

New Regulation	Title	Form No.	OMB Number	No. of Respondents	Annual Reports	Annual Responses	Manhrs /response	Burden Hrs.	\$/hr
REPORTING REQUIRMENTS APPROVED IN THIS DOCKET									
NOSA	MPR Application	written		150	1	150	1	150	\$30
NOSA	Credit Report	written		150	1	150	0.5	75	\$28
NOSA	Proof of SAM Registration	written		150	1	150	0.25	38	\$28
NOSA	MPR Conditional Commitment	written		150	1	150	1	150	\$30
NOSA	Debt Deferral Agreement	written		150	1	150	1	150	\$30
NOSA	Restrictive Use Covenant	written		150	1	150	2	300	\$102
NOSA	Restrictive Use Subordination Agreement	written		50	1	50	2	100	\$102
NOSA	Form of Legal Opinion for Multi-Family Housing Preservation and Revitalization Restructuring Program	written		150	1	150	1	150	\$102
NOSA	MPR Grant Agreement	written		10	1	10	1	10	\$28
NOSA	MPR Loan and Grant Resolution (nonprofit corporation)	written		10	1	10	1	10	\$28
NOSA	Restructuring Conditional Commitment	written		150	1	150	1	150	\$30
NOSA	Addendum to Debt Deferral Agreement	written		50	1	50	1	50	\$30
3560.2 (b), (c)	Discrimination complaints	written		10	1	10	0.5	5	\$28
3560.4	Compliance w/other Federal requirements	written		50	1	50	1	50	\$28
3560.8	Exception requests	written		50	1	50	0.5	25	\$28
3560.56 (d)(2)	Market feasibility/documentation	written		28	1	50	5	250	\$28
3560.56 (f), 3560.615	Notification of other assistance	written		50	1	50	0.2	10	\$28
3560.62 (a), 3560.561	Written contract for legal services	written		50	1	50	0.5	25	\$28
3560.62 (d)&(e) 3560.105, 3560.561, 3560.611	Property, liability, fidelity insurance and surety bonding	written		50	1	50	0.5	25	\$28
3560.63 (f)	Cost overruns	written		50	1	50	0.5	25	\$28
3560.64, 3560.304	Adequacy of Initial Operating Capital	written		20	1	20	0.5	10	\$28
3560.65, 3560.578	Establish reserve account	written		20	1	20	0.5	10	\$28
3560.72(a)(4), 3560.570, 3560.571, 3560.620	Evidence that funds from other sources are available	written		50	1	50	0.5	25	\$28
3560.72(a)(7), 3560.571, 3560.621	Architect's statement certifying substantial completion	written		50	1	50	0.2	10	\$28
3560.72(a)(1), 3560.571, 3560.621	Evidence that Agency-approved accounting system is in place	written		50	1	50	0.2	10	\$28
3560.73, 3560.406(h)(1), 3560.572	Subsequent loan requirements	written		100	1	100	10	1,000	\$28
3560.102(b), 3560.102(c), 3560.102(j), 3560.618, 3560.623, 3560.627, 3560.568	Management Plan	written		50	1	50	10	500	\$28

3560.102(c)(1), (d)(1), 3560.102 (c) (3) & (4)	Revisions to management plan	written		350	1	350	2	700	\$28
3560.102(e), 3560.102(e) (1)	Written request for Agency approval of management entity	written		50	1	50	0.2	10	\$28
3560.102(h)	Management agreement	written		50	1	50	2	100	\$28
3560.103(c)(2)	Capital needs assessment	written		150	1	150	24	3,600	\$28
3560.208	Eviction of tenants who do not recertify	written		20	1	20	1	20	\$28
3560.152(d)	Request to rent to ineligible	written		25	1	25	0.5	13	\$28
3560.154(a),(b)	Tenant application forms	written		150	1	150	0.5	75	\$28
3560.152(e)(1)(ii)	Authorization for information verification	written		150	1	150	0.2	30	\$28
3560.154(f)	Waiting lists	written		150	1	150	0.2	30	\$28
3560.154(h)	Notification to ineligible applicants/ rejections	written		100	1	100	0.2	20	\$28
3560.156	Lease/Lease modifications	written		20	1	20	1	20	\$28
3560.157	Occupancy rules	written		20	1	20	1	20	\$28
3560.159(a)	Notice of lease violation	written		50	1	50	0.2	10	\$28
3560.159(b)	Occupancy termination notice	written		50	1	50	0.2	10	\$28
3560.160	Tenant protection and grievance procedures	written		10	1	10	0.2	2	\$28
3560.160(e)	Notification to tenant of adverse action	written		10	1	10	0.2	2	\$28
3560.160(f)(1)	Grievance or response to adverse action	written		10	1	10	0.5	5	\$28
3560.160(f)(3)	Summary & submission of problem	written		10	1	10	0.5	5	\$28
3560.160(g)(6), 3560.208(a)	Escrow for tenant payments	written		100	1	100	0.2	20	\$28
3560.202(e)	Certification that funds from other sources to reduce rents will not be paid from agency funds	written		50	1	50	0.20	10	\$28
3560.205, 3560.303(d) (3), 3560.628, 3560.575	Request for rent changes	written		150	1	150	1	150	\$28
3560.205 (d)	Summary of tenant comments	written		150	1	150	0.5	75	\$28
3560.257(a)(2)	Documentation that there are no very low- income households, or that occupancy by low-income households is limited	written		20	1	20	0.25	5	\$28
3560.260	Rental subsidies from non-Agency sources	written		50	1	50	0.5	25	\$28

