

New Regulation	Title	Form No.	OMB Number	No. of Respondents	Annual Reports	Annual Responses	Manhrs /response	Burden Hrs.	\$/hr	Cost to public
REPORTING REQUIRMENTS APPROVED IN THIS DOCKET										
Notice of Funds Available	MPR Preapplication	written		1,500	1	1,500	1	1,500	\$55	\$82,500
Notice of Funds Available	MPR Conditional Commitment	written		350	1	350	1	350	\$55	\$19,250
Notice of Funds Available	Debt Deferral Agreement	written		350	1	350	Err:522	150	\$55	\$8,250
Notice of Funds Available	Restrictive Use Covenant	written		50	1	50	2	300	\$130	\$39,000
Notice of Funds Available	Restrictive Use Subordination Agreement	written		150	1	150	2	300	\$130	\$39,000
Notice of Funds Available	Form of Legal Opinion for Multi-Family Housing Preservation and Revitalization Restructuring Program	written		150	1	150	1	150	\$130	\$19,500
Notice of Funds Available	MPR Grant Agreement	written		10	1	10	1	10	\$30	\$300
Notice of Funds Available	MPR Loan and Grant Resolution (nonprofit corporation)	written		10	1	10	1	10	\$30	\$300
Notice of Funds Available	Restructuring Conditional Commitment	written		350	1	350	1	150	\$55	\$8,250
Notice of Funds Available	Addendum to Debt Deferral Agreement	written		50	1	50	1	150	\$55	\$8,250
3560.2 (b), (c)	Discrimination complaints	written		30	1	30	0.5	15	\$30	\$450
3560.4	Compliance w/other Federal requirements	written		50	1	50	1	50	\$30	\$1,500
3560.8	Exception requests	written		50	1	50	0.5	25	\$30	\$750
3560.56 (d)(2)	Market feasibility/documentation	written		28	1	50	5	250	\$30	\$7,500
3560.56 (f), 3560.615	Notification of other assistance	written		50	1	50	0.2	10	\$30	\$300
3560.62 (a), 3560.561	Written contract for legal services	written		50	1	50	0.5	25	\$30	\$750
3560.62 (d)&(e) 3560.105, 3560.561, 3560.611	Property, liability, fidelity insurance and surety bonding	written		50	1	50	0.5	25	\$30	\$750
3560.63 (f)	Cost overruns	written		50	1	50	0.5	25	\$30	\$750
3560.64, 3560.304	Adequacy of Initial Operating Capital	written		20	1	20	0.5	10	\$30	\$300
3560.65, 3560.578	Establish reserve account	written		20	1	20	0.5	10	\$30	\$300
3560.72(a)(4), 3560.570, 3560.571, 3560.620	Evidence that funds from other sources are available	written		50	1	50	0.5	25	\$30	\$750
3560.72(a)(7), 3560.571, 3560.621	Architect's statement certifying substantial completion	written		50	1	50	0.2	10	\$30	\$300

3560.72(a)(1), 3560.571, 3560.621	Evidence that Agency-approved accounting system is in place	written		50	1	50	0.2	10	\$30	\$300
3560.73, 3560.406(h) (1), 3560.572	Subsequent loan requirements	written		100	1	100	10	1,000	\$30	\$30,000
3560.102(b), 3560.102(c), 3560.102(j), 3560.618, 3560.623, 3560.627, 3560.568	Management Plan	written		50	1	50	10	500	\$30	\$15,000
3560.102(c)(1), (d)(1), 3560.102 (c) (3) & (4)	Revisions to management plan	written		350	1	350	2	700	\$30	\$21,000
3560.102(e), 3560.102(e)(1)	Written request for Agency approval of management entity	written		50	1	50	0.2	10	\$30	\$300
3560.102(h)	Management agreement	written		50	1	50	2	100	\$30	\$3,000
3560.103(c)(2)	Capital needs assessment	written		350	1	350	24	8,400	\$30	\$252,000
3560.208	Eviction of tenants who do not recertify	written		20	1	20	1	20	\$30	\$600
3560.152(d)	Request to rent to ineligible	written		25	1	25	0.5	13	\$30	\$375
3560.154(a),(b)	Tenant application forms	written		150	1	150	0.5	75	\$30	\$2,250
3560.152(e)(1)(ii)	Authorization for information verification	written		150	1	150	0.2	30	\$30	\$900
3560.154(f)	Waiting lists	written		1000	1	1,000	0.2	200	\$30	\$6,000
3560.154(h)	Notification to ineligible applicants/ rejections	written		500	1	500	0.2	100	\$30	\$3,000
3560.156	Lease/Lease modifications	written		20	1	20	1	20	\$30	\$600
3560.157	Occupancy rules	written		20	1	20	1	20	\$30	\$600
3560.159(a)	Notice of lease violation	written		50	1	50	0.2	10	\$30	\$300
3560.159(b)	Occupancy termination notice	written		50	1	50	0.2	10	\$30	\$300
3560.160	Tenant protection and grievance procedures	written		10	1	10	0.2	2	\$30	\$60
3560.160(e)	Notification to tenant of adverse action	written		10	1	10	0.2	2	\$30	\$60
3560.160(f)(1)	Grievance or response to adverse action	written		10	1	10	0.5	5	\$30	\$150
3560.160(f)(3)	Summary & submission of problem	written		10	1	10	0.5	5	\$30	\$150
3560.160(g)(6), 3560.208(a)	Escrow for tenant payments	written		300	1	300	0.2	60	\$30	\$1,800
3560.202(e)	Certification that funds from other sources to reduce rents will not be paid from agency funds	written		150	1	150	0.20	30	\$30	\$900

