

**2019 7 CFR 1924-A, PLANNING AND PERFORMING CONSTRUCTION AND OTHER DEVELOPMENT**  
**OMB No. 0575-0042**

| Section of Regulations                    | Title  | Form No. (if any) | Estimated No. of Respondents | Reports Filed Annually | Total Annual Responses |
|---|--|-------------------|------------------------------|------------------------|------------------------|
| (A)                                       | (B)  | (C)               | (D)                          | (E)                    | (D) x (E)<br>(F)       |
| <b>REPORTING REQUIREMENTS - FORMS</b>     |  |                   |                              |                        |                        |
| 1924.5(b)<br>1924.5(g)(1)                 | Development Plan                             | 1924-1            | 5,772                        | on occasion            | 5,772                  |
| 1924.5(f)(2)(iv)                          | Description of Materials                     | 1924-2            | 3,752                        | on occasion            | 3,752                  |
| 1924.5(f)(2)(iv)                          | Service Building Specifications              | 1924-3            | 1,924                        | on occasion            | 1,924                  |
| 1924.6(a)(10)(v)                          | Invitation for Bid (Construction Contract)   | 1924-5            | 3,463                        | on occasion            | 3,463                  |
| 1924.10(a)(4)                             | Contract Change Order                        | 1924-7            | 7,138                        | on occasion            | 7,138                  |
| 1924.6(a)(1)                              | Construction Contract                        | 1924-6            | 13,201                       | on occasion            | 13,201                 |
| 1924.6(a)(12)(vi)(B)                      | Certificate of Contractor's Release          | 1924-9            | 11,351                       | on occasion            | 11,351                 |
| 1924.6(a)(12)(vi)(B)                      | 57839820                                     | 1924-10           | 11,351                       | on occasion            | 11,351                 |
| 1924.6(b)(3)(i)                           | Statement of Labor Performed                 | 1924-11           | 288                          | on occasion            | 288                    |
| 1924.6(e)(1)(iv)                          | Estimate and Certificate of Actual Cost      | 1924-13           | 1,154                        | 2                      | 2,308                  |
| 1924.13(e)(1)(vi)<br>1924.13(e)(1)(ix)    | Partial Payment Estimate                     | 1924-18           | 36,364                       | 3                      | 109,092                |
| 1924.6(a)(1)                              | Builder's Warranty                           | 1924-19           | 10,678                       | 1                      | 10,678                 |
| 1924.5(f)(a)(iii)(F)                      | Plan Certification                           | 1924-25           | 3,848                        | 1                      | 3,848                  |
| <b>SUBTOTAL</b>                           |  |                   | <b>110,284</b>               |                        | <b>184,166</b>         |
| <b>REPORTING REQUIREMENTS - NON FORMS</b> |  |                   |                              |                        |                        |
| 1924.5(d)(2)<br>1924.5(e)(1)              | Drawings and Specifications                  |                   | 7,455                        | on occasion            | 7,455                  |
| 1924.5(f)(1)(ii)<br>1924.5(d)(2)          | Cost Estimate                                |                   | 11,547                       | on occasion            | 11,547                 |
| 1924.13(e)(1)(iv)<br>1924.5(f)(1)(ii)     | Narrative Description of Work Items          |                   | 3,607                        | on occasion            | 3,607                  |
| 1924.5(f)(1)(iii)                         | Certification of Drawings and Specifications |                   | 7,311                        | on occasion            | 7,311                  |
| 1924.5(g)(3)                              | Written Consent of Prior Lien Holders        |                   | 489                          | on occasion            | 489                    |
| 1924.5(i)                                 | Agreement to Pay with Personal Funds         |                   | 193                          | on occasion            | 193                    |
| 1924.6(a)(1),(2)&(7)                      | Agreement between Borrower and Builder       |                   | 164                          | on occasion            | 164                    |
| 1924.6(a)(3)(i)(C)                        | Request for Surety Bond                      |                   | 674                          | on occasion            | 674                    |

