

| 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) |
| REPORTING REQUIREMENT- "NO FORMS" | | | | | | | | | |
| 3560.2(b) | Discrimination complaints | written | 85 | 1 | 85 | 0.50 | 43 | \$7 | \$298 |
| 3560.4 | Compliance w/other Federal reqmnts. | 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), 3560.561,3560.611 | 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), 3560.64 | Cost overruns | written | 275 | 1 | 275 | 0.50 | 138 | \$45 | \$6,188 |
| 3560.64 | 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 |

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|---|---|---------|---------|---|---------|-------|---------|------|-------------|
| 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 |

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|--|---|---------|---------|---|---------|--------|---------|------|-------------|
| 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 |
| 3560.455(a) | COVID-19 Relief Workout Agreement | written | 8,000 | 1 | 8,000 | 0.17 | 1,336 | \$45 | \$60,120 |
| 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 |

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|---|---|---------|-------|---|------------------|-------|----------------|---------|---------------------|
| 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 |
| | Subtotals | | | | 1,480,466 | | 638,824 | | \$12,665,473 |
| REPORTING REQUIREMENTS-FORMS CLEARED UNDER THIS DOCKET | | | | | | | | | |
| 3560.409 | Subordination Agreement | 3560-74 | 95 | 1 | 95 | 2.00 | 190 | \$45.00 | \$8,550 |
| 3560.660 | 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 |

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|--|--|---------------------------|---------|----|---------|------|---------|------|-------------|
| 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) | Applioication 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 |

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|---|--|-----------------|-------|---|----------------|------|----------------|------|---------------------|
| 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 |
| | Subtotals | | | | 751,864 | | 470,098 | | \$10,834,208 |
| 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 |

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|---|--|---------------------------|--------|---|------------------|------|------------------|------|---------------------|
| | | | | | | | | | |
| | Totals | | | | 2,232,330 | | 1,108,921 | | \$23,499,680 |
| RECORDKEEPING REQUIREMENTS | | | | | | | | | |
| 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 |
| | Subtotals | | | | 24,730 | | 6,315 | | 101,040 |
| | Grand total | | | | 2,257,060 | | 1,115,236 | | \$23,600,720 |
| FORMS CLEARED WITH OTHER OMB NUMBERS | | | | | | | | | |
| 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 | | | | | | |