3560.205, 3560.303(d)(3), 3560.628, 3560.575	Request for rent changes	written	350	1	350	1	350	\$30	\$10,500
3560.205 (d)	Summary of tenant comments	written	350	1	350	0.5	175	\$30	\$5,250
3560.257(a)(2)	Documentation that there are no very low-income households, or that occupancy by low-income households is limited	written	20	1	20	0.25	5	\$30	\$150
3560.260	Rental subsidies from non-Agency sources	written	50	1	50	0.5	25	\$30	\$750
3560.302(d)(1), 3560.578	CPA certification of separate accountability	written	50	1	50	0.25	13	\$30	\$375
3560.304(c), 3560.578	Withdrawal of initial 2 percent	written	10	1	10	1	10	\$30	\$300
3560.306, 3560.578	Maintain Reserve Funds Accounts	written	40	1	40	0.5	20	\$30	\$600
3560.309	Request for approval of advancement of owner's funds	written	100	1	100	0.5	50	\$30	\$1,500
3560.307	Reports	written	80	1	80	3.5	280	\$30	\$8,400
3560.354	Response to Agency notification of deficiencies or violations	written	350	1	350	1	350	\$30	\$10,500
3560.404, 3560.579	Request for payoff	written	33	1	33	0.25	8	\$30	\$248
3560.405, 3560.406(c)	Documentation of organizational structure/Changes in Ownership Entity/Agency approval for ownership changes or sales	written	33	1	33	2.5	83	\$30	\$2,475
3560.406(d)(7)	Signed agreement listing all known repairs	written	100	1	100	1	100	\$30	\$3,000
3560.406(d)(12)	Financial reports for transferee/buyer	written	300	1	300	0.25	75	\$30	\$2,250
3560.406(d)(13)	No liens, judgments	written	350	1	350	0.25	88	\$30	\$2,625
3560.406(f)	Certification that equity payments to borrower will not be paid from project funds (identify sources)	written	15	1	15	0.25	4	\$30	\$113
3560.406(g)	Applicable restrictive use agreement to be executed by transferee/borrower	written	350	1	350	0.25	88	\$30	\$2,625
3560.409, 3560.579	Written consent for subordinations and junior liens	written	33	1	33	2	66	\$30	\$1,980
3560.409(d)(2)	Filing of financing statement, loan document or contract and security agreement	written	50	1	50	1	50	\$30	\$1,500
3560.453, 3560.579	Workout agreements/revised agreements	written	100	1	100	2	200	\$30	\$6,000
3560.210, 3560.579	Special Servicing Rents	written	10	1	10	1.5	15	\$30	\$450
3560.454(e)	Termination of management	written	15	1	15	2	30	\$30	\$900
3560.456(e), 3560.579	Bill of sale itemizing chattel property	written	300	1	300	0.25	75	\$30	\$2,250
3560.458(c), 3560.579	Letters of credit for additional security	written	10	1	10	4	40	\$30	\$1,200
3560.459	Special borrower circumstances	written	50	1	50	1	50	\$30	\$1,500

