

Paperwork Reduction Act Change Worksheet

Agency/Subagency: U.S. Department of Housing and Urban Development Office of Public and Indian Housing-Real Estate Assessment Center	OMB Control Number: 2577-0029
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Enter only items that change	Current Record	New Record**
Agency form number(s):	HUD-5/2007 edition	HUD-7/2007 edition
Annual reporting and keeping hour burden		
Number of respondents	15,631	48,823
Total annual responses	0	1
Percent of these responses collected electronically	100 %	100 %
Total annual hours	11,723	13,003
Difference		1,280
Explanation of difference Program change Adjustment		+1,280
Annual reporting and recordkeeping cost burden (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: **

The changes to the annual reporting and keeping hour burden are due to erroneously omitting four items in ICR 2577-0029, Allocation of Operating Subsidies under the Operating Fund Formula: Data Collection – Subsidy and Grant Information System (SAGIS) Automated Forms. Although mentioned in previous submissions and discovered not included in the last submission, PHAs submit the SF-424, Application for Federal Assistance (expires January 31, 2009), with 1 burden hour, and the form HUD-50071, Certification of Payments to Influence Federal Transactions (dated March 1998) with zero burden hours. Approximately 100 PHAs may submit a revision to their operating subsidy eligibility, for a maximum of .25 burden hours, and approximately 882 PHAs with more than one asset management project may submit, as an attachment in SAGIS, the supporting data for project level 2004 frozen rental income, for a maximum of .50 burden hours. The approximate submissions for a revision to operating subsidy eligibility is based on revisions received for the past two Federal Fiscal Years, i.e., 2005 and 2006. The approximate submissions for supporting data for project level 2004 frozen income are based on the 882 PHAs that have more than one asset management project.

Signature of Senior Officer or Designee:

Date:

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

The following table provides the additional burden hours.

Total Estimated Additional Annual Burden Hours				
Form Number	Number of Respondents	Frequency of Response	Estimated Hours	Total Annual Burden Hours
HUD-50071	7,807	1	0.00	0
SF-424	7,807	1	1.00	7,807
Revisions	100	1	.25	25
Attachment	882	1	.50	441
Total Additional	16,596			8,273

The changes to forms HUD-52723 and HUD-52722 are being requested to incorporate instruction changes needed to reflect the calculation of operating subsidy at the project level. The 5/2007 forms use the old terminology and these changes are making the forms conform to the current regulation. PHAs that have a fiscal year end of June 30, 2007, and after, are required to submit operating subsidy information on an asset management project level, rather than a PHA-wide level.

The changes to form HUD-52722 are as follows:

Current Text Language	New Text Language
First Page of the Form, Public Reporting Burden:	
The terms: "PHA" and "PHA's"	Change to: "PHA/project" and "PHA's/project's"
General:	
The sentence: "A separate form must be prepared for each project or group of projects under a separate Annual Contributions Contract (ACC)."	Change to: "A separate form must be prepared and submitted for each project identified as such for the purpose of asset management under 24 CFR 990.265. A PHA that owns and operates fewer than 250 units and treats its entire portfolio as a single project under 24 CFR 990.260(b) shall prepare and submit one form."
More than six utility types.	
The term: "PHA"	Change to: "PHA/project"
Section 1-General Information, #4:	
The term: "PHA's"	Change to: "PHA's/project's"
Section 1-General Information, #5 and #6:	
The term: "PHA"	Change to: "PHA/project"
Section 1-General Information, add note after # 11:	
Omitted from form.	Add: " Note: Round all consumption data on Lines 01

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Current Text Language	New Text Language
	through 15 to the nearest whole number.”
<p>Section 2-Current Consumption Level, Line 01:</p> <p>The years: “2007” and “2005” and “2006”</p>	<p>Change to: “2008” and “2006” and “2007”</p>
<p>Section 3-Rolling Base Consumption Level, Line 02:</p> <p>The years: “2007” and “2004” and “2005”</p>	<p>Change to: “2008” and “2005” and “2006”</p>
<p>Section 3-Rolling Base Consumption Level, Line 03:</p> <p>The years: “2007” and “2003” and “2004”</p>	<p>Change to: “2008” and “2004” and “2005”</p>
<p>Section 3-Rolling Base Consumption, line 04:</p> <p>The years: “2007” and “2002” and “2003”</p>	<p>Change to: “2008” and “2003” and “2004”</p>
<p>Section 6-Payable Consumption Line, 14:</p> <p>The term: “PHA”</p> <p>The phrases: “1)” and “or”</p> <p>The sentence: “2) Do not have any consumption data on Lines 01 and 07.”</p> <p>The sentence: “If the PHA reports zero months of consumption on Lines 01 and 07, the PHA would estimate twelve months of consumption.”</p>	<p>Change to: “PHA/project”</p> <p>Delete phrases.</p> <p>Delete sentence.</p> <p>Delete sentence.</p>
<p>Section 7-Actual Utility Costs and Average Rate, Line 16:</p> <p>The years: “2007” and “2005” and “2006”</p>	<p>Change to: “2008” and “2006” and “2007”</p>
<p>Section 9-Calculation of Utilities Expense Level, Line 23:</p> <p>The term: “PHA”</p>	<p>Change to: “PHA/project”</p>
<p>Special Instructions for Specific Items, Flat Rates:</p> <p>The term: “PHA”</p>	<p>Change to: “PHA/project”</p>
<p>Special Instructions for Specific Items, New units:</p> <p>The term: “PHAs”</p>	<p>Change to: “PHAs/projects”</p>
<p>Special Instructions for Specific Items, Line 14, Annualization of consumption for new units:</p> <p>The phrase: “no consumption or”</p>	<p>Delete.</p>

