

**Supporting Statement for Paperwork Reduction Act Submissions**  
**Ginnie Mae Mortgage-Backed Securities Programs**  
**(OMB # 2503-0033)**

**A. Justification**

- 1. why is this information necessary? Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating/authorizing the collection of information.**

Ginnie Mae is a wholly-owned corporation of the United States within the Department of Housing and Urban Development. Its powers are prescribed generally by Title III of the National Housing Act, as amended, 12 U.S.C. 1716 et.seq. Ginnie Mae is authorized by Section 306(g) of the National Housing Act to guarantee the timely payment of principal and interest on Mortgage-Backed Securities (MBS) secured by government home loans. These loans are insured or guaranteed by the Federal Housing Administration FHA, the U.S. Department of Housing and Urban Development's (HUD), Office of Public and Indian Housing (PIH), the U.S. Department of Veterans Affairs' (VA) Home Loan Program for Veterans, the U.S. Department of Agriculture's (USDA). Rural Development Housing, and Community Facilities Programs and Rural Development Guaranteed Rural Rental Housing Program (RD) Ginnie Mae remains a self-financing, wholly owned U.S. Government Corporation within HUD. Ginnie Mae's guaranty of mortgage-backed securities is backed by the full faith and credit of the United States. The information being collected is necessary in order for Ginnie Mae to be able to properly administer its Mortgage-Backed Securities programs.

Due to the elimination of the application used for Fingerprint Enrollment used by Ginnie Mae issuers and document custodians to access the GinnieNET system, Ginnie Mae is revising our Appendix III-29 to include the following:

The name of the appendix will be changed to: Ginnie Mae Systems Access Appendix will have six (6) clearing defined sections. They are as follows:

- Appendix III-29: Instructions: incorporates language to make the Appendix applicable to Ginnie Mae's GinnieNET system as well as the Ginnie Mae GMEP system. It clarifies the relationship of the Appendix to Ginnie Mae form HUD 11708.
  
- Appendix III-29 (A): Issuer Security Officer Registration:  
Incorporates language to make the Appendix applicable to Ginnie Mae's GinnieNET system as well as the Ginnie Mae GMEP system.
  
- Appendix III-29 (B): User Registration for Issuer Only:  
Incorporates language to ensure the user acknowledgements and signed rules of behavior encompasses the use of the GinnieNET system. Adding a GinnieNET section with two (2) check boxes to the following types of GinnieNET functions: GinnieNET RSA SecurID Token Holder and GinnieNET User.
  
- Appendix III-29 (C): Custodian Security Officer Registration:  
Incorporates language to make the Appendix applicable to Ginnie Mae's GinnieNET system as well as the Ginnie Mae GMEP system.
  
- Appendix III-29 (D): Custodian User Registration:  
Incorporates language to ensure the user acknowledgements and signed rules of behavior encompasses the use of the GinnieNET system.  
Adding a check box for GinnieNET SecurID Token Holder
  
- Appendix III-29 (E): RSA SecurID Token Request  
New form to be used by Ginnie Mae Issuers and Document Custodians to obtain the required RSA Token and identify user access

As a result of the revisions to Appendix III-29, Ginnie Mae will be eliminating the use of Appendix III-14 (Enrollment Administrator and GinnieNET Authorized Signatories).

With the implementation of Ginnie Mae's streamlined investor reporting under the revised Appendix VI-19 (Monthly Pool and Loan Level Report), the following appendices will be eliminated: Appendix VII-1(Collection of Remaining Principal Balances) and Appendix VII-2 (Remaining Principal Balance Submission Formats for Home Equity Conversion Mortgage-Backed Security (HMBS) Pools). As part of this streamlined investor reporting process, in order to capture RFS exceptions listed in Appendix VI-19, Ginnie Mae has release Appendix VI-14 (Multifamily Prepayment Penalty Record File Layout) and Appendix VI-16 (Quarterly Custodial Account Verification Record File Layout).

Due to the increase in the number of Ginnie Mae active issuers in our HMBS program, Ginnie Mae is now including Form 11703-II – Appendix I-7 (Master Agreement for Participation Accounting and Forms 11705H/11706H – Appendix III-28 (Schedule of Subscribers and Ginnie Mae Guaranty Agreement and Pool Participations –HMBS Pooling Import File Layout) in our collection. This form combines both 11705H/11706H (Appendix III-28) into one import file layout.

The change in burden hours is a result of the following:

- addition of the new sections in Appendix III-29,
- additions of Appendices I-7, III-28, VI-14, VI-16, VI-17, VI-21and Appendix VIII-1
- elimination of Appendices III-14 and Appendix VII-1
- increased the burden times listed on Appendices I-1, Appendix III-7, Appendix III-13, Appendix III-29, Appendix VI-19 to more realistic times

There are 20 forms and appendices in our collection which are volume driven rather than participant driven: these have increased as our portfolio has grown.

## 2. **How is the information collected and how is the information to be used?**

Ginnie Mae's Mortgage-Backed Securities Guide 5500.3, Revision 1 ("Guide") provides instructions and guidance to participants in the Ginnie Mae Mortgage-Backed Securities programs ("Ginnie Mae I and Ginnie Mae II"). Participants are organizations (mortgage companies, banks, etc.) that has been approved by Ginnie Mae to issue Ginnie Mae securities. Participants in the Ginnie Mae I program issue securities backed by single-family or multifamily loans. Participants in the Ginnie Mae II program issue securities backed by single-family loans. Ginnie Mae II MBS are modified pass-through mortgage-backed securities on which registered holders receive an aggregate principal and interest payment from a central paying agent on all of their Ginnie Mae II MBS. The Ginnie Mae II MBS also allow small issuers who do not meet the minimum dollar pool requirements of the Ginnie Mae I MBS to participate in the secondary mortgage market. In addition, the Ginnie Mae II MBS permit the securitization of Adjustable Rate Mortgages ("ARMs"). Any requirement in a document created under a Ginnie Mae MBS program is effective as of the date of the Guide, including amendments. Included in the Guide are Appendices. The Appendices include the forms or documents needed to comply with program requirements. Below are the required forms or data collected to participate in the MBS program.

The following describes how, by whom, how frequently, and for what purpose the information is to be used. The forms are available in a PDF fillable format unless stated otherwise on our website at [www.ginniemae.gov](http://www.ginniemae.gov).

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### **Forms Required for Approval to Become a Ginnie Mae Issuer**

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#### **1. Form HUD 11701/Appendix I-1/OMB No. 2502-0005 – Application for Approval Ginnie Mae Mortgage-Backed Securities Issuer**

This form is used by interested parties that want to apply for approval in order to participate in the Ginnie Mae programs.

The information on the form is required by 24 CFR Part 202 and Section 306(g) of the National Housing Act or by HUD Handbooks 4060.1 and 5500.3.

This form takes approximately 3 hours for the company to review the instructions and complete. Ginnie Mae has increased this burden from 1 hour to more realistic time of 3 hours.

