

**2020 OMB No. 0575-0015 Community Facilities Loan Program
7 CER 1942 Subpart A**

Section of Regulation (A)	Title (B)	Form No. (if Any) (C)	Est. No. of Respondents (D)	Reports Filed Annually (E)	Total Annual Responses (D) x (E) (F)	Est. No. of Man hours Per Response (G)	Est. Total Man-hours (F) x (G) (H)	Wages Class \$/Hr. (I)	Cost to the Public (H) x (I) (J)
REPORTING REQUIREMENTS - FORMS APPROVED WITH THIS DOCKET									
1780.33(h)(1); 1942.5(b)(1)(ii)(C); 1951.222(c)(3); 3570.71(h)	Operating Budget	442-7							
	RHS		1,120	1	1,120	5	5,600	73.7	\$412,552
1780.41(a)(3); 1942.5(b)(1)(ii)(E); 1951.230(a)(9);1955.10(f)(3)(i); & 3570.82	Balance Sheet or Financial Statement	442-3							
	RHS		680	1	680	1	680	59	\$40,365
1780.29(b)(1); 1942.17(l)(i)	Agreement for Engineering Services	1942-19							
	RHS		310	1	310	4	1,240	59	\$73,606
1780.39(f); Guide 16 of 1942-A; 3570.61(e)	Resolution of Members or Stockholders	1942-8							
	RHS		60	1	60	1	60	59	\$3,562
1780.41(a)(6); 1942.5(a)(1)(ii); 1952.230(f)(2); 4274.350; 1942.315(b); 4284.638(c); 3570.71	Letter of Intent to Meet Conditions	1942-46							
	RHS		670	1	670	1	670	73.7	\$49,379
	RBS (Small Socially Disadvantaged Producer Grant Program)		24	1	24	1	24	73.7	\$1,769
1942.17(j)(4)(i)(A); 3570.76	Right-of-Way Easement	442-20						59	
	RHS		330	1	330	1	330	59	\$19,470
1942.17(j)(4)(i); 3570.76	Right-of-Way Certificate	442-21							
	RHS		330	1	330	1	330	59	\$19,470
1780.44(g)(1)(i), 1942.17(j)(4)(i); 3570.76	Opinion of Counsel Relative to Rights-of-Way	442-22							
	RHS		310	1	310	1	310	59	\$18,290
1942.17(n)(2)	Loan Resolution (Public Bodies)	1942-47							
	RHS		180	1	180	1	180	59	\$10,620
1942.17(n)(2)	Loan Resolution Security Agreement	1942-9							
	RHS		360	1	360	1	360	59	\$21,240
1780.45(b)(1)(ii); 1942.17(p)(2)(ii); 1944.235(c)	Estimate of Funds Needed for 30-Day Period Commencing _____"	440-11							
	RHS		910	3	2,730	1	2,730	74	\$201,201
	Promissory Note	440-22							
	RHS		645	2	1,290	0.25	323	59	\$19,028
1780.37(f); 1942.17(q)(2)(i)(A);1951.223(b)(1), 1951.230(a)(9); 3570.82	Statement of Budget, Income, and Equity	442-2			0				
	RHS		1,108	1	1,108	2.5	2,770	59	\$163,430
1942.8(d)	Bond Registration Book	442-28			0				
	RHS		175	1	175	1	175	59	\$10,325
1942.17(j)(3)(ii)(B)	Position Fidelity Schedule Bond Declarations	440-24							
	RHS		1,062	1	1,062	0.5	531	59.0	\$31,329
1942.30(e)(1)	Re-lender's Agreement	1942-55							
	RHS		27	1	27	1.5	41	88	\$3,564
1942.30(e)(2)	Promissory Note	1942-56							
	RHS		27	1	27	1	27	88	\$2,376
1942.30(e)(4)	Adequate collateral (Loan Resolution Security Agreement	1942-57							
	RHS		27	1	27	0.5	14	88	\$1,188

