

USDA Form RD 3560-51 (02-05)		FORM APPROVED OMB NO. 0575-0189	
MULTIFAMILY HOUSING OBLIGATION - FUND ANALYSIS			
PART I - ENTITY INFORMATION			
1. BORROWER CASE NUMBER		2. PROJECT NUMBER	
3. BORROWER NAME		4. PROJECT NAME	
PART II - LOAN/GRANT OBLIGATION			
5. AMOUNT OF LOAN OBLIGATION	6. AMOUNT OF LOAN OBLIGATION	7. ASSISTANCE CODE	8. PURPOSE CODE
9. LOAN NUMBER	10. MAXIMUM DEBT LIMIT	11. APPRAISED VALUE	12. APPRAISAL DATE
13. APPROVAL DATE	14. INITIAL/SUBSEQUENT 1 = INITIAL 2 = SUBSEQUENT	15. ENVIRONMENTAL ASSESS DATE	
16. INTEREST RATE	17. LOAN TERM	18. AMORTIZATION PERIOD	19. NOTE ASSOCIATION CODE
20. LOAN SECURITY CODE	21. PPI CODE		
A. PROJECT COST AND CHARACTERISTICS SET			
22. BUILDING CODE	23. SITE ACREAGE	24. APPRAISED LAND-VALUE	
25. CONTRIBUTED FUNDS	26. LEVERAGED FUNDS	27. TOTAL COST OF PROJECT	
B. PROJECT BEDROOM SET			
28. NUMBER OF BEDROOMS	29. NUMBER OF UNITS	30. AVERAGE SQUARE FEET/UNIT	
0 1 2 3 4 5			
C. PROJECT BUILDING SET			
31. NUMBER OF UNITS BY UNIT TYPE	32. NUMBER OF UNITS BY BUILDING TYPE	33. SQUARE FEET LIVING AREA BY BUILDING TYPE	34. PROJECT RENTAL CODE
FAMILY ELDERLY HANDICAPPED CONGREGATE GROUP HOMES	SINGLE DUPLEX FOURPLEX MIDRISE ROWHOUSES GARDEN APTS OTHER TYPES		FA = Family EL = Elderly CG = Congregate MX = Mixed
35. TOTAL UNITS	36. TOTAL SQUARE FEET LIVING AREA	37. RELATED FACILITIES SQUARE FEET	38. MISCELLANEOUS SQUARE FEET
39. TOTAL SQUARE FEET			
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.			
Position 2			

Used to obligate loan and grant funds for MFH projects; obligate and deobligate rental assistance; and establish project cost and characteristic records.

(see reverse)

- PROCEDURE FOR PREPARATION** : RD Instructions 1910-B and 2015-C and 7 CFR part 3560. AMAS Screens M1A, MRA.
- PREPARED BY** : Initiated by Loan Origination Office.
- NUMBER OF COPIES** : Original and two copies.
- SIGNATURES REQUIRED** : Original and copy by loan approval official. Original and borrower copy by applicant. Other copies conformed.
- DISTRIBUTION OF COPIES** : Original retained in borrower's case folder. Obligation and obligation cancellations should be submitted through loan origination terminals.
- Signed copy to applicant.

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40. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL:

- Approval of financial assistance is subject to the terms of the Letter of Conditions dated _____.
- Security for this loan/grant is based upon property described in Deed of Trust/Mortgage as required by the Office of General Counsel.
- The amount of the loan may decrease if other Government assistance as defined in 7 CFR 3560 becomes available to the applicant before loan closing.
- The Loan Term will not exceed 30 years for Multi-Family (MFH) or 33 years for Farm Labor Housing (FLH) or the remaining economic life of the project, whichever is less. The loan installments will be calculated based on an Amortization Period of 50 years or the remaining economic life of the project, whichever is less.

41. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of the sum specified herein. I agree to report to Rural Development any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of said sum has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

WARNING: Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully:
(1) falsifies, conceals or covers up by any trick, scheme, or device a material fact;
(2) makes any materially false, fictitious or fraudulent statement or representation; or
(3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry;
shall be fined under this title or imprisoned not more than five years, or both."