## **2. Form HUD 11702/Appendix I-2/ Resolution of Board of Directors and Certificate of Authorized Signatures**

This form is completed by issuers to provide Ginnie Mae with a Resolution of the Board of Directors of the issuer's organization, authorizing the issuance of mortgage-backed securities and a listing of the names and genuine signatures of the individuals authorized to execute the necessary documents in connection with mortgage-backed securities at the time of application into our program(s). The form is reviewed by Ginnie Mae's Pool Processing Agent (PPA) to confirm that individuals who signed pool document submissions are authorized to do so.

Ginnie Mae requires this form to be updated annually. Also, updates are required when there is a change in the authorized signers of the issuer's company or a change in the issuer's name. This information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

This form takes approximately 5 minutes to review instructions and complete.

This form has been automated and document reserved for reference purposes only, not valid for submission.

## **3. Appendix I-4/ Cross-Default Agreement**

Cross Default Agreements are required whenever there are two or more affiliates engaged in mortgage origination, servicing, or securitization of Ginnie Mae pool or loan packages. An affiliate is defined as an entity that can exercise control or significant influence over the management or operating policies of the applicant, directly or indirectly through some type of control or ownership as defined in GAAP FAS-57.

A new Cross Default Agreement will be required if there are changes to an issuer's name, but the affiliations remain or if there are new affiliations between Ginnie Mae issuer as a result of companies merging or buying assets. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

The Cross Default Agreement takes an estimated 3 minutes per response to review and sign.

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## **Forms Required for Obtaining Commitment Authority and/or Pool Numbers**

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An issuer must apply for Commitment Authority and Pools Numbers before they can place mortgages in a Ginnie Mae Pool. The following two forms are used for this purpose.

## **4. Form HUD 11700/Appendix II-1/ Letter of Transmittal for Commitment Authority and/or Pool Numbers**

This is a multifunctional transmittal form which is completed by the issuer when requesting commitment authority and/or pool numbers. The frequency of use depends on the issuer's need for specific services from Ginnie Mae. When requesting only pool numbers, the issuer only needs to complete the HUD 11700 form. When requesting commitment authority, the issuer has to prepare the HUD 11700 and the HUD 11704.

An issuer can request both commitment authority and pool numbers within one request. If the issuer has available pool numbers, but lacks a sufficient amount of commitment authority necessary to form pools, the issuer can apply for Commitment Authority only. An issuer may need to apply for Ginnie Mae Pool Numbers only. This is done when an issuer has sufficient commitment authority available for use, but needs pool numbers. There is no fee for requesting pool numbers.

There are two types of Commitment Authority a Ginnie Mae issuer may apply for: 1) Single Family or Single Line Commitment Authority which expires one year from date of approval and 2) Multifamily or Multi-Line Commitment Authority which expires two years from date of approval.

There is only one type of Pool Numbers a Ginnie Mae issuer may apply for: Alpha-Numeric.

Pool Numbers have no expiration date and can only be used once. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

It is estimated that it will take approximately 2 minutes for issuers to review and complete.

This form has been automated and document reserved for business continuity only.

## **5. Form HUD 11704/Appendix II-2/ Commitment to Guarantee Mortgage-Backed Securities**

This form is used by Ginnie Mae mortgage-backed securities (MBS) issuers to apply for commitment authority to guarantee mortgage-backed securities. Upon receipt of the form, a Ginnie Mae Account Executive in the Office of Issuer and Portfolio Management (OIPM) reviews the application along with the request form HUD 11700, "Letter of Transmittal for Commitment Authority and/or Pool Numbers". If the request is approved, a Ginnie Mae Account Executive acknowledges the form HUD 11704 and the issuer receives a e-mail via e-notification confirmation notice. The approval of this form serves as a receipt and the commitment from Ginnie Mae to guarantee the securities which are backed by Ginnie Mae mortgage pools. All issuers must meet Ginnie Mae's basic eligibility requirements to receive commitment authority. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

It takes an issuer an estimated 2 minutes to complete the form including reviewing the instructions. This form has been automated and document reserved for business continuity only.

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## **Forms and Agreements Required for Processing/Issuing Ginnie Mae Pools**

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### **6. Appendix III-13 / Electronic Data Interchange System Agreement**

The purpose of the Electronic Data Interchange System Agreement is to communicate to issuers the following: Ginnie Mae's intentions and expectations about its data interchange program; logistics about the electronic exchange of documents, including general specifications (standards, document types, telecommunications method); technical specifications (acknowledgments, communications, and security); and policies and procedures and specific legal issues. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

It takes an issuer an estimated 1 hour to complete the form including reviewing the instructions. Ginnie Mae has increased this burden time from 8 minutes to a more realistic time of 1 hour.

### **7. Appendix III-29/System Access Forms**

Ginnie Mae requires both Issuers and Document Custodians to complete this form to obtain access to Ginnie Mae's Systems in order to access business applications that are used by program participants to conduct business with Ginnie Mae.

The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

It is estimated that it will take 2 hours for issuer to review and complete.

Ginnie Mae replaced Appendix III-14 (Enrollment Administrator and GinnieNET Authorized Signatories) with Appendix III-29.

As part of this change, Ginnie Mae also increased this burden time from 8 minutes to a more realistic time of 2 hours.

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## **Ginnie Mae Master Agreements: HUD 11703-II, 11707, 11709, 11715, and 11720**

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Ginnie Mae forms HUD 11703-II, HUD 11707, 11709, 11715, and 11720 are Ginnie Mae Master Agreements. These documents, prepared by issuers, eliminate the redundant and repetitive use of the same forms each time an issuer requests that a new Ginnie Mae security be issued. The Master Agreements are the foundation for the paperless pools. They define the relationships and responsibilities of the issuer, the issuer's sub servicer and the issuer's document custodian.

These forms have been automated and the data is being stored electronically via Ginnie Mae's Master Agreement Management System ("MAMS") in the Ginnie Mae Enterprise Portal ("GMEP"). The hardcopy forms have been preserved for use in case of business continuity ("COOP") event.

## **8. Form HUD 11703-II/Appendix 1-7/Master Agreement of Participation Accounting**

This form is to be completed by issuers and any participation agents approved to issue HMBS pools in the Ginnie Mae II MBS program. The purpose of the form is to provide assurance to Ginnie Mae that the monitoring and accounting of Participations for each of the issuer's securities will be performed in accordance with Ginnie Mae requirements.

Ginnie Mae requires this form to be updated annually. Also, updates are required when there is a change in the authorized signers of the issuer's company, a change in the issuer's name or a change in the issuer's participation agents. Issuers can electronically certify that the information has not changed in MAMS.

The estimated time to complete the form is 5 minutes, which includes time for the reviewing of the instructions. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

This form has been automated and document reserved for reference purposes only, not valid for submission.

