

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 adjustment for 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