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1942.17(n)(2)(x)	Equal Opportunity Agreement	400-1							
	RHS		1,940	1	1,940	0.17	330	73.7	\$24,306
1942.17(n)(2)(x)	Assurance Agreement	400-4							
	RHS		1,940	1	1,940	0.25	485	73.7	\$35,745
	Certification Regarding Debarment, Suspension & Other Responsibility Matters-Primary Covered Transactions	AD 1047							
	RHS		32	1	32	0.25	8	88	\$704
1942.17(j)(4)(i)(B)	Preliminary Title Opinion	1927-9							
	RHS		1,905	2	3,810	1.5	5,715	59	\$337,185
1942.17(j)(4)(i)(B)	Final Title Opinion	1927-10							
	RHS		1,905	2	3,810	0.33	1,257	59	\$74,181
1942.17(p)(5) & Guide 18	Partial Payment Estimate	1924-18							
	RHS		3,310	2	6,620	0.5	3,310	59	\$195,290
1942.18(o)(7)(ii) & Guide 18	Contract Change Order	1924-7							
	RHS		2,575	1	2,575	0.25	644	59	\$37,981
	Deposit Agreement	402-1							
	RHS		16	1	16	0.25	4	73.7	\$295
	Representations Regarding Felony Convictions and Tax Delinquency Status for Corporate Applicants	AD 3030							
	RHS		32	1	32	0.25	8	88	\$704
	Assurances Regarding Felony Convictions and Tax Delinquency Status for Corporate Applicants	AD 3031							
	RHS		32	1	32	0.05	2	88	\$141
Subtotal					31,627		28,156		1,809,294

REPORTING REQUIREMENTS - NO FORMS									
1942.17(c)(2)(vii)	Application to Obtain Additional Funding	Written							
	RHS		38	1	38	4	152	59	\$8,968
1942.17(b)(3); 3570.61(c)	elsewhere	Written							
	RHS		966	1	966	1	966	59	\$56,994
1942.17(e)	Notification of declination of service	Written							
	RHS		0	1	0	3	0	59	\$0
1942.17(g)(2)(iii)(A); 3570.80	Liens on real and chattel property	Written							
	RHS		25	1	25	1	25	59	\$1,475
1942.17(g)(3)(i)(B)	Financing Statement	Written							
	RHS		338	1	338	1	338	59	\$19,942
1942.17(j)(9); 3570.71	Public Information	Written							
	RHS		966	1	966	2	1,932	59	\$113,988
1942.5(b)(1)(ii)(D) and Guides 6-10; 3570.65	Preliminary Architectural or Engineering Report	Written							
	RHS		434	1	434	4	1,736	59	\$102,424
1942.17(l)(1); 3570.71	Agreement for professional services	Written							
	RHS		515	1	515	4	2,060	59	\$121,540