|   |  |     |                |       |
|---|--|-----|----------------|-------|
| 1924.6(a)(3)(ii)<br>Exhibit F                   | Payment Bond   | 674 | on<br>occasion | 674   |
| 1924.6(a)(3)(ii)<br>Exhibit G                   | Performance Bond   | 674 | on<br>occasion | 674   |
| 1924.6(a)(3)(iii)(A)                            | Letter of Credit   | 29  | on<br>occasion | 29    |
| 1924.6(a)(3)(iii)&(iv)<br>1924.6(e)(1)(iii)&(B) | Documents for Exception<br>to Surety Requirements            | 384 | on<br>occasion | 384   |
| 1924.6(a)(10)(ii)                               | Construction Contract<br>Bidding Documents                   | 48  | on<br>occasion | 48    |
| 1924.6(a)(12)(iv)&(v)<br>1924.6(e)(2)(ix)(B)    | Application for Payment                                      | 54  | 6              | 324   |
| 1924.6(a)(12)(vi)(B)                            | Notification of Delays<br>in Construction                    | 576 | on<br>occasion | 576   |
| 1924.6(b)(1)(ii)                                | Lump-sum Agreements for<br>Labor or Material                 | 729 | 5              | 3,645 |
| 1924.8(c)<br>Exhibit B, atch. 5                 | Manufacturer's and<br>Builder's Certification                | 476 | on<br>occasion | 476   |
| 1924.6(b)(3)(i)&(ii)<br>1924.9(d)<br>Exhibit L  | Documents for 10 Year<br>Warranty                            | 476 | on<br>occasion | 476   |
| 1924.9(b)(5)<br>1924.9(b)(4)                    | Complaints of<br>Construction Defects                        | 25  | on<br>occasion | 25    |
| 1924.9(b)(7)                                    | Irrigation System<br>Inspection Report                       | 35  | on<br>occasion | 35    |
| 1924.10(a)(4)                                   | Contract Change Order  | 539 | 2              | 1,078 |
| 1924.13(a)(4)&(5)                               | Agreement Between<br>Borrower & Architect                    | 183 | on<br>occasion | 183   |
| 1924.13(b)(2)                                   | Project Representative's<br>Resume                           | 11  | on<br>occasion | 11    |
| 1924.13(b)(2)(v)                                | Project Representative's<br>Diary                            | 11  | on<br>occasion | 11    |
| 1924.13(e)(1)(v)<br>1924.13(e)(1)(viii)         | Audit Report   | 96  | on<br>occasion | 96    |
| 1924.13(e)(1)(vii)                              | Documents for Exception<br>(A)(B)&(C) to Competitive Bidding | 48  | on<br>occasion | 48    |
| 1924.13(e)(1)(viii)(C)                          | Documents for Exception<br>to Contract Method                | 6   | on<br>occasion | 6     |
| 1924.6(e)(2)(i)                                 | Owner-Builder<br>Construction Proposal                       | 8   | on<br>occasion | 8     |
| Exhibit B,V,D,1,2 & 3<br>Exhibit B, atch. 1     | Prerequisites for<br>Modular/Panelized<br>Housing Unit Mfrs. | 15  | on<br>occasion | 15    |
| Exhibit B,V,E<br>Exhibit B, atch. 2             | Letter of Conditions   | 15  | on<br>occasion | 15    |
| Exhibit B,V,E<br>Exhibit B, atch. 3             | Approval of Modular/<br>Panelized Housing Units              | 62  | on<br>occasion | 62    |
| Exhibit B, V, G<br>Exhibit B, atch. 4           | Evidence of a HUD<br>Review Process                          | 117 | 2              | 234   |
| Exhibit B, V, G                                 | Notification of  | 33  | on             | 33    |
| Exhibit B, atch. 4<br>Exhibit B, XI, B          | Manufacturer<br>HUD Bulletins                                | 33  | on<br>occasion | 33    |
| Exhibit B, XI, C                                | Installation<br>Instructions                                 | 33  | on<br>occasion | 33    |

