

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 Housing, Office of Multifamily Housing Programs, Office of Asset Management		2. OMB Control Number: a. b. <input checked="" type="checkbox"/> None 2502-	
3. Type of information collection: (check one) a. <input checked="" type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input 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: Multifamily Housing Procedures for Projects Affected by Presidentially-Declared Disasters			
8. Agency form number(s): (if applicable) None			
9. Keywords: Housing, Disaster, FEMA, Rental Housing			
10. Abstract: This information is submitted to HUD for review to ensure that owners follow HUD procedures regarding recovery efforts after a Presidentially-declared disaster.			
11. Affected public: (mark primary with "P" and all others that apply with "X") a. <input checked="" type="checkbox"/> Individuals or households e. Farms b. <input checked="" type="checkbox"/> Business or other for-profit f. Federal Government c. 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. <input checked="" type="checkbox"/> Required to obtain or retain benefits c. <input checked="" type="checkbox"/> Mandatory	
13. Annual reporting and recordkeeping hour burden: a. Number of respondents 29,281 b. Total annual responses 54 Percentage of these responses collected electronically 5% c. Total annual hours requested 393 d. Current OMB inventory 0 e. Difference (+,-) 0 f. Explanation of difference: 1. Program change: 2. Adjustment:		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. <input checked="" type="checkbox"/> Application for benefits e. Program planning or management b. Program evaluation f. Research c. General purpose statistics g. <input checked="" type="checkbox"/> 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 type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input checked="" type="checkbox"/> Other (describe) When affected by a Presidentially-Declared disaster.	
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: Brandt Witte Phone: (202) 402-2614	

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
Mike Winiarski, Director, Organizational Policy, Planning and Analysis Division, HROA

Signature of Senior Officer or Designee:

Date:

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

Supporting Statement for Paperwork Reduction Act Submissions

MULTIFAMILY HOUSING PROCEDURES FOR PROJECTS AFFECTED BY PRESIDENTIALLY-DECLARED DISASTERS

A. Justification

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended is intended to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from such disasters by revising and broadening the scope of existing disaster relief programs; encouraging the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by the States and by local governments; achieving greater coordination and responsiveness of disaster preparedness and relief programs; encouraging individuals, States, and local governments to protect themselves by obtaining insurance coverage to supplement or replace governmental assistance; encouraging hazard mitigation measures to reduce losses from disasters, including development of land use and construction regulations; and providing Federal assistance programs for both public and private losses sustained in disasters.

It is the intent of the Congress, by this Act, to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from such disasters by-- providing Federal assistance programs for both public and private losses sustained in disasters.

In addition, Section 207 of the National Housing Act and HUD's regulations at 24 CFR Part 207 provide the authority for insuring mortgage loans to finance the construction or rehabilitation of a broad range of rental housing. As a condition of mortgage insurance, owners execute a Regulatory Agreement with HUD which states that owners shall maintain the mortgaged premises, accommodations, and the grounds and equipment appurtenant thereto, in good repair and condition. In the event all or any of the buildings covered by the mortgage shall be destroyed or damaged by fire or other casualty, the owner is required to restore the property to a decent, safe, and sanitary condition.

Copies of the applicable laws, regulations, and regulatory agreement are attached.

2. The respondents for this collection are owners, management agents, and residents who will use this information to determine how they are to respond after a Presidentially-Declared Disaster (PDD). Respondents will provide written request for relief. HUD will provide a written response and information procedures for getting relief.

This information will be used to ensure that owners follow HUD procedures regarding recovery efforts after a Presidentially-declared disaster. These procedures will minimize disruption to HUD's normal business requirements by owners and set guidelines for owner/tenant responsibilities under these circumstances.

3. Automation of this information collection is not feasible because a portion of these documents must be obtained from the Federal Management Emergency Agency (FEMA). In addition, this collection requires documents to be executed by the owner and tenants. The only electronic portion of this collection is the request for extension to file the annual financial statement, which only applies to those multifamily project owners who are required to file an AFS, which is submitted electronically to HUD's Real Estate Assessment Center (REAC) via the Multifamily Financial Assessment Subsystem unless computer systems have been interrupted due to the declared disaster. Therefore, it is estimated that about 5% of this collection is automated.