Date _____, 20____ _____ (Signature of Applicant)

Date _____, 20____ _____ (Signature of Applicant)

Date _____, 20____ _____ (Signature of Applicant)

42. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by Rural Development regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purposes of and subject to conditions prescribed by Rural Development regulations applicable to this type of assistance.

_____ (Signature of Approving Official)

Date Approved: _____ Title: _____

43. TO THE APPLICANT: As of this date _____, this is notice that your application for the above financial assistance from Rural Development has been approved, as indicated above, subject to availability of funds and other conditions required by Rural Development. If you have any questions contact the Loan Originator.

DISTRIBUTION OF COPIES (con't)

: Original attached to original Form RD 3560-27, Rental Assistance Agreement in Area Office file. Signed copy attached to borrower's copy of Form RD 3560-27. Copy filed in State Office.

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**MULTIFAMILYHOUSING
OBLIGATION – FUND ANALYSIS
PART III**

OBLIGATION/DEOBLIGATION OF RENTAL ASSISTANCE			
44. CASE NUMBER	45. BORROWER NAME		
46. PROJECT NUMBER	47. RA AGREEMENT NUMBER	48. TYPE OF UNITS	49. TYPE OF ACTION
COMPLETE FOR OBLIGATION OF RA			
50. NUMBER OF UNITS RECEIVE RENTAL ASSISTANCE	51. AMOUNT OF RA OBLIGATION		
COMPLETE FOR DEOBLIGATION OF RA			
52. NUMBER OF UNITS DEOBLIGATED	53. AMOUNT OF RA DEOBLIGATION		
54. REMARKS			

55. I HAVE REVIEWED THE BORROWER'S REQUEST FOR RENTAL ASSISTANCE FOR THE PROJECT AND REQUEST OBLIGATION OR DEOBLIGATION OF RENTAL ASSISTANCE FOR THE ABOVE.

DATE OF APPROVAL _____, 20 ____ SIGNATURE OF APPROVAL OFFICIAL _____

DATE OF OBLIGATION _____, 20 ____

Position 2

GENERAL INSTRUCTION

- A. This form is used to make corrections and to request:
 - 1. Funds to be obligated or reserved for insured loans.
 - 2. Funds to be obligated for grants.
 - 3. Certain statistical information about the loan/grant and applicant.
 - 4. Funds to be obligated or deobligated for rental assistance.

- B. A form will be completed for each note or commitment requiring an obligation of funds.

- C. When a request for obligation of a project to a nonprofit or public body borrower is made, the State Office will furnish information to the National Office in accordance with RD Instruction 2015-C. Immediately after the obligation update the State Director will advise the Director of Information in the National Office that the project announcement may be released.

- D. Appeal actions relative to loan/grant decisions reversed in accordance with 7 CFR, Part 11 requires the effective date of the action to be taken will be the originally proposed date of the initial decision from which the appeal was taken.

- E. If part of the loan/grant obligation is subsequently cancelled, an amended PART II of this form must be prepared. The amended PART II must reflect the Fund Analysis data for the new obligation amount. The total amount shown as being paid by Rural Development assistance or by the entity should equal the new obligation amount.

- F. PART III of this form is to be used to obligate or deobligate rental assistance and can be submitted with PARTS I and II of this form or separately.

When RA will be unused because the loan to which it was obligated will not be closed, or the RA agreement is not signed, the RA obligation may not be transferred except when the circumstances allow for the funds to finance the project to be transferred as well. However, if this situation occurs during the same fiscal year of obligation, the obligation must be canceled and reobligated immediately using current authorities. Obligations from prior fiscal years must be canceled and will be lost unless the conditions allow the financing for the project to be transferred, in which case the RA may be transferred, as well.

INSTRUCTIONS FOR PREPARATION

PART I - ENTITY INFORMATION

- 1. Enter borrower's case number as shown on AMAS Screen M5A, Record Borrower Data.

