

<b>Primary Handbook Reference (Chapter)</b>	<b>Title</b>	<b>RD Form No.</b>	<b>Estimated No. of Respondents</b>	<b>Reports Filed Annually</b>
HB-1-3550, Chapter 5	Equal Opportunity Agreement	400-1	2,900	1
HB-1-3550, Chapter 5	Compliance Statement	400-6	2,900	1
HB-1-3550, Chapter 3	Application for Rural Assistance (NonFarm Tract) Uniform Residential Loan Application	410-4	26,000	1
HB-1-3550, Chapter 4	Application Reference Letter	410-8	5,200	1
HB-1-3550, Chapter 13; HB-2-3550, Chapter 2	Application for Partial Release, Subordination, or Consent	465-1	4,700	1
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Request for Verification of Employment	1910-5	3,000	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Development Plan	1924-1	480	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Description of Materials	1924-2	2,200	1
HB-1-3550, Chapter 5	Documentation of Construction Complaint/Request for Compensation for Construction Defects	1924-4	20	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Construction Contract	1924-6	3,200	1
HB-1-3550, Chapter 5	Contract Change Order	1924-7	640	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Certificate of Contractor's Release	1924-9	3,200	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Release by Claimants	1924-10	3,200	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Builder's Warranty	1924-19	3,200	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Plan Certification	1924-25	2,200	1
HB-1-3550, Chapter 8	Affidavit Regarding Work of Improvement	1927-5	2,200	1
HB-1-3550, Chapter 8	Agreement with Prior Lienholder	1927-8	280	1
HB-1-3550, Chapter 8	Preliminary Title Opinion	1927-9	280	1
HB-1-3550, Chapter 8	Final Title Opinion	1927-10	280	1
HB-1-3550, Chapter 8	Certification of Attorney	1927-19	10	1
HB-1-3550, Chapter 8	Certification of Title Insurance	1927-20	180	1
HB-1-3550, Chapter 8	Promissory Note	1940-16	9,800	1

HB-1-3550, Chapter 3	Truth in Lending Statement	1940-41	3,000	1
HB-1-3550, Chapter 8	Notice of Right to Cancel	1940-43	37	1
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Certification of Disability or Handicap	1944-4	350	1
HB-1-3550, Chapter 9	Rural Development Manufactured Housing Dealer-Contractor Application	1944-5	50	1
HB-1-3550, Chapter 6; HB-2-3550, Chapter 4	Payment Assistance/Deferred Mortgage Assistance Agreement or Interest Credit/Deferred Payment Computation	1944-14/1944-6/1944-A6 and 1944-B6	67,500	1
HB-1-3550, Chapter 9	Application for Conditional Commitment	1944-36	280	1
HB-1-3550, Chapter 4	Landlord's Verification	1944-60	7,800	1
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Request for Verification of Deposit	1944-62	3,000	1
HB-1-3550, Chapter 13; HB-2-3550, Chapter 6	Offer to Convey Security	1955-1	40	1
HB-1-3550, Chapter 16	Open Real Property Master Listing Agreement	1955-42	30	1
HB-1-3550, Chapter 16	Standard Sales Contract - Sale of Real Property by the United States	1955-45	90	1
HB-1-3550, Chapter 16	Invitation, Bid, and Acceptance-Sale of Real Property by the United States	1955-46	750	1
HB-1-3550, Chapter 3; HB-2-3550 Chapter 4	Authorization to Release Information	3550-1	70,000	1
HB-1-3550, Chapter 4	Request for Verification of Gift/Gift Letter	3550-2	3,000	1
HB-1-3550, Chapter 4	Employment and Asset Certification/Employment Certification	3550-4	26,000	1
HB-1-3550, Chapter 7	Notice of Special Flood Hazard, Flood Insurance Purchase Requirements, and Availability of Federal Disaster Relief Assistance	3550-6	1,500	1
HB-1-3550, Chapter 8	Funding Commitment and Notification of Loan Closing	3550-7	9,800	1
HB-1-3550, Chapter 7	Initial Escrow Account Disclosure Statement	3550-9	8,300	1
HB-1-3550, Chapter 9	Condominium Rider	3550-10	40	1

