

Paperwork Reduction Act Submission

Please read the instruction before completing this form. For additional forms or assistance in completing this form, 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 Public and Indian Housing Office of Public Housing and Voucher Programs	2. OMB Control Number: a. 2577-0282 b. <input checked="" type="checkbox"/> None
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3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input checked="" 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 XX 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)
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7. Title: Title:
Voucher Management System (VMS), Section 8 Budget and Financial Forms

8. Agency form number(s): HUD-52681-B, HUD-52681, HUD-52672, HUD-52673, HUD-52663.

9. Keywords:
 Housing Choice Vouchers (HCV), Voucher Management System (VMS), voucher program, Section 8, Section Eight

10. Abstract: The Voucher Management System (VMS) supports the information management needs of the Housing Choice Voucher (HCV) Program and management functions performed by the Financial Management Center (FMC) and the Financial Management Division (FMD) of the Office of Public and Indian Housing and the Real Estate Assessment Center (PIH-REAC). This system's primary purpose is to provide a central system to monitor and manage the Public Housing Agency (PHAs) use of vouchers and expenditure of program funds and is the base for budget formulation and budget implementation. The VMS collects PHAs' actual cost data that enables HUD to perform and control cash management activities; the costs reported are the based for quarterly Housing Assistance Payments (HAP) and Fee obligations and advance disbursements in a timely manner, and reconciliations for overages and shortages on a quarterly basis.

11. Affected public: (mark primary with "P" and all others that apply with "X") a. Individuals or households e. Farms b. Business or other for-profit f. Federal Government c. <input checked="" type="checkbox"/> Not-for-profit institutions g. <input checked="" type="checkbox"/> 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
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13. Annual reporting and recordkeeping hour burden: a. Number of respondents 2,185 b. Total annual responses 26,980 Percentage of these responses collected electronically 100% c. Total annual hours requested 53,580 d. Current OMB inventory 57,540 e. Difference (+,-) -3,960 f. Explanation of difference: 1. Program change: 2. Adjustment: -3,960	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 b. Total annual costs (O&M) c. Total annualized cost requested d. Current OMB inventory e. Difference f. Explanation of difference: 1. Program change: 2. Adjustment:
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15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X") a. Application for benefits e. <input checked="" type="checkbox"/> 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 type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input checked="" 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 type="checkbox"/> Other (describe)
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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: Phone:
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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) appear 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 Danielle Bastarache, Deputy Assistant Secretary, Office of Public Housing and Voucher Programs, PIH, HUD

Signature of Senior Officer or Designee:

Date:

X
Colette Pollard, Departmental Records Management Officer,
Office of the Chief Information Officer

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification:

1. **Reason for collection.** The Housing Choice Voucher (HCV) Program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses, and apartments. The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

HCVs are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program. The Voucher Management System (VMS) is HUD's main data system in terms of supporting program management. HUD uses VMS data as submitted by the PHAs to recalculate program renewal funding for each PHA each calendar year, to calculate the administrative fees earned by PHAs, to monitor program performance and utilization, to anticipate potential problems such as funding shortfalls at particular PHAs, and to inform research on various aspects of the program. Due to new statutory and regulatory rules and guidance, new program management needs, and the need to clarify past reporting guidelines, HUD is requesting approval for to the VMS reporting requirements to which all PHAs operating the HCV Program are subject. Without approval, HUD will not be able to collect new data crucial to funding calculation, program oversight, etc., and PHAs will continue to submit incorrect data in fields that need clarification, furthering hampering HUD's management and oversight efforts regarding the HCV Program.

Authorities for the information collection under this PRA are: United States Housing Act of 1937 (42 U.S.C. 1437 *et seq.*); Housing and Community Development Act of 1987 (42 U.S.C. 3543); Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); Fair Housing Act (42 U.S.C. 3601-19); Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993 (42 U.S.C. 3544).