Example:

2	9	0	0	5	0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

- 2. Enter the applicable borrower multiple family housing project number as shown on AMAS Screen M5B.

Example:

0	1
---	---

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- 3. Enter the borrower's last name (comma, no space), first name or initial (space), middle name or initial. Abbreviate when necessary.

Example:

J	A	C	K	S	O	N	,	M	O	S	E	S		E			
---	---	---	---	---	---	---	---	---	---	---	---	---	--	---	--	--	--

- 4. Enter the project name, Abbreviate when necessary.

Example:

R	A	I	N	T	R	E	E	A	P	T	S							
---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--

PART II - LOAN.GRANT OBLIGATION

- 5. Enter face amount of insured loan in tens of dollars.

Example:

2	5	0	0	0	0	0	0	0	.0	0
---	---	---	---	---	---	---	---	---	----	---

- 6. Enter face amount of grant in tens of dollars.

Example:

		7	5	0	0	0	0	.0	0
--	--	---	---	---	---	---	---	----	---

- 7. Enter the applicable code from the tables below:

MULTIPLE FAMILY HOUSING

- 012 RRH Loan - Manufactured
- 013 RCH Loan - Manufactured
- 021 RRH Loan
- 022 RCH Loan
- 023 LH Loan Only
- 024 LH Loan and Grant
- 025 LH Grant Only
- 026 RH Self Help Site Loan (Sec. 523)
- 027 RH Site Loan (Sec. 524)
- 029 Site Option Loan

(The following codes relate to prepayment):

- 014 RRH Equity Loan
- 015 RRH Advance to NP
- 016 RRH Loans to NP
- 114 LH Equity Loan
- 115 LH Advance to NP
- 116 LH Loan to NP

Note: Loans and grants to non-profits and public bodies require a 6-working date reservation period. The National Office must be notified of requests for these loan types as required by RD Instruction 2015-C.

- 8. Purpose Code - Enter the purpose code assigned after the obligation has been processed.

- 9. Loan Number - Enter the loan number.

10. Maximum Debt Limit - Enter the appropriate maximum debt limit for the loan based on assistance code, type applicant, and appropriate regulations.
11. Appraised Value - Enter the estimated market value of the project. (This item is collected from the Multiple Family Housing Appraisal Report, Form RD 1922-7, Part 0 or appropriate industry form.)
12. Enter the effective date of the appraisal.
13. Enter the date of loan or grant approval, month, day, year. See Paragraph D under general instructions for case involving appeals.

Example:

0	2	2	5	8	6
---	---	---	---	---	---

14. Enter applicable code:

1 = Initial
2 = Subsequent

Enter Code 1 when the borrower is not currently indebted on the same project for the type of loan or grant being made as appropriate for agreement with program instructions. Enter Code 2 when the borrower is currently indebted for the same type loan being made.

Example:

1

15. Enter the date that State Environmental Coordinator concurs.
16. Enter interest rate of note or commitment as six digits. Do not use fractions. Do not use interest credit rate. Do not complete this item for grant programs.

Example: 8 1/8 percent should be shown as

0	8	1	2	5	0
---	---	---	---	---	---

8 percent should be shown as

0	8	0	0	0	0
---	---	---	---	---	---

17. Enter the number of periods (months, semiannual, years) over which the loan will be repaid based on the note code. No entry will be made in this item for grants.

Example:

3	6	0
---	---	---

 monthly periods for RRH (30 yrs.)

3	9	5
---	---	---

 monthly periods for LH (33 yrs.)

1	0	0
---	---	---

 semiannual periods for RRH semiannual bonds

18. Not to exceed 30 years for MFH or 33 years for FLH or the remaining economic life of the project, whichever is less.

19. Enter note association code:

- 01 = Amortized - Semiannual (DIAS)
- 02 = Amortized - Annual (DIAS)
- 03 = Coupon - Semiannual
- 04 = Coupon - Annual
- 05 = Non-Coupon - Semiannual
- 06 = Non-Coupon - Annual
- 07 = Planning Advances
- 08 = Amortized Principal Plus - Annual
- 09 = Interim Receipt
- 10 = Amortized - Pass
- 11 = Amortized - Monthly (DIAS)

* NOTE: All RRH and RCH loans will be closed on the amortized PASS method unless they must be closed with principal and interest bonds.