HB-1-3550, Chapter 10	Planned Unit Development Rider	3550-11	40	1
HB-1-3550, Chapter 8; HB-2-3550, Chapter 4	Subsidy Repayment Agreement	3550-12	20,100	1
HB-1-3550, Chapter 8	Real Estate Mortgage or Deed of Trust	3550-14 (State)	6,900	1
HB-1-3550, Chapter 7	Tax Information	3550-15	6,700	1
HB-1-3550, Chapter 13; HB-2-3550, Chapter 7	Reamortization Agreement	3550-18	15,000	1
HB-1-3550, Chapter 13; HB-2-3550, Chapter 7	Application for Settlement of Indebtedness	3550-20	2,000	1
HB-2-3550, Chapter 4	Payment Subsidy Renewal Certification	3550-21	80,000	1
HB-1-3550, Chapter 8; HB-2-3550, Chapter 2	Assumption Agreement-Single Family Housing	3550-22	470	1
HB-1-3550, Chapter 4	Applicant Orientation Guide	3550-23	9,200	1
HB-1-3550, Chapter 12	Grant Agreement	3550-24	4,400	1
HB-1-3550, Chapter 8	Loan Closing Instructions and Loan Closing Statement	3550-25	6,900	1
HB-1-3550, Chapter 8	Document Errors and Omissions Agreement	3550-29	11,910	1
HB-1-3550, Chapter 6	Verification of Debt Proposed for Refinancing	3550-30	60	1
HB-1-3550, Chapter 6	Option to Purchase Real Property	3550-34	425	1
<b>Section 504</b>	<b>Home Repair Loan and Grant Program Intake Form</b>	<b>3550-XX</b>	9,700	1
				<b>RD FORMS TOTAL:</b>
				<b>NON-FORMS TOTAL:</b>
				<b>OVERALL:</b>

Total Annual Responses	Estimated No. of Hours per Response	Estimated Total Hours	Wage Class (per hour)	Cost to the Public
2,900	0.167	484	\$ 15	\$ 7,265
2,900	0.167	484	\$ 30	\$ 14,529
26,000	1.500	39,000	\$ 15	\$ 585,000
5,200	0.100	520	\$ 23	\$ 11,960
4,700	1.000	4,700	\$ 15	\$ 70,500
3,000	0.250	750	\$ 23	\$ 17,250
480	0.250	120	\$ 15	\$ 1,800
2,200	0.250	550	\$ 30	\$ 16,500
20	2.000	40	\$ 15	\$ 600
3,200	0.250	800	\$ 23	\$ 18,400
640	0.250	160	\$ 23	\$ 3,680
3,200	0.250	800	\$ 23	\$ 18,400
3,200	0.500	1,600	\$ 30	\$ 48,000
3,200	0.250	800	\$ 23	\$ 18,400
2,200	0.167	367	\$ 30	\$ 11,022
2,200	0.167	367	\$ 30	\$ 11,022
280	0.083	23	\$ 30	\$ 697
280	1.500	420	\$ 30	\$ 12,600
280	0.333	93	\$ 30	\$ 2,797
10	0.167	2	\$ 30	\$ 50
180	0.167	30	\$ 30	\$ 902
9,800	0.250	2,450	\$ 15	\$ 36,750