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<p>Special Instructions for Specific Items, Line 14, Note:</p> <p>The phrase: “is not or”</p> <p>The term: “PHAs”</p>	<p>Delete.</p> <p>Change to: “PHAs/projects”</p>	
<p>Special Instructions for Specific Items, Consumption Data Unavailable:</p> <p>The term: “PHA”</p>	<p>The term: “PHA/project”</p>	
<p>Special Instructions for Specific Items, Frozen rolling base (24 CFR 990.185(1)):</p> <p>The terms: “PHA” and “PHAs”</p>	<p>Change to: “PHA/project” and “PHAs/projects”</p>	
<p>Special Instructions for Specific Items, Other situations requiring adjustments to avoid distortion of the rolling base consumption level:</p> <p>The term: “PHA”</p>	<p>The term: “PHA/project”</p>	
<p>Special Instructions for Specific Items, Conversion from one utility type to another utility type:</p> <p>The term: “PHA”</p> <p>The phrase: “(e.g., BTUs)”</p>	<p>Change to: “PHA/project”</p> <p>Delete.</p>	
<p>Special Instructions for Specific Items, Other situations requiring adjustments to avoid distortion of the rolling base consumption level, Switch of utilities from resident-purchased to PHA-supplied:</p> <p>The term: “PHAs”</p>	<p>Change to: “PHAs/projects”</p>	
<p>Special Instructions for Specific Items, Other situations requiring adjustments to avoid distortion of the rolling base consumption level, Switch of utilities from PHA-supplied to resident-purchased:</p> <p>The term: “PHAs”</p>	<p>Change to: “PHAs/projects”</p>	
<p>Special Instructions for Specific Items, Other situations requiring adjustments to avoid distortion of the rolling base consumption level, Interruptible service:</p> <p>The term: “PHA”</p>	<p>Change to: “PHA/project”</p>	
<p>Special Instructions for Specific Items, Other situations requiring adjustments to avoid distortion of the rolling base consumption level, Unoccupied</p>		

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<p>projects and units:</p> <p>The term: “PHAs”</p>	<p>Change to: “PHAs/projects”</p>

The changes to form HUD-52723 are as follows:

Current Text Language	New Text Language
<p>First Page of the Form, Public Reporting Burden:</p> <p>The terms: “PHA” and “PHA’s”</p>	<p>Change to: “PHA/project” and “PHA’s/project’s”</p>
<p>Instructions:</p> <p>The term: “PHA”</p> <p>The sentence: “A separate form must be prepared for each project or group of projects under a separate Annual Contributions Contract (ACC).”</p> <p>The sentence: “When a PHA requests operating subsidy solely to cover the cost of an independent audit, only Section 1 and Section 3, Part D, Lines 02 and 03 need be completed.”</p> <p>Not in form.</p>	<p>Change to: “PHA/project”</p> <p>Change to: “A separate form must be prepared for each project identified as such for the purpose of asset management under 24 CFR 990.265. A PHA that owns and operates fewer than 250 units and treats its entire portfolio as a single project under 24 CFR 990.260(b) shall prepare one form.</p> <p>Delete.</p> <p>Add: “A Moving to Work (MTW) PHA with an agreement that uses an alternative Operating Fund formula will submit only one form for the PHA. Alternative formula MTWs will only complete Section 1; Section 2, ACC units; and Section 3, Part C, Line 1, Part C, Line 4, Part D, Line 1 and Part D, Line 3. Additionally, the PHA will submit any supporting documentation required by the MTW agreement and local HUD field office. MTW PHAs that do not use an alternative Operating Fund formula will complete all sections of this form.”</p>
<p>Section 2, Notes:</p> <p>Not in form.</p>	<p>Add as first bullet: “All entries should be at the project level, unless otherwise specified.”</p>
<p>Section 2, Column A, Line 02:</p> <p>The term: “PHA”</p>	<p>Change to: “PHA/project”</p>

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<p>Section 2, Column A, Line 05 through 13:</p> <p>The term: “PHA”</p>	<p>Change to: “PHA/project”</p>
<p>Section 2, Column B, Line 06a:</p> <p>The term: “PHA”</p>	<p>Change to: “PHA/project”</p>
<p>Section 3, Part B, Line 02:</p> <p>The term: “PHA”</p>	<p>Change to: “PHA/project”</p>
<p>Section 3, Part C, Line 01:</p> <p>The sentence: “If the PHA has an MTW agreement, it may enter an amount on this line if the amount would not be accurately classified on any other lines of this form in accordance with its MTW agreement and applicable HUD notices and guidance.”</p>	<p>Change to: “If the PHA has an MTW alternative Operating Fund formula specified in Attachment A of its agreement, it must report the total Operating Fund eligibility on this line.”</p>
<p>Section 3, Part D, Line 02:</p> <p>Second sentence: “If the PHA is requesting operating subsidy solely to cover the cost of an independent audit, see the instructions for Part A, Line 10.”</p>	<p>Delete.</p>

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