## **9. Form HUD 11707/Appendix III-1/ Master Servicing Agreement**

This form is completed by the issuer to provide assurance to Ginnie Mae that servicing of the mortgages backing the securities approved for issuance will be performed in accordance with acceptable standards of mortgage servicing. This form is used by Ginnie Mae's Pool Processing Agent to determine if the issuer of the pool is the sole servicer, or if the issuer has established a sub-contract servicing arrangement with another institution to perform certain servicing functions on behalf of the issuer. If the issuer chooses to use a sub-servicer, the sub-contract servicer must be an approved Ginnie Mae issuer. Issuers may use more than one sub-contract servicer, however, there can only be one sub-contract servicer for each pool or loan package. This form is required to be on file with the Pool Processing Agent before the submission of the pools.

Ginnie Mae requires this form to be updated annually. Also, updates are required when there is a change in the issuer's name or a change in the issuer's subservicer. Issuers can electronically certify that the information has not changed in MAMS.

The estimated time to complete the form is 2 minutes, which includes time for reviewing the instructions. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

This form has been automated and document reserved for reference purposes only, not valid for submission.

## **10. Form HUD 11709/Appendix III-2/ Master Agreement for Servicer's Principal and Interest Custodial Account**

This form provides evidence to the existence of a master principal and interest custodial account for the deposit of funds payable on mortgages pooled and guaranteed by Ginnie Mae. This form is used in connection with issuing the mortgage-backed securities. In addition, all deposits made by the issuer are subject to draft or check by Ginnie Mae, and all such amounts shall be payable to Ginnie Mae on demand and without notice. The form is completed by the issuer and custodial bank and submitted to Ginnie Mae's Pool Processing Agent. The agreement covers each pool or loan package that is listed on the Schedule of Subscribers and Ginnie Mae Guaranty Agreement (form HUD 11705). The form is required to be on file with the pool processing agent before submission of pools.

Ginnie Mae must have this information in case an issuer defaults on its payments to securities holders/investors. This enables Ginnie Mae to access the funds in the account to make the payments and prevent the issuer from further access to the funds.

Ginnie Mae requires this form to be updated annually. Also, updates are required when there is a change in the issuer's name or a change in the issuer's principal and interest custodial account. Issuers can electronically certify that the information has not changed in MAMS.

Completion of the form HUD 11709 is estimated to average 2 minutes per response, including the time for the review of the instructions. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

This form has been automated and document reserved/saved for reference purposes only, not valid for submission.

## **11. Form HUD 11709-A/Appendix 1-6/ ACH Debit Authorization**

This form is used to authorize Ginnie Mae's Depository, as security holder of all book-entry Ginnie Mae I MBS, to make Automated Clearing House (ACH) debits against an issuer's central principal and interest (P&I) custodial account for all payments due on the securities. It also authorizes the Central Paying and Transfer Agent, (CPTA), Ginnie Mae's agent, to initiate ACH debits against the issuer's central P&I custodial account for all payments due on Ginnie Mae II MBS and all monthly guaranty fees due to Ginnie Mae I and II MBS. The Ginnie Mae Depository is authorized to initiate ACH debits against the central P&I custodial account at the bank referenced on the form HUD 11709 for monthly P&I payments and prepayment penalties on multifamily loans due in connection with all book-entry securities backed by Ginnie Mae I pools. Ginnie Mae requests that issuers electronically submit their form 11709-A through MAMS. Also, updates are required when there is a change in the issuer's name or a change in the issuer's principal and interest custodial account listed on the form HUD 11709.

Estimated time per response is an average of 2 minutes for completion, this includes reading the instructions, ensuring that the account numbers match the account number listed on the form HUD 11709, and signing the form. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev.1.

## **12. Form HUD Form 11715/Appendix III-4/ Master Custodial Agreement**

This form is used to provide Ginnie Mae with the name of the institution(s) which will serve as the document custodian(s) for a particular Ginnie Mae issuer. The document custodian(s) physically hold the mortgage documents in safekeeping on behalf of Ginnie Mae. This form covers each pool or loan package that is listed on the form HUD 11705. Issuers may have more than one document custodian. This form sets out the terms of the custodial relationship between the issuer and the document custodian. If an issuer defaults, Ginnie Mae is able to access the mortgage documents which are the collateral backing the mortgage-backed securities and to access the funds to make payments, as well as preventing the issuer from further access to the funds. This form is completed by the issuer and the document custodian.

Ginnie Mae requires this form to be updated annually. Also, updates are required when there is a change in the issuer's name or a change in the issuer's document custodian(s). Issuers can electronically certify that the information has not changed in MAMS.

Completion of the form HUD 11715 is estimated to average of 2 minutes per response, including the time for the review of the instructions. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

This form has been automated and document reserved for reference purposes only, not valid for submission.

## **13. Form HUD 11720/Appendix III-3/ Master Agreement for Servicer's Escrow Custodial Account**

This form identifies the institution which maintains the custodial account for the deposit of escrow funds received on mortgages pooled and guaranteed by Ginnie Mae in connection with the mortgage-backed securities. In addition, all deposits made by issuers are subject to draft or check by Ginnie Mae, and all such amounts are made payable to Ginnie Mae on demand and without notice. Escrow custodial accounts include all funds collected to cover expenses to be paid under the mortgage, including, but not limited to, taxes, special assessments, ground rents, other charges that are or may become first liens on the property, hazard insurance premium, and mortgage insurance premiums. Issuers may have more than one escrow custodial account. The form is completed by the issuer and custodial bank and provided to Ginnie Mae's pool processing agent. Ginnie Mae must have this form in case an issuer defaults on its payments to securities holders/investors. This enables Ginnie Mae to access the funds in the account to make the payments and prevent the issuer from further access to the funds.

Ginnie Mae requires this form to be updated annually. Also, updates are required when there is a change in the issuer's name or a change in the issuer's escrow custodial account. Issuers can electronically certify that the information has not changed in MAMS.

Completion of the form HUD 11720 is estimated to average of 2 minutes per response, including the time for the review of the instructions. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

This form has been automated and document reserved for reference purposes only, not valid for submission.

#### **14. Form HUD 11705/Appendix III-6/ Schedule of Subscribers and Ginnie Mae Guaranty Agreement**

This form must be used by the issuer to submit pool or loan packages in either an electronic format using *GinnieNET* or paper format. Each time the issuer issues a new security, it agrees that the applicable Guaranty Agreement is in effect on the issue date of the securities and that it will govern all of the issuer's outstanding pool and loan packages, pooled mortgages, and securities whether created under the Ginnie Mae I MBS program or the Ginnie Mae II MBS program. The pool will vary as to the amount of each certificate, certificate holder, and the number of certificates for each holder. The data provided on this form is the basis for the preparation of the securities issued under each Ginnie Mae MBS pool. Upon receipt of the form, Ginnie Mae's Pool Processing Agent reviews the information submitted in conjunction with other documentation required for the issuance of MBS securities. The approval of this form enables the actual preparation of the securities to be issued.

