

2020 "Guaranteed Rural Rental Housing Program and Supporting Handbook"									
OMB No. 0575-0174									
	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>									
Para. 1.7.E, 4.3, 4.4	NOFA Response	written	50	1	50	0.75	38	\$37	\$1,388
Para.1.11	Review of Adverse Decisions	written	12	1	12	0.50	6	\$37	\$222
Para. 2.13, Attachment 4-A	Annual GAGAS Audit and Lender Review	written	160	1	160	2.00	320	\$67	\$21,440
Para. 2.14, 4.14 E	Substitution of Lender and Change in Ownership of a Loan	written	30	1	30	0.33	10	\$37	\$366
Para. 2.15	Notification of Using a Broker or Agent	written	25	1	25	0.08	2	\$37	\$74
Para. 2.16	Loan Participation	written	5	1	5	0.08	0	\$37	\$15
Para. 3.4	Lender Narrative	written	50	1	50	0.50	25	\$37	\$925
Para. 3.6	Citizen Status Verification	written	50	1	50	1.00	50	\$37	\$1,850
Para. 3.12	Rural Area Designation	verbal	50	1	50	0.16	8	\$37	\$296
Para. 3.22	Occupancy and Rent Restrictions	written	50	1	50	0.25	13	\$37	\$463
Para. 4.3	Lender Decision Not To Proceed with Processing	written	2	2	4	0.16	1	\$37	\$24
Para. 4.9	Interest Credit Request and Documentation	written	0	1	0	0.00	0	\$37	\$0
Para. 3.10	Adequacy of Initial Operating Capital	written	50	1	50	0.25	13	\$37	\$463
Para. 4.14	Lapse of Commitment	written	4	1	4	0.25	1	\$37	\$37
Para. 4.14 D	Withdrawal of an Application	written	3	1	3	0.16	0	\$37	\$18
Para. 4.15	Response to the Conditional Commitment	written	50	1	50	0.50	25	\$37	\$925
Para. 4.15, Attachment 4-B	Opinion of the Lender's Legal Counsel	written	50	1	50	1.50	75	\$67	\$5,025
Para. 4.16, 7.14	Regulatory Agreement	written	50	1	50	0.50	25	\$67	\$1,675
Para. 5.2	Notification and Attendance of Pre-Construction Conference	written	50	1	50	1.00	50	\$37	\$1,850
Para. 5.9	Construction Contract	written	50	1	50	0.16	8	\$37	\$296
Para.5.6, 5.7, 7.13	Life Cycle Cost Analysis	written	50	1	50	0.16	8	\$37	\$296
Para. 5.10	Notification to Agency of Inspections	written or verbal	50	3	150	0.16	24	\$37	\$888
Para. 5.19	Reduction of Loan Amount & Construction Change Orders	written	10	1	10	0.25	3	\$37	\$93
Para. 5.21	Payment Estimates & Inspection Reports	written	20	8	160	0.16	26	\$37	\$947
Para. 5.21	Final Cost Certification	written	20	1	20	0.50	10	\$37	\$370
Para. 5.22	Certification of Additional Construction Requirements	written	20	1	20	0.33	7	\$37	\$244
Para. 7.9 A	Changes in Ownership Entity	written	5	1	5	0.33	2	\$37	\$61
Para. 7.14 B.	Capital Improvement Plan	written	100	1	100	0.16	16	\$37	\$592
Para. 7.14C.	Annual Fair Housing Reporting Requirements and Other Civil Rights Laws	written	100	1	100	0.75	75	\$37	\$2,775
Para. 7.14 D 2	Preservation of Affordable Housing	written	2	1	2	0.50	1	\$37	\$37
Para. 7.16 A.	Submission of Workout Plan	written	3	1	3	0.25	1	\$37	\$28
Para. 7 D.	Request for Reserve Funds	written	3	3	9	0.25	2	\$37	\$83

Para. 4.8 B1., 8.12 E.	Housing Allowances for Utilities and Other Public Services	Attachment 4-G /written	50	1	50	2.00	100	\$37	\$3,700
3565.153, HB-Para. 3.10	Lender's Analysis & Evidence of Reasonable Loan Risk	written	50	2	100	1.00	100	\$37	\$3,700