3560.606	Certification that farm workers are involved in applicant's agricultural operations	written		0	1	0	0.25	0	\$30	\$0
3560.605(a)(1)	Certification that operations will be conducted in a nonprofit manner	written		30	1	30	0.25	8	\$30	\$225
3560.610(d),(e)	Additional security for loans	written		0	1	0	2	0	\$30	\$0
3560.653	Prepayment Request	written		25	1	25	3	75	\$30	\$2,250
3560.654(a)	Posting prepayment notices	written		25	1	25	2	50	\$30	\$1,500
3560.159(c), 3560.660(b)	Tenants may request LOPE	written		25	1	25	0.25	6	\$30	\$188
3560.656(g)	Borrower must accept or reject incentive offer	written		90	1	90	1	90	\$30	\$2,700
3560.659(a), 3560.752, 3560.753	Appraisal reports (prepayment only)	written		15	1	15	18	270	\$30	\$8,100
3560.659(b)	Borrower may offer to sell to nonprofit	written		15	1	15	2	30	\$30	\$900
3560.653, 3560.659(b) (3)	Provide interested entities with information regarding project and provide additional materials requested by interested parties	written		500	1	500	1	500	\$30	\$15,000
3560.663(c)	Document compliance with restrictive use provisions	written		5	1	5	1	5	\$30	\$150
3560.703, 3560.704, 3560.708, 3560.709(b), (c)	Notification of unauthorized assistance	written		30	1	30	0.5	15	\$30	\$450
3560.707(b)	Corrective actions by tenants or borrowers	written		30	1	30	2	60	\$30	\$1,800
3560.705(c)	Submit proposed tenant repayment arrangements	written		30	1	30	0.25	8	\$30	\$225
3560.3	Environmental Report	written		50	1	50	8	400	\$55	\$22,000
3560.705	Recapture of unauthorized assistance	written		30	1	30	0.5	15	\$30	\$450
	Subtotal					11,014		18,651		\$702,023
REPORTING REQUIREMENTS - FORMS										
3560.56	Option to Purchase Real Property	440-34		150	1	150	0.5	75	\$55	\$4,125
3560.407(b)(5) , 3560.408, 3560.578	Application for Partial Release, Subordination or Consent	3560-1		150	1	150	0.5	75	\$55	\$4,125
3560.202; 3560.205, 3560.303, 3560.309(a)	Multiple Family Housing Project Budget/Utility Allowance (proposed, annual)	3560-7		350	2	700	3	2,100	\$55	\$115,500
3560.309(b),3560.309, 3560.630	Multiple Family Housing Project Budget/Utility Allowance (monthly/quarterly)	3560-7		25	4	100	2	200	\$55	\$11,000
3560.302(g)	On-Farm Labor Housing Project Budget	3560-7A		0	1	0	1	0	\$55	\$0

3560.6 (b), 3560.152 (e), 3560.575 (c) (4)	Tenant certification and annual recertification	3560-8	150	1	150	0.5	75	\$55	\$4,125
3560.67 (b)	MFH Interest Credit and Rental Assistance Agreement	3560-9	150	1	150	0.25	38	\$55	\$2,063
3560.308 (a)	MFH Borrower Balance Sheet	3560-10	150	1	150	2	300	\$55	\$16,500
3560.306(g)	Request for Authorization to Withdraw Reserve Funds	3560-12	200	1	200	0.5	100	\$55	\$5,500
3560.102 (j)	Multifamily Project Owner's/Management Agent's Management Certification	3560-13	50	1	50	0.5	25	\$55	\$1,375
3560.455 (b)	Reamortization Request	3560-15	50	1	50	0.5	25	\$55	\$1,375
3560.406	MFH Transfer and Assumption Review and Recommendation	3560-20	300	1	300	1	300	\$55	\$16,500
3560.455 (c)	Offer to Convey Security	3560-22	2	1	2	0.5	1	\$55	\$55
3560.56 (a)(3), 3560.255, 3560.255, 3560.574 (c)	Request for Rental Assistance/Operating Assistance	3560-25	1	1	1	0.25	0	\$55	\$14
3560.258, 3560.260(d)	Rental Assistance Agreement	3560-27	50	1	50	0.33	17	\$55	\$908
3560.574	Operating Assistance Agreement	3560-27A	1	1	1	0.25	0	\$55	\$14
3560.256	Notice of Payment Due Report	3560-29	50	1	50	0.25	13	\$55	\$688
3560.102 (g) (3)	Identity of interest (IOI) Disclosure/Qualification Certificate	3560-31	50	1	50	0.5	25	\$55	\$1,375
3560.72(a)(2), 3560.73(h), 3560.621, 3560.571, 3560.406(g), 3560.657(a)(1), 3560.658(b), 3560.655	Loan Agreement or Loan Resolution	3560-33, 34, 35	350	1	350	0.25	88	\$55	\$4,813
3560.570 (a), 3560.621	LH Resolutions and loan/grant agreement	3560-39, 40, 41, 42, 43	1	1	1	0.25	0	\$55	\$14
3560.410, 3560.578	Loan Consolidation	3560-33A, 34A, 35A	30	1	30	0.25	8	\$55	\$413
3560.553 (b)&(c)	Farm Labor Housing Technical Assistance Grant Agreement	3560-44	1	1	1	0.5	1	\$55	\$28
3560.56 (l)	Application for Cooperative Housing Membership	3560-38	1	1	1	1	1	\$55	\$55
3560.63	MFH Obligation Fund Analysis (Page 2)	3560-51	350	1	350	0.25	88	\$55	\$4,813
3560.457, 3560.578	Application for Settlement of Indebtedness	3560-57	10	1	10	1	10	\$55	\$550
3560.72, 3560.571, 3560.621	Construction Requirements (7 CFR 1924-A)		50	1	50	29	1,450	\$55	\$79,750
3560.60, 3560.559	Estimate of Funds Needed	440-11	50	1	50	1	50	\$55	\$2,750
3560.60, 3560.559	Development Plan	1924-1	50	1	50	0.25	13	\$55	\$688
3560.60, 3560.559	Description of Materials	1924-2	50	1	50	0.25	13	\$55	\$688
3560.60, 3560.559	Service Building Specifications	1924-3	5	1	5	0.25	1	\$55	\$69