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1942.17(h)(2)(iii)	Positive programs to encourage connections	Written							
	RHS		0	1	0	3	0	59	\$0
1942.17(n)(3)	Interim financing	Written							
	RHS		675	1	675	4	2,700	59	\$159,300
1942.17(j)(3)(iii)(A)	Property insurance	Written							
	RHS		595	1	595	1	595	59	\$35,105
1942.17(j)(3)(iii)(B)	Liability and Property Damage Insurance	Written							
	RHS		560	1	560	1	560	59	\$33,040
1942.17(j)(3)(iii)(D)	Flood Insurance	Written							
	RHS		58	1	58	1	58	59	\$3,422
1942.17(j)(3)(iii)(E)	Workman's compensation insurance	Written							
	RHS		430	1	430	0.5	215	73.7	\$15,846
1942.17(n)(6); 3570.80	Evidence of Disbursement of other funds	Written							
	RHS		275	1	275	1	275	59	\$16,225
1942.17(j)(4)(ii)	Acquisition of Land, Easement, Water Rights & Existing Facilities	Written							
	RHS		418	1	418	3	1,254	59	\$73,986
1942.3; 3570.65	Appraisal Report	Written							
	RHS		665	1	665	2	1,330	59	\$78,470
1942.5(b)(1)(ii)(I); 3570.70	Lease/Management agreement	Written							
	RHS		96	1	96	5	480	59	\$28,320
1942.17(g)(2)	Notes, bonds, warrants or other contractual obligations	Written							
	RHS		418	1	418	5	2,090	59	\$123,310
1942.18(e) & Guides 17 thru 19; 3570.76	Construction contract forms	Written							
	RHS		418	1	418	1	418	59	\$24,662
1942.8(g); 3570.80	Certification by borrower's attorney	Written							
	RHS		418	1	418	15	6,270	59	\$369,930
1942.18(m); 3570.76	Contracts awarded prior to application	Written							
	RHS		24	1	24	2	48	59	\$2,832
1942.18(o)(3); 3570.76	Resident Inspector resume	Written							
	RHS		305	1	305	0.5	153	59	\$8,998
1942.18(o)(4); 3570.76	Daily inspection report	Written							
	RHS		1,640	12	19,680	0.5	9,840	59	\$580,560
1942.5(b)(1)(ii)(G)	Evidence that facility cannot be provided by a public body	Written							
	RHS		225	1	225	1	225	59	\$13,275
1942.5(b)(1)(ii)(H); 3570.65	Financial feasibility report	Written							
	RHS		640	1	640	4	2,560	59	\$151,040
1942.17(b)(4); 3570.65	Organizational documents	Written							
	RHS		960	1	960	1	960	59	\$56,640
1942.5(a)(1)(ii), 1942.17(f)(1)	Borrower request to choose interest rate	Written							
	RHS		960	1	960	0.167	160	59	\$9,459
1942.5(b)(1)(ii)(F)	Five Year Financial History	Written							
	RHS		675	1	675	1	675	59	\$39,825

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1942.17(g)(2)(iii)(A)(9)(ii)	Exceptional Community Support and Documentation	Written							
	RHS		595	1	595	4	2,380	59	\$140,420
1942.17(g)(3)(i)(D)	Other Security	Written							
	RHS		225	1	225	1	225	59	\$13,275
1942.17(j)(3)(iii)(C)	Malpractice Insurance	Written							
	RHS		210	1	210	0.5	105	59	\$6,195
1942.17(j)(4)(iii)	Land Purchase Contract	Written							
	RHS		80	1	80	2	160	59	\$9,440
1942.17(j)(8)	Certificate of Need	Written							
	RHS		56	1	56	1	56	59	\$3,304
1942.17(k); 3570.70	Certification of appropriate regulatory agencies	Written							
	RHS		201	1	201	4	804	59	\$47,436
1942.17(r)(1)(ii)(B) & Guide 22	Positive Action Plan	Written							
	RHS		56	1	56	2	112	59	\$6,608
1942.17(q)(4); 3570.83	Audits	Written							
	RHS		720	1	720	3	2,160	59	\$127,440
1942.17(q)(4)(ii)	Financial Statements - borrowers under \$100,000 gross income	Written							
	RHS		720	1	720	4	2,880	59	\$169,920
1942.18(j)(5)(iv)	Utilization of small business & minority owned business	Written							
	RHS		112	1	112	0.5	56	59	\$3,304
1942.18(k)(5); 3570.75	Procurement when other than bid or negotiation is used	Written							
	RHS		80	1	80	1	80	59	\$4,720
1942.18(l); 3570.76	Unconventional contracting methods	Written							
	RHS		80	1	80	5	400	59	\$23,600
1942.2(a)(1)(iii); 3570.65(a)(1)	State clearinghouse review	Written							
	RHS		595	1	595	1	595	59	\$35,105
1942.17(q)(1)(ii)	Approval of Audit	Written							
	RHS		380	1	380	0.5	190	59	\$11,210
1942.17(q)(2)(ii)(A); 3570.83	Governing body members and terms of office	Written							
	RHS		380	1	380	0.5	190	59	\$11,210
1942.30(a)	Documentation of Legal Powers	Written							
	RHS		32	1	32	0.5	16	88	1,408
1942.30(a)	Certification of Compliance with Federal, State, and Local Requirements	Written							
	RHS		32	1	32	1	32	88	2,816
1942.30(a)	Documentation of Serving Persistent Poverty County(ies) or High Poverty Areas	Written							
	RHS		32	1	32	1	32	88	2,816

