

2018 0575-0189 7 CFR PART 3560 - RURAL RENTAL HOUSING LOAN PROGRAM									
	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)
<b>REPORTING REQUIREMENT- "NO FORMS"</b>									
3560.2(b)	Discrimination complaints	written	85	1	85	0.50	43	\$7	\$298
3560.4	Compliance w/other Federal reqrmnts.	written	475	1	475	1.00	475	\$45	\$21,375
3560.8	Exception requests	written	95	1	95	0.50	48	\$16	\$760
3560.56(a)(2), (c) (3), 3560.56(h), 3560.556	NOFA Response	written	475	1	475	4.00	1,900	\$45	\$85,500
3560.56(d)(2), 3560.73(a)	Market feasibility/documentation	written	80	1	80	5.00	400	\$27	\$10,800
3560.56(f), 3560.615	Notification of other assistance	written	475	1	475	0.25	119	\$56	\$6,650
3560.072, 3560.571, 3560.621	Construction Requirements	RD Instruction 1924 A	290	1	290	16.67	4,834	\$45	\$217,544
3560.62, 3560.72(a)(7), 3560.561,3560.61 1	Written contract for architectural services	written	275	1	275	0.50	138	\$56	\$7,700
3560.62(d)&(e), 3560.105, 3560.561, 3560.611	Property, liability, fidelity insurance and surety bonding	written	15,000	1	15,000	0.50	7,500	\$45	\$337,500
3560.63(f)(1), 3560 3560.64	Cost overruns	written	275	1	275	0.50	138	\$45	\$6,188
	Adequacy of Initial Operating Capital	written	290	1	290	0.50	145	\$27	\$3,915
3560.64(b)	List of materials & equipment to be funded from general operating acct over first 2 yrs	written	55	1	55	0.50	28	\$27	\$743
3560.65, 3560.306, 3560.577	Establish and maintain reserve account	written	55	1	55	0.50	28	\$27	\$743
3560.69(c), 3560.69(c)(1)	Submit plan for services to congregate residents	written	1	1	1	2.00	2	\$45	\$90
3560.70(e), 3560.569, 3560.619	General contractor or dealer warranty	written	2	1	2	0.50	1	\$45	\$45
3560.71, 3560.72(a)(3)& (6), 3560.570	Evidence of adequate construction financing arrangements/documentation that interim financing costs or multiple advances have been or will be paid	written	275	1	275	0.50	138	\$45	\$6,188
3560.71, 3560.570, 3560.571(a),(b), (c), 3560.620	Evidence that funds from other sources are available	written	275	1	275	0.50	138	\$45	\$6,188

3560.62(b), 3560.72(a)(5), 3560.570, 3560.571(a)(b)(c), 3560.620	Evidence of title to security	written	275	1	275	0.25	69	\$45	\$3,094
3560.72(a)(7), 3560.571(a)(b)(c) 3560.620	Architect's statement certifying substantial completion	written	275	1	275	0.25	69	\$56	\$3,850
3560.72(a)(8), 3560.571 (a)(b)(c), 3560.620	Documentation that construction has been or will be in accordance with plans and specs approved by Agency	written	275	1	275	0.25	69	\$45	\$3,094
3560.71(b), 3560.72(a)(9), 3560.571(a)(b)(c) 3560.620	Evidence that conditions of interim financing have been met	written	275	1	275	0.25	69	\$45	\$3,094
3560.72(a)(1), 3560.571(a)(b)(c), 3560.620	Evidence that Agency-approved accounting system is in place	written	275	1	275	0.25	69	\$45	\$3,094
3560.73, 3560.406(h)(1), 3560.572	Subsequent loan requirements	written	210	1	210	10.00	2,100	\$45	\$94,500
3560.102(b), 3560.102(c)(2), 3560.102(h),(i)(1), 3560.103(b), 3560.618, 3560.623, 3560.623(a), 3560.627, 3560.568	Management plan and certification that operations are consistent with management plan	written	5,800	1	5,800	10.00	58,000	\$27	\$1,566,000
3560.102(c)(1), (d) (1)	Revisions to management plan	written	290	1	290	2.00	580	\$27	\$15,660
3560.102(e), 3560.102(e)(1)	Written request for Agency approval of management entity	written	280	1	280	0.25	70	\$27	\$1,890
3560.102(h)	Management agreement	written	5,800	1	5,800	2.00	11,600	\$27	\$313,200