It is estimated to take an average of 3 minutes to complete this form. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

#### **15. Form HUD 11706/Appendix III-7/ Schedule of Pooled Mortgages**

This form is used by the issuers when using a paper format or an electronic format to submit pools to Ginnie Mae's pool processing agent. The purpose of the Form HUD 11706 is to provide a means of identifying and controlling the mortgages that collateralize the designated MBS pools or loan packages. It provides a certification from the document custodian that certain required mortgage documents are being held by the document custodian on behalf of Ginnie Mae.

It is estimated to take an average of 5 minutes to complete this form. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

Ginnie Mae increased this burden time from 3 minutes 5 minutes.

#### **16. Form HUD 11705-H/Form HUD 11706-H/Appendix III-28/ Schedule of Subscribers and Ginnie Mae Guaranty Agreement and Schedule of Pooled Mortgages**

These forms are used for the Ginnie Mae II HMBS Programs. They should be used only by Ginnie Mae HMSB Issuers transmitting HMBS pool data through web-based *GinnieNET*. The purpose of the forms are to establish the contract between the Issuer and Ginnie Mae and provide a listing of subscribers and other information needed to prepare a Ginnie Mae HMBS.

It is estimated to take an average of 3 minutes to complete each form. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

#### **17. Form HUD 11711A/Form HUD 11711B/Appendix III-5/ Release of Security Interest and Certification and Agreement**

Form HUD 11711A is used to release security interests in pooled mortgages by prior secured institutions. They are prepared by the initial financial institution securing the interest and delivered to the document custodian.

Form HUD 11711B is used by the issuer and submitted to the document custodian. This form provides certification by the issuer that the releases from Form 11711A encompass all mortgages in a pool or loan package. These forms are used in conjunction with Form HUD 11706 to initially certify or reject pool or loan packages.

*GinnieNET* allows issuers to electronically submit these forms to their document custodian for certification.

It is estimated to take each form an average of 3 minutes to complete. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

#### **18. Form HUD 11732/Appendix III-22/ Custodian's Certification for Construction Securities**

This form provides evidence that the document custodian: (a) is holding a certification that disbursement has been made to the mortgagor; (b) has evidence of FHA insurance inclusive of the disbursement; and (c) has evidence of title insurance coverage inclusive of the latest disbursement. This document is submitted, along with Form HUD 11705, 11706, 92403 and other documents before the initial issuance of securities.

*GinnieNET* allows issuer to electronically submit these forms.

It is estimated to take an average of 1 minute to complete the form. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

#### **19. Appendix III-21/ Certification Requirements for the Pooling of Multifamily Mature Loan Program**

This document is used at the time of submission of an application for pooling multifamily mature loan program mortgages. If the issuer submits the certification in paper format it must be on the issuer's own letterhead, along with other required pooling documentation. However, the issuer can do the certification electronically using GinnieNET.

It is estimated to take an average of 3 minutes to complete the form. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

#### **20. Appendix III-9/ Authorization to Accept Facsimile Signed Correction Requests**

This request is required when the Ginnie Mae's Central Paying and Transfer Agent (CPTA) notifies the issuer that the pool/loan package information, which they submitted for issuance, has errors that need to be corrected before the pool can be approved.

It is estimated to take an average of 1 minute to complete the form. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

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### **Forms and Documents Required for Ginnie Mae's Pool Administration**

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#### **21. Form HUD 11708/Appendix V-5/ Request for Release of Documents**

Mortgage documents may be released on occasion in connection with servicing, collection or prepayment in full or foreclosure of mortgages; issuers are authorized to request such documents only if the documents are necessary in carrying out such administrative actions. This form is used by Ginnie Mae issuers to request the release of mortgage documents held by the document custodian. It is also used by the document custodian to acknowledge return of the documents from the issuer to the pool file. Issuers can submit the form in either paper format or electronically using GinnieNET.

It is estimated to take an average of 3 minutes to complete the form. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

#### **22. Appendix VI-19/ Monthly Report of Pool and Loan Level Data**

Ginnie Mae issuers are required to submit pool and loan level data monthly for all pooled loans and loan packages. The report contains all non-liquidated loans as of the close of the month for which data is presented and must reconcile with the monthly accounting report in RFS. The loan level data has become an integral part of Ginnie Mae's Portfolio Analysis Database System (GPADS), which is used to identify those issuers who represent the greatest risk of default, and thus future potential risk of financial loss to Ginnie Mae.

It is estimated to take 10 minutes for issuers to complete reporting the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.

Ginnie Mae increased this burden time from 8 minutes 10 minutes.

While issuers will no longer be required to submit the following forms: Monthly Accounting Report, form HUD 11710-A; and the Liquidation Schedule, form HUD 11710-E.; and Monthly Summary Report, they will be required to maintain accounts and records on each pooled mortgage in a manner that will permit Ginnie Mae or its representatives to examine and/or audit them at any reasonable time.

#### **23. Appendix VI-14/ Multifamily Prepayment Penalty Record File Layout**

Ginnie Mae issuers are required to complete monthly reporting on pool and loan level data. As part of this process, multifamily issuers are also required to submit monthly prepayment penalty data to Ginnie Mae through RFS.

It is estimated to take 3 minutes for issuers to complete reporting the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.



## **24. Appendix VI-16/ Quarterly Custodial Account Verification Record File Layout**

This form is required by any Mortgage-Backed Security Issuer with aggregate principal and interest payments due from borrowers of \$100,000.00 or more in any one month as measured by the amount of the fixed installment control. The quarterly custodial account verification data must be submitted electronically or entered online to Ginnie Mae's Reporting and Feedback System.

It is estimated to take 10 minutes for issuers to complete reporting the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.

## **25. Form HUD 11710-A/Appendix VI-4/ Monthly Accounting Report**

The form HUD 11710-A provides the pool/loan activity for the month, the calculation of mortgage principal installments and the amount of principal remitted to securities holders for the month, the monthly guaranty fee due Ginnie Mae, and the status of custodial funds.

It is estimated to take 8 minutes for issuers to complete reporting the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.

## **26. Form HUD11710-E/Appendix VI-4/ Liquidation Schedule**

The form HUD 11710-E provides the data for loans that have been liquidated from a pool. The issuers are required to state the reason(s) for liquidating a loan.

It is estimated to take 8 minutes for issuers to complete reporting the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.

## **27. Form HUD 1710-B/Appendix VI-12/ Issuer's Monthly Serial Notes Accounting Schedule**

The form HUD 1710-B is used to record principal and the status of Serial Units paid and Serial Note Certificates redeemed and outstanding during the current month. It is used by those issuers who process Serial Note pools.

It is estimated to take 8 minutes for issuers to complete reporting the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.

## **28. Form HUD 1710-C/Appendix VI-13/ Project Pool Report**

Form HUD 1710C is used by issuers only if one or more project mortgages in a pool is not being amortized, or if other than the level monthly payment method is not being used on any of the project mortgages in a MBS pool. It is used by those issuers who process project loan pools.