3565.156, HB-Para. 3.9	Certification of Legal Eligibility and Responsibility	written	50	2	100	0.25	25	\$67	\$1,675
3565.9(a), HB-Para. 1.12	Intergovernmental Review	written	50	1	50	1.00	50	\$37	\$1,850
3565.104, HB-Para. 2.11, 2.13	Lender Approval Application	written	50	1	50	1.00	50	\$37	\$1,850
3565.105(c), HB-Para. 2.13	Lender Compliance-Notification of Changes in Financial/Operations Status	written	20	1	20	0.25	5	\$37	\$185
3565.351, HB-Para. 3.6	Borrower Compliance Certification	written	50	1	50	0.25	13	\$37	\$463
3565.52(a), HB-Para. 4.18, 5.16	Construction Credit Enhancements	written	20	1	20	0.50	10	\$37	\$370
3565.56(a), HB-Para. 4.21	Voluntary Termination of Guarantee	written	1	1	1	0.25	0	\$37	\$9
3565.303, HB-Para. 4.13	Final Guarantee Certifications	written	50	2	100	0.16	16	\$37	\$592
3565.351(c), HB-Para. 8.13, Attachment 8-B	Tenant protection and grievance procedures	written	150	1	150	0.25	38	\$37	\$1,388
3565.351(d), HB-Para. 7.12	Loan Servicing/Audited Financial Statements	written	150	1	150	0.25	38	\$37	\$1,388
3565.208 (b)	Notice of Loan Prepayment	written	1	1	1	0.16	0	\$37	\$6
3565.403(b), HB-Para. 7.8, 7.15	Special Servicing Plan	written	3	3	9	0.25	2	\$37	\$83
3565.403 (a), HB-Para. 7.12 B.3.	Monthly Delinquent Reports	written	3	12	36	0.25	9	\$37	\$333
3565.453(a), HB-Para. 10.5, 10.6 10.10, 10.11.	Liquidation Plan, Delay of Plan, Amendment to Plan.	written	1	1	1	1.25	1	\$37	\$46
3565.455(a), HB-Para. 10.13	Assignment	written	1	1	0.5	0.50	0	\$37	\$9
3565.457(c), HB-Para. 10.3, 10.4	Lender Notification of Decision to Liquidate and Certification of Collection Efforts	verbal, written	1	1	1	0.16	0	\$37	\$6
3565.458, HB-Para. 10.8	Withdrawal of Claim	written	1	1	1	0.25	0	\$37	\$9
3565.405(a), HB-	Demand for Repurchase	written	5	1	5	0.50	3	\$37	\$93
3565.405(b), HB-	Determination of Payment to Holder	written	5	1	5	0.50	3	\$37	\$93
3565.355, HB-Para. 7.9	Transfer and Assumptions	written	1	1	1	1.00	1	\$37	\$37
3565.255, HB-Para. 4.8 B.1	Environmental Report	Written	50	1	50	6.00	300	\$37	\$11,100
	<b>Subtotals</b>		<b>1,937</b>	<b>83</b>	<b>2,374</b>	<b>32</b>	<b>1,605</b>		<b>\$72,748</b>
<b>REPORTING REQUIREMENTS-FORMS CLEARED UNDER THIS DOCKET</b>									
3565.456, HB-Para. 10.7, 10.17, 10.22	Guaranteed Loan Report of Loss	449-30	5	1	5	25.00	125	\$37	\$4,625
Para. 8.12 B.	Tenant Certification	3560-8	50	1	50	0.50	25	\$37	\$925
Para. 4.8	Identity of Interest Disclosure/Qualification Certificate	3560-31	50	1	50	1.00	50	\$37	\$1,850
Para. 11.7 A.	Notice of Special Flood Hazards, Flood Insurance Purchase Requirements, and Availability of Federal Disaster Relief Assistance	3550-6	50	1	50	0.08	4	\$37	\$155



FORMS CLEARED WITH OTHER OMB NUMBERS									
Para. 4.8, 8.4 B., 4.11 E.	Affirmative Fair Housing Marketing Plan	HUD 935.2	(2529-0013)						
Para. 4.8	Management Entity Profile	HUD 9832	(2502-0305)						
Para. 11.7	Standard Flood Hazard Determination	FEMA 086- 0-32	(1660-0040)						









Cost to Federal Government

Position	No. of People	Grade (based on the 2019 GS Scale)
National Office Loan Specialist	6.00	GS 13
National Office Loan Specialist	2.00	GS 12
National Office Manager	1.00	GS 15
National Office Average Salary	9.00	
Servicing Loan Specialist	141.00	2.20
Additional Costs – benefits		
TOTAL		

Cost to Federal Government

Salary	Time	Cost
115000.00	0.10	
77000.00		
165000.00		
119000.00	0.10	\$107,100.00
75377.00	0.10	\$1,062,815.70
	36.25%	\$424,094.44
		\$1,594,010.14
	\$577,828.68	