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1942.30(a)	Documentation ("Letter of Intent") from a Financial Institution that an Irrevocable Letter of Credit or similar Performance Guarantee will be issued if re-lender is approved for funding	Written							
	RHS		32	1	32	5	160	88	14,080
1942.30(a)	Documentation Regulated and Supervised by a Federal or State Banking Regulatory Agency, Subject to Credit Examination, Not on a Watch List, and No Regulatory Actions Outstanding	Written							
	RHS		14	1	14	2	28	88	2,464
1942.30(a)	Documentation of strong Financial Strength and Performance rating	Written							
	RHS		6	1	6	5	30	88	2,640
1942.30(a)	Documentation of being a financially sound institution for Agency assessment	Written							
	RHS		11	1	11	64	704	88	61,952
1942.30(a)	Documentation of Legal, Non-governmental Status (except for Tribal governments)	Written							
	RHS		32	1	32	0.5	16	88	1,408
1942.30(a)	Documentation of Membership in a National Organization that provides training, technical assistance and credit evaluation or certified by a Government agency as having a primary mission of promoting development in low-income target markets and performs training and technical assistance as part of that mission.	Written							
	RHS		32	1	32	2	64	88	5,632
1942.30(a)	Certification to loan a majority of funds to applicants whose projects are located in or serve Persistent Poverty County(ies) or High Poverty Area(s)	Written							
	RHS		32	1	32	0.17	5	88	479
1942.30(a)	Multi-tier Action Environmental Compliance Agreement	Written							
	RHS		32	1	32	0.08	3	88	225
1942.30(a)	Documentation of Assitance Provided to RD Employees	Written							
	RHS		32	1	32	0.17	5	88	479
1942.30(a)	Documentation of each evaluation factor	Written							
	RHS		32	1	32	2	64	88	5,632
1942.30(e)(3)	Irrevocable Letter of Credit	Written							
	RHS		80	1	80	1	80	88	7,040
1942.30(b)	Loan Origination and Servicing - applicant eligibility	Written							

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	RHS		80	1	80	1.5	120	88	10,560
Subtotal					36,798		49,837		\$2,983,223

RECORDKEEPING REQUIREMENTS

1942.17(q)(1)(iv)	Borrower shall maintain accounting records for 3 years	Written	4,458	1	4,458	0.25	1,115	88	\$98,076
	Quarterly Financial Statements	Written	16	4	64	2	128	88	\$11,264
	Quarterly Report of Re-rent Loans	Written	16	4	64	1	64	88	\$5,632
	Annual Audits	Written	16	1	16	5	80	88	\$7,040
	Financial Strength and Performance Rating	Written	16	1	16	5	80	88	\$7,040
	Certification of 7CFR 3575.42 & 3575.43	Written	80	1	80	0.25	20	88	\$1,760
	Civil Rights Data	Written	16	1	16	1	16	88	\$1,408
	Documentation of providing funds to Persistent Poverty County(ies) and High Poverty Area(s)	Written	16	1	16	1	16	88	\$1,408
Subtotal					4,730		1,519		133,628
Grand Total					73,155		79,512		\$4,926,145.01

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REPORTING REQUIREMENTS - FORMS APPROVED UNDER OTHER OMB NUMBERS									
1942.2(c)(2)	Application for Federal Assistance (For Construction)	SF-424 (4040-0004)							
	RHS		1,205						
	Budget Information - Non Construction Programs	SF-424A (4040-0006)							
	RHS		20						
	Assurances - Non Construction Programs	SF-424B (4040-0007)							
	RHS		20						
	Certification of Non-Lobbying Activities or Disclosure of Lobbying Activities	SF-LLL (4040-0013)							
	RHS		20						
	ACH Vendor/Miscellaneous Payment Enrollment Form	SF-3881 (1530-0069)							
	RHS		20						
	Environmental Policies and Procedures	Written (0575-0197)							
	RHS		1185						