It is estimated to take 8 minutes for issuers to complete reporting the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.

## **29. Form HUD 11710-D/Appendix VI-5/ Issuer's Monthly Summary Report**

This form is used by issuers to report to Ginnie Mae each month a summary of their outstanding pools or loan packages, provide a certification as to the accuracy of the reported information and to provide the format for reporting the Remaining Principals Balances of each pool. This form is submitted monthly.

It is estimated to take 8 minutes for issuers to complete reporting the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.

## **30. Appendix VI-17/HMBS Issuer Pooling & Reporting Specification for Mortgage-Backed Securities Administration Agent (MBSAA)**

To provide Ginnie Mae with information concerning HMBS pool, loan level and participation level activity. Pool, loan and participation level data must be submitted electronically to Ginnie Mae's Reporting and Feedback System ("RFS"), HMBS Reporting Administration ("HRA") module which is located in the Ginnie Mae Enterprise Portal.

It is estimated to take 8 minutes for issuers to complete reporting of this information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev. 1.

### **31. Form HUD 11710-DH/Appendix VI-21/HMBS Issuer's Monthly Summary Report**

This form is used by issuers to report to Ginnie Mae a summary of information on an Issuer's outstanding HMBS pools and participations and to provide a certification as to the accuracy of the information reported.

While issuers will no longer be required to submit the Form HUD 11710-DH, they will be required to maintain accounts and records on each pooled mortgage in a manner that will permit Ginnie Mae or its representatives to examine and/or audit them at any reasonable time.

It is estimated to take 8 minutes for issuers to complete reporting of the information. The information is required by Section 306(g) of the National Housing Act and/or by Ginnie Mae Handbook 5500.3, Rev.1.

### **32. Form HUD 11714/Appendix VI-10/ Issuer's Monthly Remittance Advice**

This form is used by issuers participating in the Ginnie Mae I program only. It provides a summary of information to the security holder with respect to current month's account transactions and calculation of the security holders' pro rata share percentage of total cash distribution. The security holder must receive this remittance advice no later than the 15th of the month. When the use of the form HUD 11714 is permitted, it may be sent along with the monthly payment of principal and interest.

This form is estimated to take 1 minute to complete. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

### **33. Form HUD 11714SN/Appendix VI-11/ Issuer's Monthly Serial Note Remittance Advice**

This form is used by issuers participating in Ginnie Mae's MBS I Serial Note program only. The issuer provides a summary to the holders of Serial Note Certificates with respect to the current month's account transactions, calculation of interest and principal to be distributed, and data with respect to the redemption of Serial Units. A separate Remittance Advice is addressed to each Serial Note Certificate holder.

This form is estimated to take 1 minute to complete. The information is required by Section 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3, Rev. 1.

### **34. Appendix VI-2/ Letter for Loan Repurchases**

This request is submitted by the issuer to buyout or purchase defective loans that prevent final certification of pools within the allocated timeframe. The request must be on the issuer's company letterhead and contain the required certification language. The loans which are defective are listed on an exhibit attached to the issuers letter stating the reason why Federal Housing Administration (FHA), Veterans Affairs (VA), Rural Housing Service (RHS), or Public Indian Housing (PIH) has not issued a Mortgage Insurance Certificate (MIC), Loan Guaranty Certificate (LGC), or Loan Note Guaranty. Issuer requests for a Ginnie Mae approval of loan buyouts or repurchase of defective loans are done electronically.

The letter is estimated to take 2 minutes to complete. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

### **35. Appendix VI-9/ Request for Reimbursement of Mortgage Insurance Claim Costs**

Request for Reimbursement of Mortgage Insurance Claims is made by a Ginnie Mae issuer when a default involving a FHA mortgage occurs and the mortgage is part of a Ginnie Mae pool. This form is only for Ginnie Mae issuers who are approved in Ginnie Mae's Multifamily program and involve only fully-insured FHA loans (coinsured or RHS loans are not eligible). The issuer must notify Ginnie Mae at the earliest possible date of its intent to request reimbursement of allowable mortgage insurance claim costs, and where appropriate, its intent to request that Ginnie Mae purchase debentures.

The request is estimated to take 15 minutes to complete. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1 and subject to the provisions of Section 1001, U.S. Code, Title 18, governing statement made to the United States Government.

### **Servicemembers' Interest Shortfall Assistance**

Ginnie Mae issuers that have lost money because they were granted relief under the Servicemembers' Civil Relief Act (SCRA) (formerly known as the Soldiers' and Sailors' Civil Relief Act) of 1940 may seek reimbursement from Ginnie Mae. SCRA provides that a borrower's mortgage interest rate received prior to entering the military bear an interest rate not to exceed 6% a year during the borrower's period of active military duty. Once the borrower's period of active military duty is over, the issuer is permitted thereafter to collect the rate of interest provided for in the original mortgage. Quarterly, issuers may request reimbursement of interest shortfalls from Ginnie Mae. Issuers must submit their request via SCRA Module in the Ginnie Mae Enterprise Portal. In addition to electronic submissions, issuers are required to submit hard copy information. The electronic file is uploaded to Ginnie Mae's system for processing and the hard copy is needed for comparison to the orders. Also, the original signature on the hard copy provides the issuer certification that the borrower is entitled to benefits under the SCRA, and that the information submitted is correct. Issuers must provide the borrower's mortgage and military information in order to receive the benefits of a reduced interest rate. The following appendices are used for processing the SCRA requests.

### **36. Appendix XI-6/ Loan Eligibility Information**

This form is used by Ginnie Mae issuers to determine if a loan is eligible for interest rate forgiveness under the SCRA. The information is submitted quarterly. Once the loan is determined eligible, the issuer will prepare the reimbursement requests in accordance to the Quarterly Reimbursement Requests (Appendix XI-8).

The information is required by Ginnie Mae Handbook 5500.3, Rev. 1. The request is estimated to take 2 minutes to complete.

### **37. Appendix XI-8/ Quarterly Reimbursement Request**

This form is used by Ginnie Mae issuers for quarterly reimbursement requests on loans which are eligible for interest rate forgiveness under the SCRA. Loan eligibility information is prepared in accordance to Loan Eligibility Information (Appendix XI-6).

The information is required by Ginnie Mae Handbook 5500.3, Rev. 1. The request is estimated to take 2 minutes to complete.

### **38. Appendix XI-9/ Servicemembers Civil Relief Act Eligibility and Reimbursement Files**

Appendix XI-9 provides issuers with the import file format layout to be used when requesting their Quarterly Reimbursement Requests under the SCRA.

The request is estimated to take 2 minutes to complete. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

### **39. Appendix VIII-3/ Assignment Agreements**

This form is used by Issuers who wish to transfer/sell its serving responsibilities for some or all of its Ginnie Mae pools or loan packages from itself to another Ginnie Mae issuer. The agreements must be completed by the both the initial issuer (seller) and the issuer wishing to acquire the portfolio (buyer) and Ginnie Mae.