3560.103(c)(3)	Capital needs assessment	written	4,125	1	4,125	24.00	99,000	\$27	\$2,673,000
3560.152(e)(1) and (e)(1)(ii)	Authorization for information verification	written	480,000	1	480,000	0.25	120,000	\$7	\$840,000
3560.154(a),(b)	Tenant application forms	written	97,000	1	97,000	0.50	48,500	\$7	\$339,500
3560.154(f)	Waiting lists	written	97,000	1	97,000	0.25	24,250	\$27	\$654,750
3560.154(h)	Notification to ineligible applicants/rejections	written	48,500	1	48,500	0.25	12,125	\$27	\$327,375
5(b)(3)	policies	written	7,750	1	7,750	1.00	7,750	\$16	\$124,000
3560.157	Occupancy rules	written	7,750	1	7,750	1.00	7,750	\$16	\$124,000
3560.159(a)	Notice of lease violation	written	48,500	1	48,500	0.25	12,125	\$16	\$194,000
3560.159(b)	Occupancy termination notice	written	29,000	1	29,000	0.25	7,250	\$16	\$116,000
3560.160(c)	Tenant protection and grievance procedures	written	9,700	1	9,700	0.25	2,425	\$16	\$38,800
3560.160(e)	Notification to tenant of adverse action	written	48,500	1	48,500	0.25	12,125	\$16	\$194,000
3560.160(f)(1)	Grievance or response to adverse action	written	4,300	1	4,300	0.50	2,150	\$7	\$15,050
3560.160(f)(3)	Summary & submission of problem	written	1,000	1	1,000	0.50	500	\$16	\$8,000
3560.208(a)	Escrow for tenant payments	written	100	1	100	0.25	25	\$16	\$400

3560.202(e)	Certification that funds from other sources to reduce rents will not be pd from agency funds	written	45	1	45	0.25	11	\$45	\$506
3560.628, 3560.575	Request for Rent Changes	written	7,700	1	7,700	1.00	7,700	\$16	\$123,200
3560.152(d)	Request to Rent Ineligible	written	300	1	300	0.50	150	\$27	\$4,050
3560.578	Maintain Reserve Accounts	written	15,500	1	15,500	1.00	15,500	\$27	\$418,500
3560.309	Request for Approval- advancement of owner funds	written	95	1	95	0.50	48	\$45	\$2,138
3560.307	Reports	written	230	1	230	3.50	805	\$27	\$21,735
3560.629	Security deposits	written	485,000	1	485,000	0.25	121,250	\$16	\$1,940,000
3560.205(d)(3)	Summary of tenant comments	written	195	1	195	0.50	98	\$16	\$1,560
3560.207	Annual adjustment for Section 8 units	written	45	1	45	2.00	90	\$45	\$4,050
3560.208(b)	Eviction of tenants who do not recertify	written	40	1	40	1.00	40	\$27	\$1,080
3560.257(a)(2)	Documentation that there are no very low-income households, or that occupancy by low-income households is limited	written	50	1	50	0.25	13	\$16	\$200
3560.260(c)&(d)	Rental subsidies from non-Agency sources	written	45	1	45	0.50	23	\$45	\$1,013
3560.57(b)	MOU	written	45	1	45	2.00	90	\$45	\$4,050
3560.577	procedures/financial records	written	100	1	100	100.00	10,000	\$16	\$160,000
3560.577	CPA certification of separate accountability	written	95	1	95	0.25	24	\$56	\$1,330
3560.304(c)(2), 3560.577	Withdrawal of initial 2 percent	written	95	1	95	1.00	95	\$45	\$4,275
3560.306(g)(2)	Securities	written	95	1	95	1.00	95	\$45	\$4,275
3560.306(h)	Inform Agency of planned uses of reserve accounts	written	18,950	1	18,950	0.25	4,738	\$45	\$213,188
3560.306(h)	Documentation of expenses paid by withdrawal from reserve account	written	480	1	480	1.00	480	\$27	\$12,960
3560.308(a)(2)	Self-certification of financial condition	written	12,500	1	12,500	1.00	12,500	\$45	\$562,500
3560.577	Audit & Engagement requirements	written	5,700	1	5,700	1.00	5,700	\$45	\$256,500
3560.354	Response to Agency notification of deficiencies or violations	written	1,500	2	3,000	1.00	3,000	\$27	\$81,000
3560.404, 3560.578	Request for payoff	written	95	1	95	0.25	24	\$45	\$1,069
