

# Paperwork Reduction Act Change Worksheet

Agency/Subagency: <b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing-Office of Public Housing and Voucher Programs	OMB Control Number: 2577-0083
---	----------------------------------

Enter only items that change	Current Record	New Record**
Agency form number(s): Form HUD-50058, Form HUD-50058 MTW		
<b>Annual reporting and keeping hour burden</b>		
Number of respondents		
Total annual responses		
Percent of these responses collected electronically		
Total annual hours		
Difference		
Explanation of difference Program change Adjustment		
<b>Annual reporting and recordkeeping cost burden</b> (in thousands of dollars)		
Total annualized Capital/Startup costs		
Total annual costs (O&M)		
Total annualized cost requested		
Difference		
Explanation of difference Program change Adjustment		

Other change: \*\*

Some of the components of the public housing operating subsidy formula are based on a measure known as unit months. Unit months represent a Public Housing Agency's (PHA) public housing inventory during a specified period of time. The number of unit months eligible for operating subsidy in a 12-month period is equal to the number of months that the units are in an operating subsidy-eligible category (24 CFR.990.120). The Department uses data in the Public and Indian Housing Information Center (PIC) Development module to calculate the number of months each unit is in an operating subsidy-eligible category. PHAs submit Form HUD-50058 and Form HUD-50058-MTW records to PIC that alter the reported occupancy status of units in their developments. The Department collects and analyzes data in the PIC Development module monthly to calculate PHAs' annual operating subsidy funding amounts. Accurate calculation of the operating subsidy requires that PHAs' Form HUD-50058 reporting rates be as high as possible. PHAs are subject to sanctions for reporting rates below 95%.

Currently, the Department requires agencies with more than 100 units to submit their Form HUD-50058 records to the PIC Form 50058 module monthly and agencies with less than 100 units to submit their Form HUD-50058 records quarterly. The Department encourages PHAs with less than 100 units to submit their Forms HUD-50058 records monthly. Monthly Form HUD-50058 transmissions benefits PHAs in that their operating subsidies will be calculated more accurately since monthly Form HUD-50058 transmissions are consistent with the monthly PIC Development module data collections the Department uses to calculate the operating subsidy.

In addition, monthly Form HUD-50058 submissions benefit PHAs because it helps them avoid sanctions for low Form HUD-50058 reporting rates. By reporting monthly, PHAs can monitor their reporting monthly on an on-going basis and take any actions necessary to raise their reporting rates before the Department's annual Form HUD-50058 reporting rate assessment.

Signature of Senior Official or Designee:	Date:	<b>For OIRA Use</b>
X Lillian Deitzer, Departmental Paperwork Reduction Act Officer, OCIO		

\*\* This form cannot be used to extend an expiration date.

## No Additional Burden For Monthly Reporting

If a PHA with less than 100 units had, as an example, 12 actions in a quarter that change the occupancy status of its units, and these action occurred in each week of each month of the quarter, the PHA may submit all 12 Form HUD-50058 records at the end of the quarter, or at any other time(s) throughout the quarter. Either way, the PHA would submit 12 Form HUD-50058 records for the quarter and there would be no additional burden from the number of records the PHA would be required to submit. Given the low turnover in a PHA with less than 100 units, the additional burden of submitting the records monthly is almost indistinguishable from the burden of submitting the records at the end of the quarter.

Because the Department is not changing the number of Form HUD-50058 records a PHA submits, only the frequency in which they submit their completed Form HUD-50058 records to PIC, there is no increased burden on PHAs by requiring monthly Form HUD-50058 transmission

Signature of Senior Official or Designee:

Date:

**For OIRA Use**

X Lillian Deitzer, Departmental Paperwork Reduction Act Officer, OCIO

**\*\*** This form cannot be used to extend an expiration date.