20. Enter the appropriate security code in the space provided: (Specify the type of security in effect in the space provided whenever code 5 is used. Whenever combinations of codes 1-4 are applicable, record only the predominating security held).

- 1 = First lien on real estate
- 2 = Junior lien on real estate
- 3 = Revenue bonds
- 4 = Parity Lien
- 5 = Other

21. Enter applicable Prepayment (PPI) code:

- IE - Equity Loan (Same Borrower)
- TE - Equity Loan (Transfer)
- TS - Subsequent Loan and Transfer to Non-Profit
- AS - Advance to Non-Profit
- NL - Incentive/No Loan nor Transfer
- TN - Incentive/No Loan with Transfer

A. PROJECT COST AND CHARACTERISTICS SET

Enter the following information required for Rural Development loan and/or grant assistance plus the allowable entity contributions and/or leveraged funds.

22. Enter the appropriate code:

- BN = Build (construction from the foundation up, including construction on existing foundations).
- PN = Purchase - New (purchase of units not previously occupied).
- PO = Purchase - Old (purchase of units that have been previously occupied).

23. Enter the number of acres of land purchased (from the MFH appraisal report, Form RD 1922-7, Part G or appropriate industry form.)

Example:

0	0	0	1	.0	2
---	---	---	---	----	---

24. Enter appraised value of land.
25. Enter the value of the entity contribution (in land or in cash or both). (Do not include 2% contribution for operating funds.)
26. Enter the amount of leveraged funds.
27. Enter the amount of the total cost of the project.

B. PROJECT BEDROOM SET (from the MFH Appraisal Report)

28. Applicable rental unit sizes by number of bedrooms as collected from Form RD 1922-7, Part K or appropriate industry form.
29. Enter number of units for each bedroom size taken from Form RD 1922-7, Part K or appropriate industry form
30. Enter average square feet per unit for each bedroom size taken from Form RD 1922-7, Part K or appropriate industry form.

C. PROJECT BUILDINGS SET (from the MFH Appraisal Report)

31. Enter number of units by type from Form RD 1922-7, Part K or appropriate industry form.
32. Enter number of units by building type from Form RD 1922-7, Part K or appropriate industry form.
33. Insert the total square feet of living area for the units corresponding to each building type in Item 31. The living area within an apartment unit includes all interior hallways, utility rooms, closets, storage, baths, kitchens, bedrooms, dining areas, and other similar living spaces. Square footage living area shall be measured from the exterior faces of exterior walls and from the centerline of common walls separating the individual living units or other interior spaces, and shall include the area occupied by interior partitions of the living unit (taken from Form RD 1922-7, Part K or appropriate industry form).
34. Enter project code type.
- FA = Family
EL = Elderly
CG = Congregate
MX = Mixed
35. Enter total of Items 29.
36. Enter total of Items 33.
37. Enter the total square feet of related facilities from Form RD 1922-7, Part I or appropriate industry form.

- 38. Enter the total square footage of miscellaneous area not included in the living and/or community building area. This includes such common areas as basements, hallways, corridors, storage areas, closets, lobbys, offices, laundry rooms, heating or utility rooms, common stairways, and any other similar area. Fifty percent of the square footage area of all covered walkways, open roofed-over areas that are paved, porches, garages, covered parking, maintenance buildings, and similar spaces shall be included.
- 39. Enter total of Items 36, 37 and 38.

CERTIFICATION APPROVAL

- 40. Approval official will enter appropriate certification, comments and requirement.
- 41. Applicant must sign and date the form. For an association or organization, the name will be typed on line provided for signature of the applicant. The official(s) authorized to sign for the association or organization will sign immediately below the name of the association or organization and the official's title will be typed below the signature.