3560.405(b), 3560.405(c), 3560.406(c), 3560.578	Documentaion of organizational structure/Changes in Ownership Entity/Agency approval for ownership changes or sales	written	95	1	95	2.50	238	\$45	\$10,688
3560.406(d)(6)	Borrower/transferee to disclose all term, conditions of transfer/sale	written	95	1	95	0.50	48	\$45	\$2,138
3560.406(d)(7),(i)	Signed agreement listing all known repairs	written	95	1	95	1.00	95	\$45	\$4,275
3560.406(d)(11)	Financial reports for transferee/buyer	written	95	1	95	0.25	24	\$45	\$1,069
3560.406(d)(12)	No liens, judgments	written	95	1	95	0.25	24	\$45	\$1,069
3560.406(f)	Certification that equity payments to borrower will not be paid from project funds (identify sources)	written	290	1	290	0.25	73	\$45	\$3,263
3560.407(b)(5), 3560.578	Report proceeds from sale/disposition of property secured by agency loan	written	25	1	25	0.25	6	\$45	\$281
3560.408, 3560.578	Lease of security property	written	10	1	10	8.00	80	\$45	\$3,600
3560.409(b), 3560.578	Junior creditor agreement	written	95	1	95	2.00	190	\$45	\$8,550

3560.409(d)(1), 3560.578	Prior agency approval for lien	written	95	1	95	1.50	143	\$45	\$6,413
3560.409(d)(2)	Filing of financing statement, loan document or contract and security agreement	written	190	1	190	1.00	190	\$45	\$8,550
3560.453, 3560.578	Workout agreements/revised agreements	written	190	1	190	2.00	380	\$45	\$17,100
3560.210, 3560.454(d)(1), 3560.578)	Special Servicing Rent Change	written	25	1	25	1.50	38	\$27	\$1,013
3560.454(e)	Termination of management agreement	written	50	1	50	2.00	100	\$45	\$4,500
3560.456(d)(2), 3560.578	Bill of sale itemizing chattel property	written	1	1	1	0.25	0.25	\$45	\$11
3560.457, 3560.578	Debt settlement	written	95	1	95	18.00	1,710	\$45	\$76,950
3560.458(c), 3560.578	Letters of credit for additional security	written	45	1	45	4.00	180	\$45	\$8,100
3560.459	Special borrower circumstances	written	100	1	100	1.00	100	\$27	\$2,700
3560.606(b)	Certification that farm workers are involved in applicant's agricultural operations	written	4	1	4	0.25	1	\$27	\$27
3560.606(c)	Certification that operations will be conducted in a nonprofit manner	written	4	1	4	0.25	1	\$27	\$27
3560.610(d),(e)	Additional security for loans	written	4	1	4	2.00	8	\$45	\$360
3560.63	Farm Labor Housing submission of financial information	written	225	1	225	0.50	113	\$27	\$3,038
3560.653	Prepayment requests	written	300	1	300	3.00	900	\$45	\$40,500
3560.654	Posting prepayment notices	written	300	1	300	2.00	600	\$45	\$27,000
3560.159(c), 3560.660(d)	Tenants may request LOPE	written	1,500	1	1,500	0.25	375	\$7	\$2,625
3560.656(g)	Borrower must accept or reject incentive offer	written	325	1	325	1.00	325	\$45	\$14,625
3560.657(d)(1), 3560.659(b)	Borrower may offer to sell to nonprofit	written	50	1	50	2.00	100	\$45	\$4,500
3560.659(b)(1), (2),(3)	Provide interested entities with information regarding project and provide additional materials requested by interested parties	written	50	1	50	1.00	50	\$45	\$2,250
3560.659(e)(2)	Agency approval for subsequent transfer	written	50	1	50	2.00	100	\$45	\$4,500
3560.663(c)	Document compliance with restrictive use provisions	written	50	1	50	1.00	50	\$27	\$1,350
3560.703(b), 3560.704(a), 3560.708(c), 3560.709(b)	Notification of unauthorized assistance	written	430	1	430	0.50	215	\$27	\$5,805
3560.707(b)	Corrective actions by tenants or borrowers	written	430	1	430	2.00	860	\$27	\$23,220