3,000	0.083	249	\$ 10	\$ 2,490
37	0.083	3	\$ 10	\$ 31
350	0.250	88	\$ 51	\$ 4,463
50	0.500	25	\$ 30	\$ 750
67,500	0.333	22,478	\$ 18	\$ 404,595
280	0.500	140	\$ 30	\$ 4,200
7,800	0.083	647	\$ 23	\$ 14,890
3,000	1.500	4,500	\$ 23	\$ 103,500
40	0.250	10	\$ 15	\$ 150
30	0.500	15	\$ 30	\$ 450
90	0.500	45	\$ 30	\$ 1,350
750	0.500	375	\$ 30	\$ 11,250
70,000	0.083	5,810	\$ 15	\$ 87,150
3,000	0.083	249	\$ 30	\$ 7,470
26,000	0.083	2,158	\$ 15	\$ 32,370
1,500	0.083	125	\$ 15	\$ 1,868
9,800	0.083	813	\$ 15	\$ 12,201
8,300	0.083	689	\$ 15	\$ 10,334
40	0.083	3	\$ 18	\$ 60

40	0.083	3	\$ 18	\$ 60
20,100	0.083	1,668	\$ 18	\$ 30,029
6,900	0.250	1,725	\$ 15	\$ 25,875
6,700	0.250	1,675	\$ 30	\$ 50,250
15,000	0.250	3,750	\$ 18	\$ 67,500
2,000	0.250	500	\$ 18	\$ 9,000
80,000	0.500	40,000	\$ 18	\$ 720,000
470	0.083	39	\$ 18	\$ 702
9,200	0.500	4,600	\$ 15	\$ 69,000
4,400	0.083	365	\$ 8	\$ 2,922
6,900	0.167	1,152	\$ 30	\$ 34,569
11,910	0.167	1,989	\$ 15	\$ 29,835
60	0.200	12	\$ 23	\$ 276
425	0.083	35	\$ 18	\$ 635
9,700	0.500	4,850	\$ 10	\$ 48,500
451,442		155,348		\$ 2,696,846
195,735		154,849		\$ 3,469,101
647,177		310,496		\$ 6,165,947
(SUM)		(SUM)		(SUM)

**JR notes - will remove after management review**

**Servicing  
Center's  
numbers**

Unless highlighted in green with a note or a form also used by the Servicing Center, then the respondents were reduced by 8% (which is the change in overall obligations since 2017. Figures were rounded: if greater 1000 to nearest 100, or less than 1000 rounded to nearest 10.

**121**

Was 15000 - reduced to 3000 since VOE's should be needed in limited situations.

10

0

0

Wage figure is the average wage of contractor and applicant  
Wage figure is the average wage of contractor and applicant

2000

Changed wage class to the average, since Borrower's signature added in 2019

2000

2000

2000

1800

used 8% reduced figure - actual obligations for Program Type code: 1029, 1032, 1031 = 75

left at 10 - did not reduce by 8%, since 10 seems like a base minimum amount

reduced 1/2 - was 480 but can now use disability benefit statement. Servicing Center responded with 480 - so increased to 350 to account in DLOB reduction 480

67500

was 15000 - reduced to 7800 - about 50% of 502

was 5000 - reduced to 3000 since bank statements are preferred method 0

0

B, co B and hh members - good for life of loan but B's often asked to update in servicing. (CSC responded with 70000. 2017 - 50000) 70000

all 502/504 - matches 410-4 number

Reduced respondent - was 2200- now only require when substantial improvement (previously required for 504 loan greater than \$5000)

all 502 only. For servicing the only time the borrower to sign is if not previously signed. Servicing center's number seems high but logical to see increase if B. going onto subsidy due to COVID. 13500