|  |  |                |             |                |
|--|--|----------------|-------------|----------------|
| Exhibit C, V, A                        | Individual Water Sewer System Proposal Docs. | 384            | on occasion | 384            |
| Exhibit E, 12                          | Notification for an Inspection               | 14,786         | 3           | 44,358         |
| <b>SUBTOTAL</b>                        |  | <b>52,000</b>  |             | <b>85,414</b>  |
| REPORTING REQUIREMENTS - RECORDKEEPING |  |                |             |                |
| 1924.5(f)(1)(ii)                       | Retain copy of approved drawing & specs.     | 3,944          |             | 3,944          |
| 1924.6(c)(2)&(4)                       | TA Grantee Bookkeeping System                | 24             |             | 24             |
| 1924.13(a)(5)(v)&(C)                   | Keep Construction Accounts                   | 193            |             | 193            |
| 1924.13(e)(1)(ii)(C)                   |  |                |             |                |
| 1924.13(b)(2)                          | Maintain Construction Diary                  | 11             |             | 11             |
| 1924.13(e)(1)(v)(C)                    | Construction Accounting                      | 96             |             | 96             |
| <b>SUBTOTAL</b>                        |  | <b>4,268</b>   |             | <b>4,268</b>   |
| REPORTING TOTALS                       |  | 162,284        |             | 269,580        |
| RECORDKEEPING TOTALS                   |  | 4,268          |             | 4,268          |
| <b>DOCKET TOTALS</b>                   |  | <b>166,552</b> |             | <b>273,848</b> |

**LOPMENT**

\*\* using 36,364 as # of respondents (determined from partial payment estimate, since everyone has to do one)

| Est. No.<br>Man-hrs/<br>Response | Estimated Wage<br>Total<br>Manhours | Class | Total<br>Cost<br>(H) x (I) |
|----------------------------------|-------------------------------------|-------|----------------------------|
|                                  | (F) x (G)                           |       |                            |
| (G)                              | (H)                                 | (I)   | (J)                        |
| 0.25                             | 1,443                               | 59.90 | \$86,436                   |
| 0.25                             | 938                                 | 59.90 | \$56,186                   |
| 0.25                             | 481                                 | 59.90 | \$28,812                   |
| 0.25                             | 866                                 | 59.90 | \$51,858                   |
| 0.25                             | 1,785                               | 59.90 | \$106,922                  |
| 0.25                             | 3,300                               | 59.90 | \$197,670                  |
| 0.25                             | 2,838                               | 59.90 | \$169,996                  |
| 0.5                              | 5,676                               | 59.90 | \$339,992                  |
| 0.5                              | 144                                 | 59.90 | \$8,626                    |
| 2                                | 4,616                               | 59.90 | \$276,498                  |
| 0.5                              | 54,546                              | 59.90 | \$3,267,305                |
| 0.25                             | 2,670                               | 59.90 | \$159,933                  |
| 0.167                            | 643                                 | 59.90 | \$38,516                   |
|                                  | <b>79,946</b>                       |       | <b>\$4,788,750</b>         |
| 0.5                              | 3,728                               | 59.90 | \$223,307                  |
| 0.5                              | 5,774                               | 59.90 | \$345,863                  |
| 0.5                              | 1,804                               | 59.90 | \$108,060                  |
| 0.25                             | 1,828                               | 59.90 | \$109,497                  |
| 0.25                             | 122                                 | 59.90 | \$7,308                    |
| 0.25                             | 48                                  | 59.90 | \$2,875                    |
| 0.25                             | 41                                  | 59.90 | \$2,456                    |
| 0.25                             | 169                                 | 59.90 | \$10,123                   |