3560.701(b)(4), 3560.705(c)	Submit proposed tenant repayment arrangements	written	430	1	430	0.25	108	\$27	\$2,903
3560.705	Recapture of unauthorized assistance	written	430	1	430	0.50	215	\$27	\$5,805
3560.659(a), 3560.752,753, 754	Appraisal reports (prepayment only)	written	50	1	50	18.00	900	\$45	\$40,500
3560.003	Environmental Report	written	290	1	290	6.00	1,740	\$45	\$78,300
	<b>Subtotals</b>				<b>1,472,466</b>		<b>637,488</b>		<b>\$12,605,353</b>

REPORTING REQUIREMENTS-FORMS CLEARED UNDER THIS DOCKET									
3560.409	Subordination Agreement	3560-74	95	1	95	2.00	190	\$45.00	\$8,550
3560.72(a)(2), 3560.73, 3560.404, 3560.406, 3560.571, 3560.621, 3560.653( e), 3560.656, 3560.658, 3560.660	Restrictive-Use Covenant - Transferees Assuming Agency Loans	3560-73	500	1	500	0.25	125	\$45.00	\$5,625
3560.306	Deposit Agreement	3560-76	290	1	290	0.08	23	\$45.00	\$1,044
3560.55, 3560.61, 3560.62	Legal Opinion	3560-72	275	1	275	0.50	138	\$56.00	\$7,700
3560.455	Mortgage and Loan Agreement Modification Agreement	3560-75	400	1	400	0.50	200	\$36.00	\$7,200
3560.66	Intercreditor Agreement	3560-70	290	1	290	0.17	48	\$45.00	\$2,179
3560.61(a)(2)	Assignment of Rents	3560-71	290	1	290	0.08	24	\$45.00	\$1,083
3560.056	Option to purchase Real Estate Property	440-34	275	1	275	0.50	138	\$45	\$6,188
3560.302(g)	Labor Housing (On Farm) Budget	3560-07A	550	1	550	1.00	550	\$27	\$14,850
3560.6(b), 3560.152(e)	Tenant certification and annual recertification	3560-8	485,000	1	485,000	0.50	242,500	\$16	\$3,880,000
3560.067(b)	Interest Credit and rental assistance agreement	3560-09	290	1	290	0.25	73	\$27	\$1,450
3560.306 (g)	Request for Use of Reserve Funds	3560-12	950	1	950	0.50	475	\$45	\$17,500
3560-102(j)	Owner and management Agent Certification	3560-13	5,800	1	5,800	0.50	2,900	\$27	\$60,000
3560.406	Transfer of Real Estate Security	3560-20	285	1	285	1.00	285	\$45	\$5,250
3560.455(c)	Offer to Convey Security	3560-22	25	1	25	0.50	13	\$27	\$250
3560.574	Operating Assistance Agreement	3560-27A	20	1	20	0.25	5	\$27	\$100
3560.102(g), 3560.659(e)(4)	Identity of Interest Disclosure	3560-30	3,100	1	3,100	0.50	1,550	\$45	\$69,750
3560.102(g), 3560.659(e)(4)	Identity of Interest Qualification	3560-31	3,100	1	3,100	0.50	1,550	\$45	\$69,750
3560.56(a)(3), 3560.255(a), 3560.255(a)(2)	Request for Rental Assistance	3560-25	300	1	300	0.25	75	\$27	\$2,025
3560.410, 3560.578	Consolidations	3560-33A, 34A, 35A	50	1	50	0.25	13	\$45	\$563
3560.56(l)	Applcation for Cooperative Housing Assistance	3560-38	1	1	1	1.00	1	\$45	\$45
3560.570 (a), 3560.621	LH Resolutions and Loan/Grant Agreements	3560-39,40, 41, 42, 43	50	1	50	0.25	13	\$45	\$563
3560.553(b)&( c)	TA Grant Agreement	3560-44	4	1	4	0.50	2	\$56	\$112
3560.063	MFH Obligation Fund Analysis (Page 2)	3560-51	275	1	275	0.25	69	\$45	\$3,094

3560.457, 3560.578	Debt Settlement	3560-57	100	1	100	1.00	100	\$45	\$4,500
3560.256(a)	Notice of Payment Due Report	3560-29	15,500	12	186,000	0.25	46,500	\$27	\$1,255,500
3560.258, 3560.260(d)	Rental Assistance Agreement	3560-27	580	1	580	0.33	191	\$27	\$5,168
3560.303(a)(4), 3560.308(a)	Budget/Housing Utility Allowance (proposed, annual)	3560-7	15,500	2	31,000	3.00	93,000	\$27	\$2,511,000
3560.308, 3560.630	Multiple Family Housing Project Budget (monthly/quarterly)	3560-7	880	4	3,520	2.00	7,040	\$27	\$190,080
3560.308(a)(1)	Balance sheets, engagement report	3560-10	15,300	1	15,300	2.00	30,600	\$27	\$826,200
3560.409(a)	Written consent for subordinations and junior liens	3560-1	100	1	100	0.50	50	\$45	\$2,250
