ROCIS was not updated correctly during the previous submission so the program office has to readjust the burden based on the numbers currently in ROCIS.

However, as mentioned during the conference call, the three areas the program office has devoted efforts for reducing burden with this program were in:

1. **The new Automatic OCAF Process**:  The purpose for the Amend Rents Auto OCAF enhancements to the integrated Real Estate Management System (iREMS) is to provide Owners of project-based Section 8 housing that have a multi-year Section 8 contract with automatically calculated annual OCAF rent increases where applicable.  iREMS electronically notifies HUD Asset Management**/**Contract Administrators (CA) in advance of a property’s annual OCAF rent increase due date; which is the Housing Assistance Payments contract anniversary date. The iREMS system calculates the new OCAF rent increases; the calculated rents are sent to the Owners for acceptance. The Auto-OCAF Letter Option One and Three(HUD - 9626), or Auto-OCAF Letter Option Two and Four (HUD - 9627), and Exhibit A of the Multifamily Housing Assistance Payments Basic Renewal Contract will reflect the new rent adjustmentfor the property.  The Auto-OCAF Letter Option One and Three (HUD - 9626),  letter will be mailed to the Owner that is not eligible to submit a budget-based rent increase and Auto-OCAF Letter Option Two and Four (HUD **-** 9627),  will be mailed to the Owner that is eligible to submit a budget-based rent increase. The project Owner must also sign and date the form, validate/certify the debt service and non-Section 8 rent potential, and return to the HUD/CA office.  The process utilizes the subject forms by streamlining rent adjustment processing by eliminating duplicate processes and significantly reducing paperwork.  Costs related to time and materials have been reduced for HUD/CA and the Owner’s/Agent’s staff members.  Owners/Agents benefit from receiving one of the subject letters as opposed to completing an entire OCAF Worksheet (HUD 9625) and submitting it to their local HUD/CA office for processing. **This effort reduced burden by 7,172 hours.**
2. **Modification of forms and combining systems data**: three forms were modified to significantly reduce burden.  **This effort reduced burden by 8,497 hours**.
3. **Deletion of forms** – 13 forms were deleted from the collection.  After further evaluation of the program we identified that data from these forms were being duplicated and that some data could be retrieved from, and is covered under other collections.  **This effort reduced burden by 13,273 hours.**

| **Form Numbers** | **Previous Total Annual Burden Hrs** | **Current Status of Form Numbers** | **New Total Annual Burden Hrs** | **Reduction due to OCAF Process** | **Reduction due to modification of forms** | **Reduction due to Deletion of forms** |
| --- | --- | --- | --- | --- | --- | --- |
| 9624 | 7707 | kept form | 11428 |  | -3721 |  |
| 9625 | 6651 | kept form | 7957 | -1306 |  |  |
| 9626 | 2397 | kept form | 210 | 2187 |  |  |
| 9627 | 7192 | kept form | 901 | 6291 |  |  |
| ~~9628~~ | 1056 | deleted form |  |  |  | 1056 |
| ~~9628a~~ | 1056 | deleted form |  |  |  | 1056 |
| ~~9628b~~ | 1056 | deleted form |  |  |  | 1056 |
| ~~9628b~~ | 1056 | deleted form |  |  |  | 1056 |
| ~~9628d~~ | 1056 | deleted form |  |  |  | 1056 |
| 9629 | 5 | kept form | 5 |  | 0 |  |
| 9630 | 7636 | kept form | 44 |  | 7592 |  |
| ~~9631~~ | 100 | deleted form |  |  |  | 100 |
| ~~9632~~ | 51 | deleted form |  |  |  | 51 |
| ~~9633~~ | 7636 | deleted form |  |  |  | 7636 |
| 9634 | 71 | kept form | 55 |  | 16 |  |
| 9635 | 748 | kept form | 2546 |  | -1798 |  |
| 9636 | 10 | kept form | 669 |  | -659 |  |
| 9637 | 7636 | kept form | 52 |  | 7584 |  |
| 9638 | 71 | kept form | 127 |  | -56 |  |
| 9639 | 5 | kept form | 160 |  | -155 |  |
| 9640 | 5 | kept form | 40 |  | -35 |  |
| 9641 | 5 | kept form | 51 |  | -46 |  |
| 9642 | 5 | kept form | 47 |  | -42 |  |
| 9643 | 5 | kept form | 88 |  | -83 |  |
| 9644 | 50 | kept form | 25 |  | 25 |  |
| ~~9645~~ | 55 | deleted form |  |  |  | 55 |
| ~~9646~~ | 50 | deleted form |  |  |  | 50 |
| ~~9647~~ | 1 | deleted form |  |  |  | 1 |
| 9648a | 25 | kept form | 50 |  | -25 |  |
| ~~9648b~~ | 50 | deleted form |  |  |  | 50 |
| ~~9648c~~ | 50 | deleted form |  |  |  | 50 |
| 9648d | 50 | kept form | 50 |  | 0 |  |
| 9649 |  | added | 50 |  | -50 |  |
| 9651 |  | added | 50 |  | -50 |  |
| **Totals** | **53,547** |  | **24605** | **7172** | **8497** | **13273** |