

2016 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	Est. No. Man-hrs/Response	Estimated Total Manhours	Wage Class	Total Cost (H) x (I)	
(A)	(B)	(C)	(D)	(E)	(D) x (E) (F)	(G)	(F) x (G) (H)	(I)	(J)	
	REPORTING REQUIREMENTS - FORMS									
1924.5(b)	Development Plan	1924-1	5,640	on occasion	5,640	0.25	1,410	13.03	\$18,372	
1924.5(g)(1)										
1924.5(f)(2)(iv)	Description of Materials	1924-2	3,666	on occasion	3,666	0.25	917	13.03	\$11,949	
1924.5(f)(2)(iv)	Service Building Specifications	1924-3	1,880	on occasion	1,880	0.25	470	13.03	\$6,124	
1924.6(a)(10)(v)	Invitation for Bid (Construction Contract)	1924-5	3,384	on occasion	3,384	0.25	846	13.03	\$11,023	
1924.10(a)(4)	Contract Change Order	1924-7	6,975	on occasion	6,975	0.25	1,744	13.03	\$22,724	
1924.6(a)(1)	Construction Contract	1924-6	12,352	on occasion	12,352	0.25	3,088	13.03	\$40,237	
1924.6(a)(12)(vi)(B)	Certificate of Contractor's Release	1924-9	11,092	on occasion	11,092	0.25	2,773	13.03	\$36,132	
1924.6(a)(12)(vi)(B)	Release by Claimants	1924-10	11,092	on occasion	11,092	0.5	5,546	13.03	\$72,264	
1924.6(b)(3)(i)	Statement of Labor Performed	1924-11	282	on occasion	282	0.5	141	13.03	\$1,837	
1924.6(a)(12)(v)(A)	Inspection Report	1924-12	7,520	3	22,560	0.1	2,256	13.03	\$29,396	
1924.6(e)(1)(iv)	Estimate and Certificate of Actual Cost	1924-13	564	2	1,128	2	2,256	26.08	\$58,836	
1924.13(e)(1)(vi)	Partial Payment	1924-18	11,844	3	35,532	0.5	17,766	13.03	\$231,491	
1924.13(e)(1)(ix)	Estimate									
1924.6(a)(1)	Builder's Warranty	1924-19	10,434	on occasion	10,434	0.25	2,609	13.03	\$33,995	
1924.5(f)(a)(iii)(F)	Plan Certification	1924-25	3,760	on occasion	3,760	0.167	628	52.17	\$32,763	
	SUBTOTAL				129,776		42,450		\$607,144	

REPORTING REQUIREMENTS - NON FORMS									
1924.5(d)(2)	Drawings and		7,285	on	7,285	0.5	3,643	13.03	\$47,468
1924.5(e)(1)	Specifications			occasion					
1924.5(f)(1)(ii)									
1924.5(d)(2)	Cost Estimate		11,280	on	11,280	0.5	5,640	13.03	\$73,489
1924.13(e)(1)(iv)				occasion					
1924.5(f)(1)(ii)	Narrative Description		3,525	on	3,525	0.5	1,763	13.03	\$22,972
	of Work Items			occasion					
1924.5(f)(1)(iii)	Certification of Drawings		7,144	on	7,144	0.25	1,786	13.03	\$23,272
	and Specifications			occasion					
1924.5(g)(3)	Written Consent of Prior		470	on	470	0.25	118	13.03	\$1,538
	Lien Holders			occasion					
1924.5(i)	Agreement to Pay with		188	on	188	0.25	47	13.03	\$612
	Personal Funds			occasion					
1924.6(a)(1),(2)&(7)	Agreement between Borrower		160	on	160	0.25	40	13.03	\$521
	and Builder			occasion					
1924.6(a)(3)(i)(C)	Request for Surety Bond		658	on	658	0.25	165	13.03	\$2,150
				occasion					
1924.6(a)(3)(ii)	Payment Bond		658	on	658	0.5	329	26.08	\$8,580
Exhibit F				occasion					
1924.6(a)(3)(ii)	Performance Bond		658	on	658	0.5	329	26.08	\$8,580
Exhibit G				occasion					
1924.6(a)(3)(iii)(A)	Letter of Credit		28	on	28	1	28	45.64	\$1,278
				occasion					
1924.6(a)(3)(iii)&(iv)	Documents for Exception		376	on	376	0.5	188	13.03	\$2,450
1924.6(e)(1)(iii)&(B)	to Surety Requirements			occasion					
1924.6(a)(10)(ii)	Construction Contract		47	on	47	0.25	12	13.03	\$156
	Bidding Documents			occasion					
1924.6(a)(12)(iv)&(v)	Application for Payment		52	on	147	0.25	37	13.03	\$482
1924.6(e)(2)(ix)(B)				occasion					
1924.6(a)(12)(vi)(B)	Notification of Delays		560	on	560	0.25	140	26.08	\$3,651