2. **Use of information.** The requested information requirements (how, by whom and for what purpose the information is to be used) for the voucher program consists of the following:

Information Collections Required of PHAs

Financial Forms, HUD- 52681-B

The automated form HUD-52681-B (Voucher for Payment of Annual Contributions and Operating Statement Housing Assistance Payments Program Supplemental Reporting Form) is entered by the PHA into the Voucher Management System (VMS) on a monthly basis during each calendar year to track leasing and Housing Assistance Payments (HAP) expenses by voucher category, as well as data concerning fraud recovery, Family Self-Sufficiency escrow accounts, PHA-held equity, etc. The inclusion, change, and deletion of the fields mentioned below will improve the allocation of funds and allow the PHAs and the Department to realize a more complete picture of the PHAs' resources and program activities, promote financial accountability, and improve the PHAs' ability to provide assistance to as many households as possible while maximizing budgets. In addition, the fields will be crucial to the identification of actual or incipient financial problems that will ultimately affect funding for program participants. The automated form HUD-52681-B is also utilized by the same programs as the manual forms.

The inclusion, change, and deletion of the fields mentioned below will improve the transparency and accountability of several special purpose voucher programs: Foster Youth to Independence vouchers, Mainstream vouchers, the HCV mobility demonstration, the newly enacted Homeless vouchers, and the Emergency Transfer vouchers for the Violence Against Women Act (VAWA). This data collection will ultimately assist the Department in realizing a more complete picture of a PHAs' resources and program utilization of these special purpose voucher programs. Furthermore, the fields for the Moving to Work (MTW) Public Housing Authorities have been streamlined and

revised to broadly categorize HAP funds expended by the PHA on eligible expenses under Section 8 and 9 or the U.S Housing Act of 1937 and the local non-traditional program.

Fields with changes/updates:

Revised Name: Mainstream (formerly 5 Year Mainstream): Per Notice 2020-01, 5 Year Mainstream are now referred to as Mainstream vouchers and are separate and distinct from One Year Mainstream vouchers. All references to 5 Year Mainstream vouchers should be removed and replaced with Mainstream vouchers.

Revised Name: HCV- FSS Escrow Deposits (formerly FSS Escrow Deposits): With the addition of a field for Mainstream-specific FSS Escrow Deposits it is necessary to rename this field to clarify that it is HCV FSS Escrow Deposits.

Revised Name: HCV- FSS Escrow Forfeitures this Month (formerly FSS Escrow Forfeitures this Month): With the addition of a field for Mainstream-specific FSS Escrow Forfeitures it is necessary to rename this field to clarify that it is HCV FSS Escrow Forfeitures.

Revised Name: HCV- Fraud Recovery Total Collected this Month (formerly Fraud Recovery Total Collected this Month): With the addition of a field for Mainstream-specific Fraud Recovery Total Collected this Month it is necessary to rename this field to clarify that it is HCV Fraud Recovery Total Collected this Month.

Revised Name: HCV – Number of Vouchers Under Lease (HAP Contract) on the last day of the month (formerly Number of Vouchers Under Lease (HAP Contract) on the last day of the month): With the addition of a field for Mainstream-specific Number of Vouchers Under Lease (HAP Contract) on the last day of the month it is necessary to rename this field to clarify that it is HCV Number of Vouchers Under Lease (HAP Contract) on the last day of the month.

Revised Name: HCV – New Vouchers Issued but not under HAP contract as of the last day of the month (formerly New Vouchers Issued but not under HAP contract as of the last day of the month): With the addition of a field for Mainstream-specific New Vouchers Issued but not under HAP contract as of the last day of the month it is necessary to rename this field to clarify that it is HCV New Vouchers Issued but not under HAP contract as of the last day of the month.

Revised Name: HCV- All Voucher HAP Expenses after the First of the Month (formerly All Voucher HAP Expenses after the First of the Month): With the addition of a field for Mainstream-specific HAP Expenses after the first of the month it is necessary to rename this field to clarify that it is HCV- All Voucher HAP Expenses after the First of the Month.

Revised Name: HCV- Unrestricted Net Position Funds (UNP) as of the Last Day of the Month (formerly Unrestricted Net Position Funds (UNP) as of the Last Day of the Month): With the addition of a field for Mainstream- Unrestricted Net Position Funds (UNP) as of the Last Day of the Month it is necessary to rename this field to clarify that it is HCV- Unrestricted Net Position Funds (UNP) as of the Last Day of the Month.