3560.302(d)(1), 3560.578	CPA certification of separate accountability	written		50	1	50	0.25	13	\$28
3560.304(c), 3560.578	Withdrawal of initial 2 percent	written		10	1	10	1	10	\$28
3560.306, 3560.578	Maintain Reserve Funds Accounts	written		40	1	40	0.5	20	\$28
3560.309	Request for approval of advancement of owner's funds	written		100	1	100	0.5	50	\$28
3560.307	Reports	written		80	1	80	3.5	280	\$28
3560.354	Response to Agency notification of deficiencies or violations	written		150	1	150	1	150	\$28
3560.404, 3560.579	Request for payoff	written		33	1	33	0.25	8	\$28
3560.405, 3560.406(c)	Documentation of organizational structure/Changes in Ownership Entity/Agency approval for ownership changes or sales	written		33	1	33	2.5	83	\$28
3560.406(d)(7)	Signed agreement listing all known repairs	written		100	1	100	1	100	\$28
3560.406(d)(12)	Financial reports for transferee/buyer	written		100	1	100	0.25	25	\$28
3560.406(d)(13)	No liens, judgments	written		150	1	150	0.25	38	\$28
3560.406(f)	Certification that equity payments to borrower will not be paid from project funds (identify sources)	written		15	1	15	0.25	4	\$28
3560.406(g)	Applicable restrictive use agreement to be executed by transferee/borrower	written		150	1	150	0.25	38	\$28
3560.409, 3560.579	Written consent for subordinations and junior liens	written		33	1	33	2	66	\$28
3560.409(d)(2)	Filing of financing statement, loan document or contract and security agreement	written		50	1	50	1	50	\$28
3560.453, 3560.579	Workout agreements/revised agreements	written		100	1	100	2	200	\$28
3560.210, 3560.579	Special Servicing Rents	written		10	1	10	1.5	15	\$28
3560.454(e)	Termination of management	written		15	1	15	2	30	\$28
3560.456(e), 3560.579	Bill of sale itemizing chattel property	written		100	1	100	0.25	25	\$28
3560.458(c), 3560.579	Letters of credit for additional security	written		10	1	10	4	40	\$28
3560.459	Special borrower circumstances	written		50	1	50	1	50	\$28
3560.606	Certification that farm workers are involved in applicant's agricultural operations	written		5	1	5	0.25	1	\$28
3560.605(a)(1)	Certification that operations will be conducted in a nonprofit manner	written		30	1	30	0.25	8	\$28
3560.610(d),(e)	Additional security for loans	written		5	1	5	2	10	\$28
3560.653	Prepayment Request	written		25	1	25	3	75	\$28
3560.654(a)	Posting prepayment notices	written		25	1	25	2	50	\$28
3560.159(c), 3560.660(b)	Tenants may request LOPE	written		25	1	25	0.25	6	\$28