3560.60, 3560.559	Invitation For Bid	1924-5		150	1	150	0.25	38	\$55	\$2,063
3560.60, 3560.559	Construction Contract	1924-6		50	1	50	0.25	13	\$55	\$688
3560.60, 3560.559	Contract Change Order	1924-7		150	1	150	0.25	38	\$55	\$2,063
3560.60, 3560.559	Certification of Contractor's Release	1924-9		50	1	50	0.25	13	\$55	\$688
3560.60, 3560.559	Release by Claimants	1924-10		50	1	50	0.5	25	\$55	\$1,375
3560.60, 3560.559	Statement of Labor Performed	1924-11		50	1	50	0.5	25	\$55	\$1,375
3560.60, 3560.559	Inspection Report	1924-12		50	3	150	0.25	38	\$55	\$2,063
3560.60, 3560.559	Estimate and Certificate of Actual Cost	1924-13		50	2	100	2	200	\$55	\$11,000
3560.60, 3560.559	Partial Payment Estimate	1924-18		50	3	150	0.5	75	\$55	\$4,125
3560.60, 3560.559	Builder's Warranty	1924-19		50	1	50	0.25	13	\$55	\$688
3560.60, 3560.559	Plan Certification	1924-25		50	1	50	0.167	8	\$55	\$459
3560.72	Affidavit Regarding Work of Improvement	1927-5		50	1	50	0.167	8	\$55	\$459
3560.72	Agreement With Prior Lienholder	1927-8		50	1	50	0.08	4	\$55	\$220
3560.72	Preliminary Title Opinion	1927-9		50	1	50	1.5	75	\$55	\$4,125
3560.72	Final Title Opinion	1927-10		50	1	50	0.33	17	\$55	\$908
3560.72	Certification of Attorney	1927-19		50	1	50	0.167	8	\$55	\$459
3560.72	Certification of Title Insurance Company	1927-20		50	1	50	0.167	8	\$55	\$459
3560.306 (b), 3560.306(e)(2)	Deposit Agreement	402-1		50	1	50	0.083	4	\$55	\$228
3560.2, 3560.352 (b)(4)	Equal Opportunity Agreement	400-1		50	1	50	0.167	8	\$55	\$459
3560.2	Assurance Agreement	400-4		50	1	50	0.25	13	\$55	\$688
3560.2	Compliance Review	400-8		50	1	50	8	400	\$55	\$22,000
3560.62 (d), (e), 3560.105, 3560.561, 3560.611	Position Fidelity Schedule Bond	440-24		150	1	150	0.5	75	\$55	\$4,125
	Subtotal					4,902		6,192		\$340,582
REPORTING REQUIREMENTS- FORM BURDEN APPROVED UNDER OTHER OMB NO.										
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	SF424	4040-0004	350						
3560.56(d)(4), 3560.104(b), 3560.626	Affirmative Fair Housing Marketing Plan	HUD 935.2	2529-0013	50						
3560.56 (a),(c), 3560.56 (i), 3560.556	Previous Participation Certification	1944-37/ HUD 2530	2502-0118	50						
RECORDKEEPING REQUIRMENTS APPROVED IN THIS DOCKET										
3560.154(e)	Retain tenant applications	written		150	1	150	1	150	\$55	\$8,250

3560.705(d)	Retain copies of correspondence and a record of conversations regarding unauthorized assistance received by tenants	written	150	1	150	1	150	\$55	\$8,250
3560.104(b)(4)(iii)	Marketing records	written	150	1	150	1	150	\$55	\$8,250
	Subtotal				450		450		\$24,750
Respondents - 1,500									
Annual Responses									
Burden Hours									
Individual -	10,801	Individual -	16,693						
Private -	5,237	Private -	8,094						
Tribal -	328	Tribal-	506						
	16,366		25,293						

