB-Para. 4.13	Final Guarantee Certifications	written	50	2	100	0.16	16	$37	$592
3565.351(c), HB-Para. 8.13, Attachment 8-B	Tenant protection and grievance procedures	written	150	1	150	0.25	38	$37	$1,388
3565.351(d), HB-Para. 7.12	Loan Servicing/Audited Financial Statements	written	150	1	150	0.25	38	$37	$1,388
3565.208 (b)	Notice of Loan Prepayment	written	1	1	1	0.16	0	$37	$6
3565.403(b), HB-Para. 7.8, 7.15	Special Servicing Plan	written	3	3	9	0.25	2	$37	$83
3565.403 (a), HB-Para. 7.12 B.3.	Monthly Delinquent Reports	written	3	12	36	0.25	9	$37	$333
3565.453(a), HB-Para. 10.5, 10.6 10.10, 10.11.	Liquidation Plan, Delay of Plan, Amendment to Plan.	written	1	1	1	1.25	1	$37	$46
3565.455(a), HB-Para. 10.13	Assignment	written	1	1	0.5	0.50	0	$37	$9
3565.457(c), HB-Para. 10.3, 10.4	Lender Notification of Decision to Liquidate and Certification of Collection Efforts	verbal, written	1	1	1	0.16	0	$37	$6
3565.458, HB-Para. 10.8	Withdrawal of Claim	written	1	1	1	0.25	0	$37	$9
3565.405(a), HB-	Demand for Repurchase	written	5	1	5	0.50	3	$37	$93
3565.405(b), HB-	Determination of Payment to Holder	written	5	1	5	0.50	3	$37	$93
3565.355, HB-Para. 7.9	Transfer and Assumptions	written	1	1	1	1.00	1	$37	$37
3565.255, HB-Para. 4.8 B.1	Environmental Report	Written	50	1	50	6.00	300	$37	$11,100
	Subtotals				**2,364**		**1,585**		**$71,408**
REPORTING REQUIREMENTS-FORMS CLEARED UNDER THIS DOCKET									
3565.456, HB-Para. 10.7, 10.17, 10.22	Guaranteed Loan Report of Loss	449-30	5	1	5	25.00	125	$37	$4,625
Para. 8.12 B.	Tenant Certification	3560-8	50	1	50	0.50	25	$37	$925
Para. 4.8	Identity of Interest Disclosure/Qualification Certificate	3560-31	50	1	50	1.00	50	$37	$1,850
Para. 11.7 A.	Notice of Special Flood Hazards, Flood Insurance Purchase Requirements, and Availability of Federal Disaster Relief Assistance	3550-6	50	1	50	0.08	4	$37	$155
3565.304, HB-Para. 4.8 B1	Application for Loan and Guarantee	3565-1	50	1	50	0.75	38	$37	$1,388
3565.303(b), HB-Para. 4.13 - 4.14	Conditional Commitment	3565-2	50	1	50	0.25	13	$37	$463

3565.105, HB-Para. 4.14 E	Lender's Agreement	3565-3	30	1	30	0.75	23	$37	$833
3565.154, HB-Para. 4.9, 4.11 A.3.	Applicant Certification, Federal Collection Polices or Commercial Debts	1910-11	5	1	5	0.08	0	$37	$16
Para. 5.7	Plan Certification	1924-25	30	1	30	0.17	5	$37	$185
Para. 4.8 B.2.	Estimate and Certificate of Actual Cost	1924-13	30	1	30	2.00	60	$37	$2,220
Para. 8.8	Previous Participation Certification	1944-37	30	1	30	1.00	30	$37	$1,110
HB - Para. 4.9 D	Request Interest Assistance/Interest Rate Buydown/Subsidy Payment to Guaranteed Loan Lender	1980-24	30	1	30	0.50	15	$37	$555
HB - 4.9, 4.17	Guaranteed Loan Closing Report	1980-19	30	1	30	1.00	30	$37	$1,110
3565.53, HB-Para. 10.23	Lender's Guaranteed Loan Payment to USDA	1980-43	30	1	30	0.50	15	$37	$555
3565.351 (d)(2)(ii), HB- Para. 7.12 B.2.	Guaranteed Loan Status Report	1980-41	30	1	30	0.33	10	$37	$366
3565.351 (d)(2)(ii), 3565.402 (c), HB-Para. 7.12 B.3.	Guaranteed Loan Borrower Default Status	1980-44	5	1	5	0.33	2	$37	$61
3565.405 (b), HB-Para. 12.2	Assignment Guarantee Agreement	3565-5	50	1	50	0.50	25	$37	$925
3565.255, HB - Para. 7.14 A.	MFH Physical Inspection	3560-11	5	1	5	1.00	5	$37	$185
	Subtotals				**560**		**474**		**$17,526**
	Totals				**2924**		**2059**		**$88,934**

FORMS CLEARED WITH OTHER OMB NUMBERS									
Para. 4.8, 8.4 B., 4.11 E.	Affirmative Fair Housing Marketing Plan	HUD 935.2	(2529-0013)						
Para. 4.8	Management Entity Profile	HUD 9832	(2502-0305)						
Para. 11.7	Standard Flood Hazard Determination	FEMA 086-0-32	(1660-0040)						

Handbook (HB)

Handbook (HB)

Handbook (HB)

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	Percentage
	79750.00						$1,500,632.44	Total Estim
	252.00						18382.44	
	150.00							
	86.00							
	488.00							
	162.67							
	47032.00							

	46574.00							
	458.00							

osts Factor

$1,482,250.00

se over 2008

se over 2009

osts factor for 2010

Cost to the Federal Government

e of Time

nated Cost to the Federal Government