

Paperwork Reduction Act Submission

Please read the instruction before completing this form. For additional forms or assistance in completing this forms, contact your agency's Paperwork Reduction Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 Seventeenth St. NW, Washington, DC 20503.

1. Agency/Subagency Originating Request: U.S. Department of Housing and Urban Development Office of Multifamily Housing – Office of Asset Management		2. OMB Control Number: a. 2502-0012 b. None	
3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input checked="" type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change , of previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change , of previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note item A2 of Supporting Statement instructions.		4. Type of review requested: (check one) a. <input checked="" type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by c. <input type="checkbox"/> Delegated 5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 6. Requested expiration date: a. <input checked="" type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other (specify)	
7. Title: Rent Schedule – Low Rent Housing			
8. Agency form number(s): (if applicable) HUD-92458			
9. Keywords: Housing, Low Rent Housing, Multifamily Projects			
10. Abstract: HUD requires project owners to submit information when requesting adjustments to established rents and utility allowances. HUD uses the information to ensure that rent charges are in accordance with HUD regulatory and administrative policy.			
11. Affected public: (mark primary with "P" and all others that apply with "X") a. Individuals or households e. Farms b. P Business or other for-profit f. Federal Government c. X Not-for-profit institutions g. State, Local or Tribal Government		12. Obligation to respond: (mark primary with "P" and all others that apply with "X") a. Voluntary b. P Required to obtain or retain benefits c. Mandatory	
13. Annual reporting and recordkeeping hour burden: a. Number of respondents 15,875 b. Total annual responses 5,669 Percentage of these responses collected electronically 0% c. Total annual hours requested 30,217 d. Current OMB inventory 5,280 e. Difference (+,-) +24,937 f. Explanation of difference: 1. Program change: 2. Adjustment: +24,937		14. Annual reporting and recordkeeping cost burden: (in thousands of dollars) Do not include costs based on the hours in item 13. a. Total annualized capital/startup costs \$0.00 b. Total annual costs (O&M) \$0.00 c. Total annualized cost requested \$0.00 d. Total annual cost requested \$0.00 e. Current OMB inventory f. Explanation of difference: 1. Program change: 2. Adjustment:	
15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X") a. X Application for benefits e. Program planning or management b. Program evaluation f. Research c. General purpose statistics g. P Regulatory or compliance d. Audit		16. Frequency of recordkeeping or reporting: (check all that apply) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input checked="" type="checkbox"/> Reporting: 1. <input checked="" type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input checked="" type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe)	
17. Statistical methods: Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: Kimberly R. Munson Phone: 202-708-1320 ext. 5122	

19. Certification for Paperwork Reduction Act Submissions

On behalf of the U.S. Department of Housing and Urban Development, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

Note: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320/8(b)(3) appears at the end of the instructions. The certification is to be made with reference to those regulatory provisions as set forth in the instructions.

The following is a summary of the topics, regarding the proposed collections of information that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of the information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to collected (see note in item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in item 18 of the Supporting Statement.

Signature of Program Official:

Date:

X
Michael F. Hill, Deputy Assistant Secretary for Operations, HR

Signature of Senior Officer or Designee:

Date:

X
Lillian L. Deitzer, Departmental Reports Management Officer,
Office of the Chief Information Officer

Supporting Statement for Paperwork Reduction Act Submissions

Rent Schedule – Low Rent Housing OMB Control Number 2502-0012 (Form HUD-92458)