3560.656(g)	Borrower must accept or reject incentive offer	written		15	1	15	1	15	\$28
3560.659(a), 3560.752, 3560.753	Appraisal reports	written		15	1	15	18	270	\$28
3560.659(b)	Borrower may offer to sell to nonprofit	written		15	1	15	2	30	\$28
3560.653, 3560.659(b)(3)	Provide interested entities with information regarding project and provide additional materials requested by interested parties	written		300	1	300	1	300	\$28
3560.663(c)	Document compliance with restrictive use provisions	written		5	1	5	1	5	\$28
3560.703, 3560.704, 3560.708, 3560.709(b), (c)	Notification of unauthorized assistance	written		30	1	30	0.5	15	\$28
3560.707(b)	Corrective actions by tenants or borrowers	written		30	1	30	2	60	\$28
3560.705(c)	Submit proposed tenant repayment arrangements	written		30	1	30	0.25	8	\$28
3560.3	Environmental Report	written		50	1	50	8	400	\$30
3560.705	Recapture of unauthorized assistance	written		30	1	30	0.5	15	\$28
	Subtotal					5,929		10,830	
REPORTING REQUIREMENTS - FORM BURDEN APPROVED UNDER OTHER OMB CONTROL NOS									
3560.56	Option to Purchase Real Property	440-34		100	1	100	0.5	50	\$30
3560.407(b)(5) , 3560.408, 3560.578	Application for Partial Release, Subordination or Consent	3560-1		100	1	100	0.5	50	\$30
3560.202; 3560.205, 3560.303, 3560.309(a)	Multiple Family Housing Project Budget/Utility Allowance (proposed, annual)	3560-7		150	2	300	3	900	\$30
3560.309(b),3560.309, 3560.630	Multiple Family Housing Project Budget/Utility Allowance (monthly/quarterly)	3560-7		25	4	100	2	200	\$30
3560.6 (b), 3560.152 (e), 3560.575 (c) (4)	Tenant certification and annual recertification	3560-8		150	1	150	0.5	75	\$30
3560.67 (b)	MFH Interest Credit and Rental Assistance Agreement	3560-9		150	1	150	0.25	38	\$30
3560.308 (a)	MFH Borrower Balance Sheet	3560-10		150	1	150	2	300	\$30
3560.306(g)	Request for Authorization to Withdraw Reserve Funds	3560-12		150	1	150	0.5	75	\$30
3560.102 (j)	Multifamily Project Owner's/Management Agent's Management Certification	3560-13		50	1	50	0.5	25	\$30
3560.455 (b)	Reamortization Request	3560-15		50	1	50	0.5	25	\$30
3560.406	MFH Transfer and Assumption Review and Recommendation	3560-20		100	1	100	1	100	\$30

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3560.455 (c)	Offer to Convey Security	3560-22		2	1	2	0.5	1	\$30
3560.56 (a)(3), 3560.255, 3560.255, 3560.574 (c)	Request for Rental Assistance/Operating Assistance	3560-25		1	1	1	0.25	0	\$30
3560.258, 3560.260(d)	Rental Assistance Agreement	3560-27		50	1	50	0.33	17	\$30
3560.574	Operating Assistance Agreement	3560-27A		1	1	1	0.25	0	\$30
3560.256	Notice of Payment Due Report	3560-29		50	1	50	0.25	13	\$30
3560.102 (g) (3)	Identity of interest (IOI) Disclosure/Qualification Certificate	3560-31		50	1	50	0.5	25	\$30
3560.72(a)(2), 3560.73(h), 3560.621, 3560.571, 3560.406(g), 3560.657(a)(1), 3560.658(b), 3560.655	Loan Agreement or Loan Resolution	3560-33, 34, 35		150	1	150	0.25	38	\$30
3560.570 (a), 3560.621	LH Resolutions and loan/grant agreement	3560-39, 40, 41, 42, 43		1	1	1	0.25	0	\$30
3560.410, 3560.578	Loan Consolidation	3560-33A, 34A, 35A		30	1	30	0.25	8	\$30
3560.553 (b)&(c)	Farm Labor Housing Technical Assistance Grant Agreement	3560-44		1	1	1	0.5	1	\$30
3560.56 (l)	Application for Cooperative Housing Membership	3560-38		1	1	1	1	1	\$30
3560.63	MFH Obligation Fund Analysis (Page 2)	3560-51		150	1	150	0.25	38	\$30
3560.457, 3560.578	Application for Settlement of Indebtedness	3560-57		10	1	10	1	10	\$30
3560.72, 3560.571, 3560.621	Construction Requirements (7 CFR 1924-A)			50	1	50	29	1,450	\$30
3560.60, 3560.559	Estimate of Funds Needed	440-11		50	1	50	1	50	\$30
3560.60, 3560.559	Development Plan	1924-1		50	1	50	0.25	13	\$30
3560.60, 3560.559	Description of Materials	1924-2		50	1	50	0.25	13	\$30
3560.60, 3560.559	Service Building Specifications	1924-3		5	1	5	0.25	1	\$30
3560.60, 3560.559	Invitation For Bid	1924-5		150	1	150	0.25	38	\$30
3560.60, 3560.559	Construction Contract	1924-6		50	1	50	0.25	13	\$30
3560.60, 3560.559	Contract Change Order	1924-7		150	1	150	0.25	38	\$30
3560.60, 3560.559	Certification of Contractor's Release	1924-9		50	1	50	0.25	13	\$30
3560.60, 3560.559	Release by Claimants	1924-10		50	1	50	0.5	25	\$30
3560.60, 3560.559	Statement of Labor Performed	1924-11		50	1	50	0.5	25	\$30
3560.60, 3560.559	Inspection Report	1924-12		50	3	150	0.25	38	\$30
3560.60, 3560.559	Estimate and Certificate of Actual Cost	1924-13		50	2	100	2	200	\$30
3560.60, 3560.559	Partial Payment Estimate	1924-18		50	3	150	0.5	75	\$30
3560.60, 3560.559	Builder's Warranty	1924-19		50	1	50	0.25	13	\$30
3560.60, 3560.559	Plan Certification	1924-25		50	1	50	0.167	8	\$30
3560.72	Affidavit Regarding Work of Improvement	1927-5		50	1	50	0.167	8	\$30
3560.72	Agreement With Prior Lienholder	1927-8		50	1	50	0.08	4	\$30

