		2020 "Gi	uaranteed Rural Re	ntal Housing Program		dbook"			
				OMB No. 0575-0174	Total Annual	Estimated	Estimated	Wage	Cost to the
	Title	Form No.	Estimated	Reports Filed	Responses	Number of	Total	class	Public
Sec./Paragraph		(if any)	no. of	Annually	(D)x(E)	Man Hours	Man Hours	\$/HR	(H)x(l)
			Respondents			per Response	(F)x(G)		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(1)	(J)
	JIREMENT- "NO FORMS"	(-)	(-7	(-/		(-)	(-7	(-)	(-)
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
	Substitution of Lender and Change in	written	20	1	20	0.22	10	¢07	¢266
	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 ¢27	\$74
Para. 2.16	Loan Participation	written	5 50	1	5 50	0.08	0 25	\$37 \$37	\$15 \$925
Para. 3.4	Lender Narrative	written		1	l				
Para. 3.6	Citizen Status Verification	written	50	1	50	1.00	50	\$37	\$1,850
	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
Dava 4.2	Lender Decision Not To Proceed with		2	0		0.10	1	¢07	# 24
Para. 4.3	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	10	\$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
	Notification and Attendance of Pre-								
Para. 5.2	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
Dara 5.6. 5.7. 7.13	Life Cycle Cost Analysis	written	50	1	50	0.16	8	\$37	\$296
1 414.5.0, 5.7, 7.15			50		50	0.10	0	ψ31	Ψ230
Para. 5.10	Notification to Agency of Inspections	written or verbal	50	3	150	0.16	24	\$37	\$888
	Reduction of Loan Amount & Construction								
Para. 5.19	Change Orders	written	10	1	10	0.25	3	\$37	\$93
	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
	Certification of Additional Construction		20	4	20	0.00	-	#07	#044
Para. 5.22 Para. 7.9 A	Requirements Changes in Ownership Entity	written	20 5	1	20 5	0.33	7	\$37 \$37	\$244 \$61
raid. 1.9 A		written	3	1	3	0.33	4	Φ3 <i>1</i>	ΤΟΦ
Para. 7.14 B.	Capital Improvement Plan	written	100	1	100	0.16	16	\$37	\$592
	Annual Fair Housing Reporting Requirements and Other Civil Rights Laws	writtop	100	1	100	0.75	75	¢27	¢0 775
Para. 7.14C. Para. 7.14 D 2	Preservation of Affordable Housing	written	100 2	1	100 2	0.75	75 1	\$37 \$37	\$2,775 \$37
Para. 7.14 D 2 Para. 7.16 A.	Submission of Workout Plan	written written	3	1	3	0.50	1	\$37	\$28
a.u. 1.10 A.		whiten	3	3	9	0.25	-	Ψ J 1	ΨΖΟ

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
	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 3565.105(c), HB- Para. 2.13	Lender Approval Application Lender Compliance-Notification of Changes in Financial/Operations Status	written	20	1	50 20	1.00 0.25	50 5	\$37 \$37	\$1,850 \$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
	Subtotals		1,937	83	2,374	32	1,605		\$72,748
REPORTING REQ	VIREMENTS-FORMS CLEARED UNDER THI	DOCKET							
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
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	Totals		160		2934		2079		\$90,274
	Subtotals		560	18	560	36	474		\$17,526
3565.255, HB - Para. 7.14 A.	MFH Physical Inspection	3560-1	5	1	5	1.00	5	\$37	\$185
3565.405 (b), HB- Para. 12.2	Assignment Guarantee Agreement	3565-5	50	1	50	0.50	25	\$37	\$925
3565.351 (d)(2)(ii), 3565.402 (c), HB- Para. 7.12 B.3.	Guaranteed Loan Borrower Default Status	1980-44	5	1	5	0.33	2	\$37	\$61
3565.351 (d)(2)(ii), HB- Para. 7.12 B.2.	Guaranteed Loan Status Report	1980-41	30	1	30	0.33	10	\$37	\$366
3565.53, HB- Para. 10.23	Lender's Guaranteed Loan Payment to USDA	1980-43	30	1	30	0.50	15	\$37	\$555
HB - 4.9, 4.17	Guaranteed Loan Closing Report	1980-19	30	1	30	1.00	30	\$37	\$1,110
HB - Para. 4.9 D	Request Interest Assistance/Interest Rate Buydown/Subsidy Payment to Guaranteed Loan Lender	1980-24	30	1	30	0.50	15	\$37	\$555
Para. 8.8	Previous Participation Certification	1944-37	30	1	30	1.00	30	\$37	\$1,110
Para. 5.7 Para. 4.8 B.2.	Plan Certification Estimate and Certificate of Actual Cost	1924-25 1924-13	30 30	1	30 30	0.17 2.00	5 60	\$37 \$37	\$185 \$2,220
A.3.	Applicant Certification, Federal Collection Polices or Commercial Debts	1910-11	5	1	5	0.08	0	\$37	\$16
3565.105, HB- Para. 4.14 E	Lender's Agreement	3565-3	30	1	30	0.75	23	\$37	\$833
3565.303(b), HB- Para. 4.13 - 4.14	Conditional Commitment	3565-2	50	1	50	0.25	13	\$37	\$463
3565.304, HB- Para. 4.8 B1	Application for Loan and Guarantee	3565-1	50	1	50	0.75	38	\$37	\$1,388

FORMS CLEARED	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)			

Department of Labor Statistics

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Department of Labor Statistics

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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		

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	