A. Justification

1. Certain Federal statutes and regulations require the Department to review rents and/or changes for all projects either insured or held by HUD, except for specified unsubsidized projects. These regulations also require the Department's approval of all principals in HUD insured and financed projects. The Form HUD-92458, Rent Schedule Low Rent Housing, serves both of these purposes by documenting rents and changes that the Department approves, and by requiring owners to provide a current listing of their project's principals. The information is being collected in accordance with Section 207 of the National Housing Act. Regulations are found at 24 CFR 245.305/310/315/320/325/330 and 24 CFR 246.21, 246.22, and 246.30, and Chapter 7 of HUD Handbook 4350.1, REV-1, which are attached.
2. Project owners request an adjustment to authorized project rent on form HUD-92458 to address (1) Rent Increases, (2) Utility Allowance Changes; and (3) Upon Expiration of the Section 8 Contract. If the requested new rents are less than or equal to the Maximum Allowable Monthly Rent Potential (as previously approved by the Department on the most recent Rent Computation Worksheet), owners need only submit a completed form HUD-92458. If the proposed new rents exceed the Maximum Allowable Monthly rent Potential, owners complete columns one and two of form HUD-92458 and explain their proposed rents in accompanying documentation.
3. While the Department continues to consider alternative electronic means of reducing public burden, the necessity of submitting supporting documentation renders such alternatives impracticable at present. For example, for a utility allowance increase request the owner/agent must submit copies of utility bills, etc. in support of a utility allowance increase.
4. There is no duplication in the collection of the subject information.
5. This information collection does not involved small businesses.
6. The Department collects this information only when project owners are either establishing initial rents or applying for rent increases. If this information is collected less frequently, the Department would have no way of clearly documenting and monitoring the owner's rent charges. Less frequent collection would also increase the potential for owners to charge unauthorized rents or to engage in unauthorized transfers of physical assets.
7. There are no special circumstances required in the collection of the information.
8. This information is collected in a manner consistent with guidelines of 5 CFR 1320.8(d). The Notice announcing the collection of information appeared in the *Federal Register* on Monday, October 30, 2006, Volume 71, No. 209, pages 63332 through 63333. No comments were received.
9. No payment or gifts will be provided to respondents.

10. There is no assurance of confidentiality provided to the respondents; however respondents are covered by the Privacy Act of 1974.

11. Sensitive information is not collected.

12. Estimated Number of Respondents, Responses, and Burden Hours Per Annum based on previous activity:

Information Collection	Number of Respondents	Frequency of Response	Total Annual Responses	*Burden Hours per Response	Total Annual Burden Hrs	Hourly Cost	Total Annual Cost
Rent Schedule Low Rent Housing							
HUD-92458	15,875	1	5669	.33	1871	\$20	\$37,420
Subtotal	15,875		5669		1871		\$37,420
All Written Requests							
Cover Letter/Summary of Rent Increase Request	15,875	1	5669	.25	1417	\$20	\$28,340
Budget Worksheet	15,875	1	5669	.25	1417	\$20	\$28,340
Brief Statement for Budget Worksheet	15,875	1	5669	.50	2835	\$20	\$56,700
Copy of Notice to Tenants	15,875	1	5669	1	5669	\$20	\$113,380
Owner's Certification Regarding Purchasing Practices and Reasonableness of Expenses	15,875	1	5669	.50	2835	\$20	\$56,700
Status report on implementation of Energy Conservation Plan	15,875	1	5669	.50	2835	\$20	\$56,700
A signed request for an increase in the Reserve for Replacement (if applicable)	15,875	1	5669	.50	2835	\$20	\$56,700
Utility allowance explanation (if applicable)	15,875	1	5669	.25	1417	\$20	\$28,340
Owner's certification that all requirements have been completed	15,875	1	5669	.25	1417	\$20	\$28,340
Owner Submission for Alternative Rent Determination mechanism (if applicable/where the necessary amendment to the regulatory agreement has been executed)	15,875	1	5669	1	5669	\$20	\$113,380
Subtotal	15,875		5669	5	28,346		\$566,920
TOTAL	15,875		5669	5.33	30,217		\$604,340

The estimated number of responses is based on the required estimate number of Section 202, Section 231 and cooperative projects required to annually submit operating budgets and obtain HUD approval, which equals about 5132. Aside from those required to submit annually, it is estimated that about 5% of the remaining respondents, 10,743 (15,875 – 5132 = 10,743) will request a rent increase. Respondents are not required to submit the additional documentation in all cases, therefore the total estimates reflect the possible scenario of when the respondent must submit all documents. Therefore, it is highly possible that the estimated burden hours would be significantly reduced based on the requirement of the supplemental documents.

13. There are no additional costs associated with the collection of this information.

14. Estimates of annualized cost to the Federal government:

Number of Respondents	Number of Respondents	Staff Hours Per Response	Total Annual Burden Hours	Cost Per Hour	*Total Annual Cost
15,875	5669	0.33	1871	\$27.00	\$50,517

*Estimated cost for a GS-12 Project Manager to review the form for approval.

15. An adjustment to the number of respondents was made based on the current data in HUD systems resulting in an increase since the last submission. Additionally, an adjustment was made to reflect the correct number of responses and to include estimate burden hours and costs for the other required documents, when necessary.

16. The collection of this information will not be published.

17. The information collection instrument will display the expiration date for OMB approval of the information collection.

18. There are no exceptions to the certification statement identified in item 19 of the OMB 83-I.

B. Collections of Information Employing Statistical Methods

There are no statistical methods used in this collection.