The request is estimated to take 8 minutes. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

### **40. Appendix VI-20/Electronic Submission of Issuers' Insurance and Annual Audited Financial Documents**

At the time of application, the applicant must provide copies of their annual financial statements for each of the latest three years, audited and certified by an Independent Auditor in accordance with Section 2-1 of the Consolidated Audit Guide for Auditors of HUD Programs, Handbook No. IG 2000.04 Rev. 2. If the latest audited financial statement is six months prior to the date Ginnie Mae receives the application package, the applicant must also provide an unaudited financial statement certified by the Chief Executive Officer. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

Once approved, Ginnie Mae collects Financial Statements and Audit Reports annually from each issuer participating in the MBS program. The financial statements and reports must be audited and certified by an Independent Auditor that meets the auditor qualifications set out in Chapters 1, 2, and 6 of the Consolidated Audit Guide for Audits of HUD programs. The financial statements must include a balance sheet, statement of operations and cash flows, prepared in accordance to Generally Accepted Accounting Principles (GAAP) and

Government Auditing Standards (GAS). On occasion, Ginnie Mae will request the issuer to submit internally prepared balance sheets and income statements to verify an issuer's net worth.

Issuers are required to submit their audited financial statement and accompanying reports to Ginnie Mae within 90 days after the end of their fiscal year. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1 and the Consolidated Audit Guide for Audits of HUD Programs, Handbook No. IG 2000.04, Rev. 2 (Chapters 1, 2, and 6).

The financial statement is estimated to take an hour to prepare.

The annual financial statements are to be prepared in electronic form and submitted via the Ginnie Mae Enterprise Portal – Independent Public Accounting (“IPA”) module.

#### **41. Appendix VI–18/Widely Held Fixed Investment Trust (WHFIT)**

In order to comply with the IRS WHFIT tax reporting requirement, Issuers are to submit three months of tax information once every quarter. Issuers submit this information electronically with a standard file layout in accordance with the IRS regulation, Ginnie Mae publishes this data on Ginnie Mae's Tax and Factor reporting website.

It is estimated to take 8 minutes for completion of the report. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

#### **42. Appendix VIII-1/Acknowledgement Agreement and Accompanying Documents/Pledge of Servicing**

Issuers seeking approval by Ginnie Mae to pledge the Issuer's Servicing Rights for single-family and multifamily loans as security for a loan must submit a proposed Acknowledgement Agreement entered into between the Issuer, the secured party and Ginnie Mae.

The request is estimated to take 1 hour. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

#### **43. Mortgage Bankers Financial Reporting Form**

In addition to issuers filing annual audited financial statements, Ginnie Mae requires each issuer that is not regulated by FDIC, OTC, National Credit Union Association, or the Office of the Comptroller of the Currency (OCC) is required to submit quarterly, unaudited financial statements. This information is submitted electronically, and it can be accessed via WebMB at [www.mbfrf.org](http://www.mbfrf.org). This information, in conjunction with other documents, is used to review and analyze an issuer's current financial status to obtain certain benefits of the MBS program.

It is estimated to take 10 minutes for completion of the form. The information is required by Ginnie Mae Handbook 5500.3, Rev. 1.

### **3. Describe whether, and to what extent, the collection of information is automated (item 13b1 of OMB form 83-i). If it's not automated, explain why not. Also describe any other efforts to reduce burden.**

Ginnie Mae has implemented automated and electronic means of submitting most of its collection of information in order to minimize burden.

#### GinnieNET:

GinnieNET is used by the issuers and document custodians to collect and retrieve information as it relates to pool processing. It is also used for the reporting of remaining principal balances to Ginnie Mae. Ginnie Mae participants must submit their monthly report of pool and loan level data via the RFS Module in Ginnie Mae's Enterprise portal. The following forms are submitted using GinnieNET: 11705, 11705H, 11706, 11706H, 11708, 11711B, 11714, 11714SN and 11732.

#### Ginnie Mae Enterprise Wide Portal:

Ginnie Mae's Enterprise Wide Portal is a secure web-based system. The Ginnie Mae portal provides access to several applications, which include the following:

Reporting and Feedback System (11710D, 11710-DH, 11710A, 11710E, 1710B, 1710C, Appendices VI-14, VI-16, VI-17 and VI-19),  
Servicemember's Civil Relief Act (Appendices XI-6, XI-8 and XI-9),  
Master Agreement Management System (11702, 11703-II, 11707, 11709, 11709-A, 11715, and 11720)  
Commitment Management (11700 and 11704)

Request Pool Numbers (11700)  
Pool Transfer System (Appendix VIII-3)  
Independent Public Accounting (Appendix VI-20)  
Widely Held Fixed Investment Trust (WHIFT – Appendix VI-18)

Ginnie Mae Website:

How Do I Become an Issuer (Form 11701)

**4. Is this information collected elsewhere? If so, why cannot any similar information already available be used or modified.**

This information collection effort does not duplicate any other effort, so it will not produce or create duplication of information.

**5. Does the collection of information impact small businesses or other small entities (item 5 of OMB form 83-i)? Describe any methods used to minimize burden.**

There is no significant economic impact on small businesses or entities through the collection of the information. The forms are designed to minimize burden, and Ginnie Mae is constantly reviewing its forms and processes to see how the forms and/or processes can be streamlined to further minimize burden.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

Ginnie Mae is a wholly-owned corporation of the United States within the Department of Housing and Urban Development whose guaranty of mortgage-backed securities is back by the full faith and credit of the United States Government. As such, the information required from issuers is necessary for Ginnie Mae to issue mortgage-backed securities as each security is unique and determined by the information provided on the forms received from the issuers. The collections permit Ginnie Mae to verify: 1) the individuals who are signing documents on behalf of an issuer are authorized to do so; 2) the name and location of the entities responsible for the various Ginnie Mae accounts and mortgage documents, and 3) those entities that are responsible for servicing the mortgages that back the Ginnie Mae pools. Ginnie Mae needs this information to mitigate risk and evaluate its business operations, procedures and programs. Ginnie Mae also requires the collection of information to ensure that there are no deficiencies, which could affect the pass through of securities to its investors.

**7. Explain any special circumstances requiring:**

- respondents to report information more than quarterly;
- a written response in fewer than 30;
- more than an original and two copies of any document;
- respondents to retain records other than health, medical, government contract, grant-in-aid, or tax records for more than three years;
- a statistical survey not designed to produce results than can be generalized to the universe of study;
- the use of a statistical data classification that has not been reviewed and approved by OMB;
- a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- respondents to submit proprietary trade secret, or other confidential information.

The majority of Ginnie Mae's forms require issuers to retain a copy of their submissions for their records.