Servicing number of respondents due to COVID. Was 4800 in 2017. 15000

Servicing number of respondents less. Was 4000 in 2017. 2000

80000

470

Added - See Supporting Document. No OMB number

Added - See Supporting Document. No OMB number

596,974



Primary Handbook Reference (Chapter)	Title	Form No.	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses
HB-1-3550, Chapter 3	Attachment 3-J, checklist of items to accompany the application	Document	16,300	1	16,300
HB-1-3550, Chapter 3	Certificate of homeownership education	Document	6,900	1	6,900
HB-1-3550, Chapter 3	Certified packaging process: application to be an intermediary	Document	10	1	10
HB-1-3550, Chapter 3	Certified packaging process: intermediary's annual report on certified packaging bodies funneling through them	Report	20	1	20
HB-1-3550, Chapter 3	Certified packaging process: items needed over and above Attachment 3-J	Document	5,030	1	5,030
HB-1-3550, Chapter 3	Certified packaging process: disclosure letter	Document	5,030	1	5,030
HB-1-3550, Chapter 3	Notification of continued interest	Written	3,700	1	3,700
HB-1-3550, Chapter 3	Withdrawal request	Oral/Written	2,600	1	2,600
HB-1-3550, Chapter 4	Do Not Pay (DNP) - applicant response to delinquent Federal debt	Document	1,300	1	1,300
HB-1-3550, Chapter 4	Evidence of citizenship	Document	230	1	230
HB-1-3550, Chapter 4	Request for copy of tri-merge credit report	Written	1,800	1	1,800
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Oral verification of employment	Oral	5,000	1	5,000
HB-1-3550, Chapter 5; HB-2-3550, Chapter 2	Appraisal	Report	17,000	1	17,000
HB-1-3550, Chapter 5	Whole house inspection	Report	6,850	1	6,850
HB-1-3550, Chapter 6	Documentation on the construction quality of a new dwelling	Document	1,800	1	1,800
HB-1-3550, Chapter 8	Title insurance binder	Document	6,850	1	6,850
HB-1-3550, Chapter 8	Title insurance policy	Document	6,850	1	6,850
HB-1-3550, Chapter 8; HB-1-3550, Chapter 3	Furnish documentation of hazard and flood insurance	Document	17,000	1	17,000

HB-1-3550, Chapter 9	List of items to accompany a manufactured dealer-contractor application	Document	50	1	50
HB-1-3550, Chapter 9	Check of references for a manufactured dealer-contractor application	Oral	100	1	100
HB-1-3550, Chapter 9	Manufacturer's certificate of origin	Document	70	1	70
HB-1-3550, Chapter 9	Conditional commitment change in price, plans, and/or specifications	Written	40	1	40
HB-1-3550, Chapter 10	Loan commitment from the leveraged lender	Written	75	1	75
HB-1-3550, Chapter 10	Required documentation from a leveraging source	Document	740	1	740
HB-1-3550, Chapter 12	Attachment 12-E, checklist of items to accompany the application	Document	9,700	1	9,700
HB-1-3550, Chapter 12	Attachment 12-F, Pre-Construction Conference	Document	2,900	1	2,900
HB-1-3550, Chapter 13; HB-2-3550, Chapter 7	Missing borrower / determination of property abandonment	Oral/Written	0	1	0
HB-1-3550, Chapter 16	Release of DSS restrictions	Document	300	1	300
HB-2-3550, Chapter 2	Refinancing review	Document	3,500	1	3,500
HB-2-3550, Chapter 2	Documentation of inability to refinance	Document	130	1	130
HB-2-3550, Chapter 2	Request to waive late or other fees	Oral/Written	3,360	1	3,360
HB-2-3550, Chapter 2	Final payoff request	Oral/Document	41,680	1	41,680
HB-2-3350, Chapter 3	Notification of insurance claim proceeds	Oral/Written	3,500	1	3,500
HB-2-3550, Chapter 5	Request for special servicing - delinquency workout agreements and moratoriums	Document	20,000	1	20,000
HB-2-3550, Chapter 6	Offer to pay following an acceleration or a request for an extension	Document	3,200	1	3,200
HB-2-3550, Chapter 7	Borrower's offer to repay	Written	40	1	40
HB-2-3550, Chapter 7	Borrower's request for a review regarding administrative offset	Written	0	1	0
HB-2-3550, Chapter 7	Borrower's request for records	Written	80	1	80
HB-2-3550, Chapter 7	Borrower's written agreement for a different repayment schedule	Written	0	1	0