	in Construction			occasion					
1924.6(b)(1)(ii)	Lump-sum Agreements for Labor or Material	376		on occasion	613	0.5	307	13.03	\$4,000
1924.8(c)	Manufacturer's and Builder's Certification	465		on occasion	465	0.5	233	13.03	\$3,036
Exhibit B, atch. 5	Documents for 10 Year Warranty	465		on occasion	465	0.5	233	26.08	\$6,077
1924.9(d)	Exhibit L								
1924.9(b)(5)	Complaints of Construction Defects	24		on occasion	24	0.25	6	13.03	\$78
1924.9(b)(4)	Irrigation System	34		on occasion	34	0.5	17	26.08	\$443
1924.9(b)(7)	Inspection Report								
1924.10(a)(4)	Contract Change Order	277		on occasion	453	0.25	113	13.03	\$1,472
1924.13(a)(4)&(5)	Agreement Between Borrower & Architect	179		on occasion	179	0.25	45	13.03	\$586
1924.13(b)(2)	Project Representative's Resume	11		on occasion	11	0.25	3	13.03	\$39
1924.13(b)(2)(v)	Project Representative's Diary	11		on occasion	11	0.25	3	13.03	\$39
1924.13(e)(1)(v)	Audit Report	94		on occasion	94	1	94	26.08	\$2,452
1924.13(e)(1)(viii)									
1924.13(e)(1)(vii)	Documents for Exception (A)(B)&(C) to Competitive Bidding	47		on occasion	47	0.25	12	13.03	\$156
1924.13(e)(1)(viii)(C)	Documents for Exception to Contract Method	6		on occasion	6	4	23	13.03	\$300
1924.6(e)(2)(i)	Owner-Builder Construction Proposal	8		on occasion	8	4	30	13.03	\$391
Exhibit B,V,D,1,2 & 3	Prerequisites for Modular/Panelized Housing Unit Mfrs.	15		on occasion	15	0.5	8	26.08	\$209
Exhibit B, atch. 1	Letter of Conditions	15		on occasion	15	0.25	4	26.08	\$104
Exhibit B,V,E	Approval of Modular/ Panelized Housing Units	61		on occasion	61	0.25	15	26.08	\$391
Exhibit B, atch. 2									
Exhibit B, atch. 3									

Exhibit B, V, G	Evidence of a HUD		61	on	98	0.5	49	23.50	\$1,152
Exhibit B, atch. 4	Review Process			occasion				26.08	
Exhibit B, V, G	Notification of		33	on	33	0.25	8	26.08	\$209
Exhibit B, atch. 4	Manufacturer			occasion					
Exhibit B, XI, B	HUD Bulletins		33	on	33	0.25	8	26.08	\$209
				occasion					
Exhibit B, XI, C	Installation		33	on	33	0.25	8	26.08	\$209
	Instructions			occasion					
Exhibit C, V, A	Individual Water Sewer		376	on	376	0.5	188	13.03	\$2,450
	System Proposal Docs.			occasion					
Exhibit E, 12	Notification for an		14,448	on	23,643	0.08	1,891	26.08	\$49,317
	Inspection			occasion					
	SUBTOTAL				59,901		17,563		\$270,518
	REPORTING REQUIREMENTS - RECORDKEEPING								
1924.5(f)(1)(ii)	Retain copy of approved		3,854		3,854	0.08	308	13.03	\$4,013
	drawing & specs.								
1924.6(c)(2)&(4)	TA Grantee Bookkeeping		23		23	0.5	11	13.03	\$143
	System								
1924.13(a)(5)(v)&(C)	Keep Construction		188		188	0.5	94	52.17	\$4,904
1924.13(e)(1)(ii)(C)	Accounts								
1924.13(b)(2)	Maintain Construction		11		11	0.25	3	26.08	\$78
	Diary								
1924.13(e)(1)(v)(C)	Construction Accounting		94		94	0.5	47	26.08	\$1,226
	SUBTOTAL				4,170		463		\$10,365
	REPORTING TOTALS				189,677		60,013		\$877,662
	RECORDKEEPING TOTALS				4,170		463		\$ 10,365
	DOCKET TOTALS				193,847		60,476		\$888,027