3560.60, 3560.559	Estimate of Funds Needed	RD 440-11	290	1	290	1.00	290	\$45	\$13,050
3560.60, 3560.559	Development Plan	RD 1924-1	290	1	290	0.25	73	\$45	\$3,263
3560.60, 3560.559	Description of Materials	RD 1924-2	290	1	290	0.25	73	\$45	\$3,263
3560.60, 3560.559	Service Building Specifications	RD 1924-3	290	1	290	0.25	73	\$45	\$3,263
3560.60, 3560.559	Invitation For Bid	RD 1924-5	290	1	290	0.25	73	\$45	\$3,263
3560.60, 3560.559	Construction Contract	RD 1924-6	290	1	290	0.25	73	\$45	\$3,263
3560.60, 3560.559	Contract Change Order	RD 1924-7	290	1	290	0.25	73	\$45	\$3,263
3560.60, 3560.559	Certification of Contractor's Release	RD 1924-9	290	1	290	0.25	73	\$45	\$3,263
3560.60, 3560.559	Release by Claimants	RD 1924-10	290	1	290	0.50	145	\$45	\$6,525
3560.60, 3560.559	Statement of Labor Performed	RD 1924-11	290	1	290	0.50	145	\$45	\$6,525
3560.60, 3560.559	Inspection Report	RD 1924-12	290	1	290	0.25	73	\$45	\$3,263
3560.72(b)	Estimate and Certificate of Actual Cost	RD 1924-13	290	1	290	2.00	580	\$45	\$26,100
3560.60, 3560.559	Partial Payment Estimate	RD 1924-18	824	1	824	0.50	412	\$45	\$18,540
3560.60, 3560.559	Builder's Warranty	RD 1924-19	290	1	290	0.25	73	\$45	\$3,263
3560.60, 3560.559	Plan Certification	RD 1924-25	290	1	290	0.17	48	\$45	\$2,179
3560.72	Affidavit Regarding Work of Improvement	RD 1927-5	290	1	290	0.17	48	\$45	\$2,179
3560.72	Agreement With Prior Lienholder	RD 1927-8	70	1	70	0.08	6	\$45	\$252
3560.72	Preliminary Title Opinion	RD 1927-9	290	1	290	1.50	435	\$45	\$19,575
3560.72	Final Title Opinion	RD 1927-10	290	1	290	0.33	96	\$45	\$4,307

3560.72	Loan Closing Instructions and Loan Closing Statement	RD 1927-15	290	1	290	0.33	96	\$45	\$4,307
3560.72	Certification of Attorney	RD 1927-19	140	1	140	0.17	23	\$45	\$1,052
3560.72	Certification of Title Insurance Company	RD 1927-20	240	1	240	0.17	40	\$45	\$1,804
3560.2, 3560.352 (b)(4)	Equal Opportunity Agreement	RD 400-1	290	1	290	0.17	48	\$45	\$2,179
3560.2	Assurance Agreement	RD 400-4	290	1	290	0.25	73	\$45	\$3,263
3560.2	Compliance Review	RD 400-8	4,750	1	4,750	8.00	38,000	\$45	\$1,710,000
3560.561, 3560.611	Position Fidelity Schedule Bond	RD 440-24	950	1	950	0.50	475	\$45	\$21,375
3560.72	Request for Title Opinion and Legal Services	GL 1927-B-1	275	1	275	0.17	46	\$45	\$2,067
	<b>Subtotals</b>				<b>751,864</b>		<b>470,098</b>		<b>\$10,834,208</b>
3560.56(c)(3), 3560.56(h), 3560.504(b), 3560.556, 3560.572, 3560.606(a), 3560.659(e)(5)	Application for Federal Assistance (Burden hours are captured in separate RCF)	SF424 4040-0004	900	1	900	1.00	900	\$45	\$40,500
	<b>Totals</b>				<b>2,224,330</b>		<b>1,107,585</b>		<b>\$23,439,560</b>
<b>RECORDKEEPING REQUIREMENTS</b>									
3560.154(e)	Retain tenant applications	written	24,200	1	24,200	0.25	6,050	\$16	\$96,800
3560.705(d)	record of conversations regarding unauthorized assistance received by tenant	written	430	1	430	0.50	215	\$16	\$3,440
3560.104(b)(4) (iii)	Marketing records	written	100	1	100	0.50	50	\$16	\$800
	<b>Subtotals</b>				<b>24,730</b>		<b>6,315</b>		<b>101,040</b>
	<b>Grand total</b>				<b>2,249,060</b>		<b>1,113,900</b>		<b>\$23,540,600</b>
<b>FORMS CLEARED WITH OTHER OMB NUMBERS</b>									
3560.56(d)(4), 3560.104(b)(1)(2) 3560.626	Affirmative Fair Housing Marketing Plan	HUD 935.2A (2529-0013)	12,500						
3560.56(d)(4), 3560.104(b)(1)(2) 3560.626	Previous Participation Certification	HUD 2530 (2502-0118)	2,000						