HB-2-3550, Chapter 7	Borrower's request to review IRS offset referral	Written	2,000	1	2,000
HB-2-3550, Chapter 7	Collection efforts	Document	0	1	0
HB-2-3550, Chapter 7	Delinquent adjustment agreements	Document	0	1	0

Estimated No. of Hours per Response	Estimated Total Hours	Wage Class (per hour)	Cost to the Public
1.000	16,300	\$ 18	\$ 293,400
5.000	34,500	\$ 18	\$ 621,000
1.500	15	\$ 30	\$ 450
1.000	20	\$ 30	\$ 600
1.500	7,545	\$ 30	\$ 226,350
0.083	419	\$ 18	\$ 7,542
0.083	308	\$ 15	\$ 4,623
0.083	217	\$ 15	\$ 3,249
0.500	650	\$ 15	\$ 9,750
0.083	19	\$ 15	\$ 287
0.083	150	\$ 15	\$ 2,249
0.083	417	\$ 23	\$ 9,580
2.000	34,000	\$ 30	\$ 1,020,000
2.000	13,700	\$ 30	\$ 411,000
0.500	900	\$ 18	\$ 16,200
1.500	10,275	\$ 30	\$ 308,250
0.333	2,281	\$ 30	\$ 68,432
0.083	1,416	\$ 15	\$ 21,242

0.250	13	\$ 30	\$ 375
0.083	8	\$ 23	\$ 191
0.250	18	\$ 23	\$ 403
0.083	3	\$ 30	\$ 100
0.250	19	\$ 30	\$ 563
0.250	185	\$ 30	\$ 5,550
1.000	9,700	\$ 10	\$ 97,000
0.250	725	\$ 23	\$ 16,675
0.250	-	\$ 23	\$ -
0.083	25	\$ 18	\$ 450
0.750	2,625	\$ 18	\$ 47,250
1.000	130	\$ 18	\$ 2,340
0.083	280	\$ 15	\$ 4,198
0.083	3,472	\$ 15	\$ 52,079
0.250	875	\$ 15	\$ 13,125
0.500	10,000	\$ 15	\$ 150,000
0.500	1,600	\$ 15	\$ 24,000
0.500	20	\$ 15	\$ 300
0.500	-	\$ 15	\$ -
0.250	20	\$ 15	\$ 300
0.500	-	\$ 15	\$ -

1.000	2,000	\$ 15	\$ 30,000
0.083	-	\$ 15	\$ -
0.250	-	\$ 15	\$ -

**Servicing  
Center's  
numbers**

**JR notes - will remove after management review**

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left

left - 15 intermediaries

electronic apps recvd 5031 per partnership performance report.

electronic apps recvd 5031 per partnership performance report.

was 25000 - reduced to 5000 100

total closed loans 11910 (6848 - 502) 17000  
was 4600 - increased to total 502 closed loans.

purchase new total dwelling type - 1761

reduced due to change to Chapter 7 flood insurance requirement. Was 20000

75 leveraged loans in 2020

26000 less 16300 (3-J number)

Added - was not included in last review.

0

3500

130

3360

Higher with COVID?

41676

3500

20000

Higher with COVID?

3200

40

0

80

0

2000

0  
0

<b>Primary Handbook Reference (Chapter)</b>	<b>Title</b>	<b>Form No.</b>	<b>Estimated No. of Respondents</b>	<b>Reports Filed Annually</b>	<b>Total Annual Responses</b>
HB-1-3550	Affirmative Fair Housing Marketing Plan	HUD 935-2B	300	1	300
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Request for Transcript of Tax Return	IRS 4506-T	5,000	1	5,000

Estimated No. of Hours per Response	Estimated Total Hours	Wage Class (per hour)	Cost to the Public
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JR notes - will remove after management review

Servicing Center's numbers

2.000            600 \$    30 \$ 1,200

0.250            1,250 \$    15 \$ 313  
 lower amount to match oral VOE - 'only needed IF additional info needed' Was 30,000.

2000