Revised Name: HCV- Restricted Net Position Funds (RNP) as of the Last Day of the Month (formerly Restricted Net Position Funds (RNP) as of the Last Day of the Month): With the addition of a field for Mainstream- Restricted Net Position Funds (RNP) as of the Last Day of the Month it is necessary to rename this field to clarify that it is HCV- Restricted Net Position Funds (RNP) as of the Last Day of the Month.

Revised Name: HCV- Cash/Investment as of the Last Day of the Month (formerly Cash/Investment as of the Last Day of the Month – Voucher Program Only): With the addition of a field for Mainstream- Cash/Investment as of the Last Day of the Month it is necessary to rename this field to clarify that it is HCV- Cash/Investment as of the Last Day of the Month.

Revised Name: Rental Assistance Demonstration 1 – Public Housing Conversion: (formerly Rental Assistance Component 1): In the statutory language of the Consolidated and Further Continuing Appropriations Act of 2012

(Pub. L. No. 112-55, approved November 18, 2011) the statutory name of the program is Rental Assistance Demonstration. As such, Rental Assistance Component 1 will now be referred to as Rental Assistance Demonstration 1 – Public Housing Conversion for clarification purposes. All references to Rental Assistance Component 1 should be removed and replaced with Rental Assistance Demonstration 1– Public Housing Conversion.

Revised Name: Rental Assistance Demonstration 2 – Mod Rehab, Rent Supp, RAP Conversion: (formerly Rental Assistance Component 2): In the statutory language of the Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. No. 112-55, approved November 18, 2011) the statutory name of the program is Rental Assistance Demonstration. As such, Rental Assistance Component 2 will now be referred to as Rental Assistance Demonstration 2 – Mod Rehab, Rent Supp, RAP Conversion for clarification purposes. All references to Rental Assistance Component 2 should be removed and replaced with Rental Assistance Demonstration 2- Mod Rehab, Rent Supp, RAP Conversion.

Revised Name: Disaster Families Assisted (formerly Disaster Families Assisted (UML)): Removing the reference to UML so that this category can appropriately capture both the UMLs and HAP Expenses in VMS without unnecessary confusion.

New Fields:

Fields to be Added to the UML Section of Form 52681-B:

Foster Youth to Independence – Leasing: Need to capture the UMLs for this new category due to its implementation. This is per PIH Notice 2020-28.

Mobility Demonstration – Leasing: Need to capture the UMLs for this new category due to its implementation. This is per FR Notice 6191-N-01

Housing Stability Vouchers – Leasing: Need to capture the UMLs for this new category due to its upcoming implementation. This is per the Consolidated Appropriations Act, 2021 (Pub. L. 116-260, approved December 27, 2020).

Emergency Transfer Vouchers for VAWA– Leasing: Need to capture the UMLs for this new category of tenant protection vouchers due to its anticipated implementation. This is per the Violence Against Women Reauthorization Act of 2013 (Pub. L. 113-4).

Rental Assistance Demonstration 3 – PRAC Conversion– Leasing: Need to capture the UMLs for the conversion of 202 PRACs. This is authorized per section 237 of Title II, Division L, Transportation, Housing and Urban Development, and Related Agencies, of the Consolidated Appropriations Act, 2018 (Pub. L. 115-141, approved March 23, 2018) and implemented through PIH 2019-23/H 2019-09.

Fields to be Added to the HAP Expenses Section of Form 52681-B:

Foster Youth to Independence – HAP Expenses: Need to capture the HAP Expenses for this new category due to its implementation. This is per PIH Notice 2020-28.

Mobility Demonstration – HAP Expenses: Need to capture the HAP Expenses for this new category due to its implementation. This is per FR Notice 6191-N-01.

Housing Stability Vouchers – HAP Expenses: Need to capture the HAP Expenses for this new category due to its implementation. This is per the Consolidated Appropriations Act, 2021 (Pub. L. 116-260, approved December 27, 2020).