|      |       |       |           |
|------|-------|-------|-----------|
| 0.5  | 337   | 59.90 | \$20,186  |
| 0.5  | 337   | 59.90 | \$20,186  |
| 1    | 29    | 59.90 | \$1,737   |
| 0.5  | 192   | 59.90 | \$11,501  |
| 0.25 | 12    | 59.90 | \$719     |
| 0.25 | 81    | 59.90 | \$4,852   |
| 0.25 | 144   | 59.90 | \$8,626   |
| 0.5  | 1,823 | 59.90 | \$109,198 |
| 0.5  | 238   | 59.90 | \$14,256  |
| 0.5  | 238   | 59.90 | \$14,256  |
| 0.25 | 6     | 59.90 | \$359     |
| 0.5  | 18    | 59.90 | \$1,078   |
| 0.25 | 270   | 59.90 | \$16,173  |
| 0.25 | 46    | 59.90 | \$2,755   |
| 0.25 | 3     | 59.90 | \$180     |
| 0.25 | 3     | 59.90 | \$180     |
| 1    | 96    | 59.90 | \$5,750   |
| 0.25 | 12    | 59.90 | \$719     |
| 4    | 24    | 59.90 | \$1,438   |
| 4    | 32    | 59.90 | \$1,917   |
| 0.5  | 8     | 59.90 | \$479     |
| 0.25 | 4     | 59.90 | \$240     |
| 0.25 | 16    | 59.90 | \$958     |
| 0.5  | 117   | 59.90 | \$7,008   |
| 0.25 | 8     | 59.90 | \$479     |
| 0.25 | 8     | 59.90 | \$479     |
| 0.25 | 8     | 59.90 | \$479     |

|       |                |       |                    |
|-------|----------------|-------|--------------------|
| 0.5   | 192            | 59.90 | \$11,501           |
| <hr/> |                |       |                    |
| 0.08  | 3,549          | 59.90 | \$212,585          |
| <hr/> |                |       |                    |
|       | <b>21,365</b>  |       | <b>\$1,279,764</b> |
| <hr/> |                |       |                    |
| 0.08  | 316            | 59.90 | \$18,928           |
| <hr/> |                |       |                    |
| 0.5   | 12             | 59.90 | \$719              |
| <hr/> |                |       |                    |
| 0.5   | 97             | 59.90 | \$5,810            |
| <hr/> |                |       |                    |
| 0.25  | 3              | 59.90 | \$180              |
| <hr/> |                |       |                    |
| 0.5   | 48             | 59.90 | \$2,875            |
|       | <b>476</b>     |       | <b>\$28,512</b>    |
| <hr/> |                |       |                    |
|       | 101,311        |       | \$6,068,514        |
|       | 476            |       | \$ 28,512          |
|       | <b>101,787</b> |       | <b>\$6,097,026</b> |

|               | <b>Job Title</b>   | <b>Hourly Wage</b> |
|---------------|--|--------------------|
| <b>MFH</b>    | Nat'l Office Loan Technician, GS 7, Step 5               | \$41.52            |
|               | Nat'l Office Finance and Loan Analyst, GS 12, Step 5     | \$73.49            |
| <b>Totals</b> |  |                    |
| <b>CF</b>     | Community Programs Specialists/Architects, GS 12, Step 5 | \$73.49            |
|               | Asset Risk Management Specialists, GS 13, Step 5         | \$87.28            |
| <b>SFH</b>    | Nat'l Office Finance and Loan Analyst, GS 11, Step 5     | \$61.23            |

| <b>Hours</b> | <b>Total</b>   |
|--------------|----------------|
| 282          | \$11,708.64    |
| 5687         | \$417,937.63   |
| 5969         | \$429,646.27   |
|              |                |
| 11473        | \$843,150.77   |
| 2691         | \$234,870.48   |
| 14164        | \$1,078,021.25 |
|              |                |
| 14000        | \$857,220.00   |
|              |                |
| 34133        | \$2,364,887.52 |



Collection Number

Expiration Date



Formula Check for Information Collections

|                                  |                        |                 |
|----------------------------------|------------------------|-----------------|
| A = Respondents (given)          | $c \div b = a$         | 36364           |
| B = Responses Per Respondent (?) | $c \div a = b$         | 7.5307446925531 |
| C = Annual Responses (given)     | $a \times b = c$       | 273848          |
| D = Total Burden (given)         | $c \times (.xxxx) = d$ | 101787          |
| Estimate of Burden               | $d \div c = (.xxxx)$   | 0.3716915953376 |