NOTE: The first sentence of the certification will be deleted for Labor Housing Grants, Technical Assistance Grants, and Rural Rental Housing Loans to State and local public agencies. The applicant must initial the original acknowledging deletion of this sentence.

- 42. Title and signature of loan approving official and approval date must be shown.
- 43. Enter the date this notice is sent to the entity. It is mandatory for all loan/grant programs to obtain initials on the original (above and to the right of the date) by Rural Development employee(s), designated by the State Director, to indicate that a copy of Form RD 3560-51 was sent to the applicant. Initials on the original indicate that a notification copy of Form RD 3560-51 was distributed to the entity on the date indicated in accordance with Rural Development Instructions.

PART III - RENTAL ASSISTANCE OBLIGATION/DEOBLIGATION

- 44. Enter entity's case number.

Example:

3	0	0	1	2	0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

- 45. Enter entity's last name (comma, no space), first name or initial (space), middle name or initial. Abbreviate when necessary.

Example:

J	A	C	K	S	O	N	,	M	O	S	E	S	E				
---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--

- 46. Enter the applicable entity project number.

Example:

0	2
---	---

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- 47. Enter the rental assistance agreement number assigned by the Originating Office after obligation.

Example:

8	5	0	1	0	0
---	---	---	---	---	---

NOTE: The Originating Office will assign a six digit number as follows: First 2 digits - fiscal year of obligation; Second 2 digits - number(s) in sequential order each fiscal year starting with 01 (Example 89-01, 89-02, 90-01, 90-02); Third 2 digits - always use 00.

48. Enter the applicable "ALPHA" code from column 2 of the appropriate table for the type unit.

RURAL RENTAL/COOP HOUSING
Allotment O & E code ØØØ1

RENTAL ASSISTANCE TYPE	RA UNIT ALPHA CODE	O & E CODE
5 Yr. New Construction	A	ØØ11
Renewal/Replacement Family	B	ØØ21
Inventory Sales Family	C	ØØ31
Transfers Family	D	ØØ41
Servicing Family	E	ØØ51
Incentive RA Family	F	ØØ61
Debt Forgiveness RA	G	ØØ71
Renewal Replacement Elderly	H	ØØ81
Inventory Sales Elderly	I	ØØ91
Transfers Elderly	J	Ø1Ø1
Servicing Elderly	K	Ø111
Incentive RA Elderly	L	Ø121

Note: Letter M is reserved as is the companion O & E code Ø131.

LABOR HOUSING
Allotment O & E Code ØØØ2

RENTAL ASSISTANCE TYPE	RA UNIT ALPHA CODE	O & E CODE
5 Yr. New Construction	N	ØØ12
Renewal/Replacement	P	ØØ32
Inventory Sales	R	ØØ52
Transfers	S	ØØ62
Servicing	T	ØØ72
Incentive RA	U	ØØ82
Debt Forgiveness RA	V	ØØ92

Note: Letters O, Q and W through Z are reserved as are the companion O & E codes ØØ22, ØØ42 and Ø1Ø2 through Ø132.

Note: The O & E codes are generated by the AMAS system and are used only to generate reports.

49. Enter the applicable type of action code:

- 1 = Obligation
- 2 = Deobligation

Example:

50. Enter the number of units for which rental assistance is being requested. The initial obligation request cannot exceed the total number of units in the project and requests for replacement (renewal) cannot exceed the total number of rental assistance units which are expiring.

51. The amount of RA obligated by the Finance Office should be entered by the State Office after the on-line updates. Also enter obligation date in item 55.

52. Enter the total number of units presently receiving rental assistance for which you are requesting be deobligation.

Example:

0	4	9
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53. The amount of RA deobligated by the Finance Office should be entered by the State Office after the on-line update.

54. This area may be used to document the reasons for the obligation/deobligation request.

55. Enter approval date, title, and signature of the requesting loan approval official.