Issuers are required to submit originals of the following:

form HUD 11702/Appendix I-2 – Resolution of Board of Directors and Certificate of Authorized Signatures in order for Ginnie Mae or its pool processing agent to compare the names and signatures of the individuals authorized by the issuer to do business with Ginnie Mae.

Appendix I-4 - Cross Default Agreement  
Appendix III-9 – Authorization to Accept Facsimile Signed Correction Request  
Appendix III-13 – Electronic Data Interchange System Agreement  
Appendix III-29 – System Access Forms

To remain in compliance with Ginnie Mae's program requirements and obtain certain benefits, issuers are required to submit financial information monthly, quarterly, and annually in order for Ginnie Mae or its agents to monitor their Ginnie Mae portfolio and financial status. As part of this requirement, issuers are to maintain adequate accounting records in electronic format and hard copy to submit to Ginnie Mae or its agents as needed.

Forms/information required to be submitted monthly are as follows:

- 11714/Appendix VI-10 – Issuer's Monthly Remittance Advice
- 11714SN/Appendix VI-11 – Issuer's Monthly Serial Note Remittance Advice;
- 11710 D/Appendix VI-5 - Monthly Summary Report
- 11710-DH/Appendix VI-21 – HMBS issuer's Monthly Summary Report
- Appendix VI-17 – HMBS Issuer Pooling & Reporting Specification for Mortgage-Backed Securities Administration Agent
- Appendix VI-14 – Multifamily Prepayment Penalty Record File Layout
- Appendix VI-19 – Monthly Pool and Loan Level Report

Forms/information required to be submitted quarterly are as follows:

- Appendix XI-6 – Servicemembers' Civil Relief Act (SCRA) Loan Eligibility Information;
- Appendix XI-8 –SCRA Quarterly Reimbursement Request, and Mortgage-Bankers Financial Reporting Form (for non-regulated/supervised issuers only)
- Appendix XI-9 – Servicemembers Civil Relief Act Eligibility and Reimbursement Files
- Appendix VI-18 – WHFIT Tax Reporting File Layout
- Appendix VI-16 – Quarterly Custodial Account Verification Record File Layout

Forms/information required to be submitted annually are as follows:

- Appendix VI-20 – Electronic Submission of Issuers' Insurance and Annual Audited Financial Documents
- Master Agreements (11702, 11703-II, 11707, 11709, 11715, 11720)

8. **Identify the date and page number of the *Federal Register* notice (and provide a copy) soliciting comments on the information. Summarize public comments and describe actions taken by the agency in response to these comments. Describe all efforts to consult with persons outside the agency to obtain there.**

The attached solicitation for comments was in the Federal Register dated Monday, July 6, 2015, Volume 80, No. 128, pages 38455-338458. No comments were received. On an on-going basis, Ginnie Mae meets with its business partners to discuss new policy, new programs and enhancements to its business processes (which include data collected from issuers), for the purpose of seeking industry input before implementation. This is done formally and informally in several arenas, through the Mortgage Bankers Association's Ginnie Mae Liaison Committee meetings, which are held three times a year, regular issuer training sessions conducted by Ginnie Mae, quarterly issuer outreach calls and yearly on-site issuer field visits performed by Ginnie Mae account executives.

9. **Explain any payments or gifts to respondents, other than remuneration of contractors or grantees.**

There are no payments or gifts other than remuneration of contractors or grantees.

10. **Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation or agency policy.**

The forms are in compliance with the Privacy Act. Ginnie Mae's GinnieNET and Enterprise Wide Portal are secure web-based systems. The information collected will not be disclosed outside the Department except as required or permitted by law.

11. **Justify any questions of a sensitive nature, such as sexual, religious beliefs, and other matters that are commonly considered private**

The information collected contains no questions of a sensitive nature; therefore, no justification is required.

12. **Estimate public burden: number of respondents, frequency of response, annual hour burden. Read the complete instructions on the form 83i. Explain how the burden was estimated. Generally, estimates should not include burden hours for customary and usual business practices. Provide a table to describe the elements of the burden. Break out each form used.**

- if this collection uses more than one form, provide separate estimates for each form and aggregate the hour burdens in item 13 of OMB Form 83i; and
- Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.
- The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead this cost should be included in Item 13.

There are approximately 26 forms and 42 appendices included with this submission. In the event that there are more than 10 respondents, the collection will be PRA compliant. The increase in burden hours as result of an increase in the number of issuers doing business with Ginnie Mae, the addition of new appendices and an overall growth in our portfolio. There are 15 forms and appendices in our collection which are volume driven rather than participant driven: the burden hours associated with those items has increased as our portfolio has grown.

While most of the calculations are based on number of respondents multiplied by the frequency of response, there are several items whose calculations are based on volume. While the top part of the table shows that most of the calculations are based on number of respondents multiplied by the frequency of response, the bottom section of the table reflects items where the calculation is based on volume. The reason for this approach is because the volume of business for a given program participant varies greatly. We do have 468 approved Issuers, not all of them are actively pooling. We have some program participants that issue only a few pools and others that issue hundreds. Therefore, basing the calculation on program participant does not provide an accurate depiction of the increasing volume. For example, Ginnie Mae averages 3,000 – 3,500 pools issued every month. This may reflect 100 program participants or it may include 300 program participants.

Below is the number of respondents reviewing, collecting, and submitting the requested information/ forms below. The number of respondents for each form varies based on the frequency of the respondents for reviewing the Ginnie Mae document submission requirements (i.e., monthly, annually or quarterly).

Form	Appendix No.	Title	No. of Respondents	Frequency of Responses per year	Total Annual Responses	Hours Per Response	Total Annual Hours
11700	II-1	Letter of Transmittal	329.000	4	1316.000	0.033	43.428
11701	I-1	Application for Approval Ginnie Mae Mortgage-Backed Securities Issuer	100.000	1	100.000	3.000	300.000
11702	I-2	Resolution of Board of Directors and Certificate of Authorized Signatures	454.000	1	454.000	0.800	363.200
11703-II	I-7	Master Agreement for Participation Accounting	14.000	1	14.000	0.800	11.200
11704	II-2	Commitment to Guaranty Mortgage-Backed Securities	329.000	4	1316.000	0.033	43.428
11707	III-1	Master Servicing Agreement	468.000	1	468.000	0.033	15.444
11709	III-2	Master Agreement for Servicer's Principal and Interest Custodial Account	468.000	1	468.000	0.033	15.444
11715	III-4	Master Custodial Agreement	468.000	1	468.000	0.033	15.444
11720	III-3	Master Agreement for Servicer's Escrow Custodial Account	468.000	1	468.000	0.033	15.444
11732	III-22	Custodian's Certification for Construction Securities	55.000	1	55.000	0.016	0.880
	VI-20 replaced IX-1	Electronic Submission of Issuers' Insurance and Annual Audited Financial Documents (new title replaces old title: Consolidated Audit Guide for Audits of HUD Programs - Ginnie Mae (Chapters 1, 2 & 6) - Financial Statements and Audit Reports)	468.000	1	468.000	1.000	468.000
		Mortgage Bankers Financial Reporting Form	315.000	4	1260.000	0.500	630.000
11709-A	I-6	ACH Debit Authorization	468.000	1	468.000	0.033	15.444
11710 D	VI-5	Issuer's Monthly Summary Reports	315.000	12	3780.000	0.130	491.400