Owners and residents must register with FEMA to obtain a FEMA number to be eligible for assistance, if provided. HUD does not collect any information from FEMA. The Notice explains that HUD may grant an owner an extension to file an Annual Financial Statement if affected by a PDD. The request is filed electronically through the FASS-REAC system.

4. There is no duplication of other sources for this information.
5. The collection of information may involve small business, however these entities are required to follow the same procedures regarding disaster recovery efforts.
6. HUD would risk improper assistance payments and would lack oversight of owner operations during Presidentially-declared disasters if this information were not collected.
7. There are no special circumstances for respondents.
8. Information collected is conducted in a manner consistent with the guidelines of 5 CFR 1320.8 (d). The Notice announcing this collection of information appeared in the *Federal Register* on October 2, 2008 (Vol. 73, No. 192 / page **57380**). No comments were received.
9. There are housing assistance payments to respondents pursuant to the business agreements in place prior to the Presidentially-declared disaster. There are no gifts to respondents.
10. No assurance of confidentiality, statute, regulation, or agency policy is provided.
11. There are no questions of a sensitive nature.

12. Annual Burden Estimate:

Information Collection	Number of Respondents	Frequency of Response	Total Annual Responses	Burden Hours per Response	Total Annual Burden Hrs	Hourly Cost	Total Annual Cost
1. Application to FEMA, Receive Application Number from FEMA, and Letter of Eligibility from FEMA	29,281	1	54	3	162	\$20	\$3240
2. Applicant Execution of a 30-day Renewable Lease	29,281	1	54	.25	14	\$20	\$280
3. Request for Extension to file an Annual Financial Statement, if applicable	20,505	1	54	.25	14	\$20	\$280
4. Temporary Forbearance Plan for HUD-Held and 202 Mortgage Servicing	7,829	1	54	1	54	\$20	\$1080
5. Owner Notification to Tenant that Unit is Habitable	29,281	1	54	.50	27	\$20	\$540
6. Owner Execution of a Temporary Lease on Behalf of the Displaced Section 8 Tenant for Vouchering Contract Rent	29,281	1	54	.25	14	\$20	\$280
7. Owner Notification to Tenant that Assistance Is Terminated Based on Failure to Return	29,281	1	54	.50	27	\$20	\$540
8. Submission of Insurance Loss Drafts for HUD Execution	29,281	1	54	.50	27	\$20	\$540
9. Repayment Plan for Use of Reserve Escrows	29,281	1	54	1	54	\$20	\$1080
Totals	29,281		54	7.25	393		\$7860

All Items – Estimated number of respondents is based on information available in HUD systems.

All Items – Estimated number of responses is based on data retrieved from the FEMA website. The number used is based on the total declared disasters for the last three years (2007-(63); 2006-(52); and 2005-(48). These numbers were averaged to obtain an annual disaster estimate of 54.

All Items - Hourly cost is based on an estimate of the owner to prepare, execute, and/or submit the required documentation to HUD. Hourly cost estimate was obtained by payscale.com.

Item 1 - HUD has estimated the burden hours and Hourly Costs for this requirement; however FEMA has established procedures for applicants to obtain FEMA benefits, therefore HUD cannot support this data since this process is handled by another agency.

Item 3 – Estimate is based on the number of owners required to file an annual financial statement.

Item 4 – Estimate is based on the number of HUD-Held and Section 202 mortgages.

13. There are no additional costs to respondents.

14. Annual Cost to the Federal Government:

Information Collection	Number of Responses	Hours per Response	Total Annual Hours	Hourly Cost	Total Annual Cost
Review of all documents	54	1	54	\$28.00	\$1,512

Estimated hourly cost is based on the annual salary of a GS-12, Project Manager to review the information.

15. There are no program changes or adjustments. This is a new collection.

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

17. HUD is not requesting approval to avoid displaying the expiration date.

18. No exceptions to the certification statement identified in Item #19 on form OMB 83-I, "Certification for Paperwork Reduction Act Submissions."

B. Collections of Information Employing Statistical Methods

This information collection does not employ statistical methods.