3560.72	Preliminary Title Opinion	1927-9		50	1	50	1.5	75	\$30
3560.72	Final Title Opinion	1927-10		50	1	50	0.33	17	\$30
3560.72	Certification of Attorney	1927-19		50	1	50	0.167	8	\$30
3560.72	Certification of Title Insurance Company	1927-20		50	1	50	0.167	8	\$30
3560.306 (b), 3560.306(e)(2)	Deposit Agreement	402-1		50	1	50	0.083	4	\$30
3560.2, 3560.352 (b)(4)	Equal Opportunity Agreement	400-1		50	1	50	0.167	8	\$30
3560.2	Assurance Agreement	400-4		50	1	50	0.25	13	\$30
3560.2	Compliance Review	400-8		50	1	50	8	400	\$30
3560.62 (d), (e), 3560.105, 3560.561, 3560.611	Position Fidelity Schedule Bond	440-24		150	1	150	0.5	75	\$30
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	SF424	4040-0004	150					
3560.56(d)(4), 3560.104(b), 3560.626	Affirmative Fair Housing Marketing Plan	HUD 935.2	2529-0013	50					
3560.56 (a),(c), 3560.56 (i), 3560.556	Previous Participation Certification	1944-37/ HUD 2530	2502-0118	50					
RECORDKEEPING REQUIRMENTS APPROVED IN THIS DOCKET									
3560.154(e)	Retain tenant applications	written		150	1	150	1	150	\$30
3560.705(d)	Retain copies of correspondence and a record of conversations regarding unauthorized assistance received by tenants	written		100	1	100	1	100	\$30
3560.104(b)(4)(iii)	Marketing records	written		100	1	100	1	100	\$30
	Subtotal					350		350	
Respondents - 150									
Annual Responses	Burden Hours	Cost							
Individual - 0	Individual - 0	Individual- 0							
Private - 6,279	Private - 11,180	Private- 359,563							
Tribal - 0	Tribal- 0	Tribal- 0							
6,279	11,180	\$359,563							

Cost to public					
\$4,452					
\$2,129					
\$1,064					
\$4,452					
\$4,452					
\$30,588					
\$10,196					
\$15,294					
\$284					
\$284					
\$4,452					
\$1,484					
\$142					
\$1,419					
\$710					
\$7,095					
\$284					
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\$284					
\$28,380					
\$14,190					

\$19,866					
\$284					
\$2,838					
\$102,168					
\$568					
\$355					
\$2,129					
\$851					
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\$568					
\$568					
\$284					
\$284					
\$57					
\$57					
\$142					
\$142					
\$568					
\$284					
\$4,257					
\$2,129					
\$142					0
\$710					0

\$355					0
\$284					0
\$568					0
\$1,419					0
\$7,946					0
\$4,257					0
\$234					0
\$2,341					0
\$2,838					0
\$710					0
\$1,064					0
\$106					
\$1,064					
\$1,873					
\$1,419					
\$5,676					
\$426					
\$851					
\$710					
\$1,135					
\$1,419					
\$35					
\$213					
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\$1,419					
\$177					

\$426					
\$7,663					
\$851					
\$8,514					
\$142					
\$426					
\$1,703					
\$213					0
\$11,872					
\$426					
\$349,175					
\$1,484					
\$1,484					
\$26,712					
\$5,936					
\$2,226					
\$1,113					
\$8,904					
\$2,226					
\$742					
\$742					
\$2,968					

\$30					
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\$5,936					
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\$248					
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\$2,968					
\$10,388					