11710A &11710E 1710B 1710C	VI-4 VI-12 VI-13	Issuer's Monthly Accounting Report and Liquidation Schedule Issuer's Monthly Serial Notes Accounting Schedule Project Pool Report	315.000	1	315.000	0.130	40.950
11710-DH	VI-21	HMBS issuer's Monthly Summary Report	14.000	12	168.000	0.130	21.840
	III-13	Electronic Data Interchange System Agreement	100.000	1	100.000	1.000	100.000
	I-4	Cross Default Agreement	10.000	1	10.000	0.050	0.500
	VI-18	WHFIT Reporting	329.000	4	1,316.000	0.130	171.080
	III-29	System Access Forms	517.000	1	517.000	2.000	1034.000
	VIII-1	Ginnie Mae Acknowledgement Agreement an Accompanying Documents Pledge of Servicing	10.000	1	10.000	1.000	10.000
	VI-14	Multifamily Prepayment Penalty Record File Layout	22.000	12	264.000	0.050	13.200
	VI-16	Quarterly Custodial Account Verification Record File Layout	302.00	4	1,208.000	0.500	604.000
<b>Subtotal</b>					<b>1,5011.000</b>		<b>4,424.300</b>

*The burden for the Items listed below is based on volume and/or number of requests. The volume refers to the forms and appendices rather than participants (respondents), which have increased as our portfolio has grown.*

11705	III-6	Schedule of Subscribers and Ginnie Mae Guaranty Agreement	3500.000	12	42,000.000	0.050	2,100.000
11706	III-7	Schedule of Pooled Mortgages	3500.000	12	42,000.000	0.800	33,600.000
11705H & 11706H	III-28	Schedule of Subscribers and Ginnie Mae Guaranty Agreement - HMBS Pooling Import File Layout	80.000	12	960.000	0.050	48.000
11708	V-5	Document Release Request	329.000	1	329.000	0.050	16.450
	XI-6 XI-8 XI-9	SSCRA Loan Eligibility Information Solders' and Sailors' Quarterly Reimbursement Request SSCRA Eligibility and Reimbursement Files	2,000.000	4	8,000.000	0.033	264.000
11711A and 11711B	III-5	Release of Security Interest and Certification and Agreement	678,000.000	1	678,000.000	0.050	33,900.000
11714 11714SN	VI-10 VI-11	Issuer's Monthly Remittance Advice Issuer's Monthly Serial Note Remittance Advice	4,700.000	12	56,400.000	0.016	902.400
	VI-2	Letter for Loan Repurchase	50.000	12	600.000	0.033	19.800
	III-21	Certification Requirements for the Pooling of Multifamily Mature Loan Program	298.000	1	298.000	0.050	14.900
	VI-9	Request for Reimbursement of Mortgage Insurance Claim Costs for Multifamily Loans	21.000	1	21.000	0.250	5.250
	VIII-3	Assignment Agreements	67.000	1	67.000	0.130	8.710
	III-9	Authorization to Accept Facsimile Signed Correction Request Forms	329.000	12	3,948.00 00	0.016	63.168
	VI-17	HMBS Issuer Pooling & Reporting Specification for Mortgage-Backed Securities Administration Agent	3,200.00	12	38,400.00 00	0.130	4,992.000



	VI-19	Monthly Pool and Loan Level Report (RFS)	400,000.000	12	4,800,000.000	0.500	2,400,000.000
<b>Subtotal</b>					5,671,023.000		2,475,934.670.000
<b>Total</b>				Varies	5,686,034.000	<b>Total</b>	2,480,359.000

Annual reporting and recordkeeping hour burden:

a. Number of respondents	468
b. Total annual responses	5,686,034
Percentage of these responses collected electronically	90%
c. Total annual hours requested	2,480,359
d. Current OMB Inventory	761,156
e. Difference	1,719,203
f. Explanation: See above and Question 15	

The cost to respondents is based on the average hourly wages of mortgage industry employees to review, collect and submit the information to Ginnie Mae or its agent

Calculation is as follows:

$$\$29.00 \text{ per hour} \times \text{total burden hours} = \text{Estimated cost to respondents/issuers.}$$

**13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information (do not include the cost of any hour burden shown in Items 12 and 14).**

- The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s) and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities;
- If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10) utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- Generally, estimates should not include purchases of equipment or services, or portions thereof made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government or (4) as part of customary and usual business or private practices.

There are no additional costs to respondents.

**14. Estimate annualized costs to the Federal government.**

The estimated annual cost to the Federal government for this collection is \$37,575,471.12.

	monthly expense*	monthly expense**	Annual expense	Estimated Annual Cost
PPA	\$ 1,345,717.55		times 12	\$ 16,148,610.60
MBSAA		\$ 1,785,571.71	times 12	\$ 21,426,860.52
<b>Total</b>				<b>\$ 37,575,471.12</b>

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\*Monthly expense based on PPA (Pool Processing Agent) contract (August 2011 values)

Includes: pool processing, certificates, transfer requests, certificate transfers, pool termination, RPB processing

\*\*Monthly expense based on MBSAA (Mortgage-Backed Securities Administration Agent) contract (August 2011 values)

Includes: investor reporting, data disclosure, and application maintenance

**15. Explain any program changes or adjustments reported in items 13 and 14 of the OMB Form 83i.**

**Item 13:**

A: Number of Respondents:

Currently there are approximately 468 Ginnie Mae issuers that are actively doing business in our programs.

F: Explanation of change in burden hours:

Number of active Ginnie Mae issuers has increased and as a result the number of pools in our portfolio has increased.

The change in burden hours is a result of the following:

- Number of approved Ginnie Mae issuers has become more active in our programs and as a result the number of pools in our portfolio has increased.
- addition of the new sections in Appendix III-29,
- additions of Appendices I-7, III-28, VI-14, VI-16, VI-17, VI-21 and Appendix VIII-1
- elimination of Appendices III-14 and Appendix VII-1
- increased the burden times listed on Appendices I-1, Appendix III-7, Appendix III-13, Appendix III-29, Appendix VI-19 to more realistic times

**16. If the information will be published, outline plans for tabulation and publication.**

Results of the Information Collection will not be used for tabulation or publication.

**17. Explain any request to not display the expiration date.**

Ginnie Mae will display the OMB expiration dates on its forms.

**18. Explain each exception to the certification statement identified in item 19.**

Ginnie Mae does not request an exception to the certification statement identified in item 19.

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**B. Collections of Information Employing Statistical Methods**

Ginnie Mae does not use statistical methods to collect information for this package.