Emergency Transfer Vouchers for VAWA – HAP Expenses: Need to capture the HAP Expenses for this new category of tenant protection vouchers due to its anticipated implementation. This is per the Violence Against Women Reauthorization Act of 2013 (Pub. L. 113-4).

Rental Assistance Demonstration 3 – PRAC Conversion– HAP Expenses: Need to capture the HAP Expenses for the conversion of 202 PRACs. This is authorized per section 237 of Title II, Division L, Transportation, Housing and Urban Development, and Related Agencies, of the Consolidated Appropriations Act, 2018 (Pub. L. 115-141, approved March 23, 2018) and implemented through PIH 2019-23/H 2019-09.

MTW- Foster Youth to Independence HAP Expenses After the First of the Month: Currently all HAP costs incurred for period after the first of the month are reported in a single field of that name; those costs incurred by MTW agencies are needed separately as they are used for the renewal calculations while the other costs after the first of the month typically are already covered by the MTW renewal calculation.

MTW- Mobility Demonstration HAP Expenses After the First of the Month: Currently all HAP costs incurred for period after the first of the month are reported in a single field of that name; those costs incurred by MTW agencies are needed separately as they are used for the renewal calculations while the other costs after the first of the month typically are already covered by the MTW renewal calculation.

MTW- Housing Stability Vouchers HAP Expenses After the First of the Month: Currently all HAP costs incurred for period after the first of the month are reported in a single field of that name; those costs incurred by MTW agencies are needed separately as they are used for the renewal calculations while the other costs after the first of the month typically are already covered by the MTW renewal calculation.

MTW- Emergency Transfer Vouchers for VAWA HAP Expenses After the First of the Month: Currently all HAP costs incurred for period after the first of the month are reported in a single field of that name; those costs incurred by MTW agencies are needed separately as they are used for the renewal calculations while the other costs after the first of the month typically are already covered by the MTW renewal calculation

Fields to be Added to Other Voucher Reporting Requirements UML Section of Form 52681-B:

Mainstream- Number of New Vouchers Issued but not Under HAP Contract as of the last day of the month: Need to capture the number of Mainstream vouchers that have been issued as of the last day of the month to assist projecting future leasing of Mainstream vouchers and assisting with funding projections.

Housing Stability Vouchers - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the month: Need to capture the number of Housing Stability Vouchers that have been issued as of the last day of the month to assist projecting future leasing of Housing Stability vouchers and assisting in the possible need to recapture and reallocate unused funding.

Emergency Housing Vouchers 1,2,3 – Leasing: Need to capture the UMLs for this new category due to its implementation as a separate appropriation from the Tenant Based Rental Assistance. This is per Section 3202 of the American Rescue Plan Act. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the month: Need to capture the number of Emergency Housing vouchers that have been issued as of the last day of the month to assist projecting future leasing of Emergency Housing vouchers and assisting with funding projections. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Fields to be Added to Other Voucher Reporting Requirements HAP Expenses Section of Form 52681-B:

Project Based Vouchers – Total HAP Expenses: Need to capture the HAP Expenses for Project Based Voucher that are under a HAP contract. Currently we only capture the subcategories of Rental Assistance Demonstration Component 1 and 2 HAP expenses and do not capture total Project Based Voucher HAP expenses.

Mobility Demonstration Services Expenditures: Need to capture the estimated services expenditures on a monthly basis for the lead Public Housing Authorities participating in the HCV mobility demonstration.

Mainstream- HAP Expenses After the First of the Month: Need to capture PHA HAP expenditures after the first of the month to accurately capture total HAP expenses and per unit cost for Mainstream vouchers.

Mainstream- FSS Escrow Deposits: Need to capture the amount of Family Self Sufficiency escrow deposits for Mainstream vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes.

Emergency Housing Vouchers 1,2,3 - HAP Expenses: Need to capture the HAP Expenses for this new category due to its implementation as a separate appropriation from the Tenant Based Rental Assistance. This is per Section 3202 of the American Rescue Plan Act. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 - HAP Expenses After the First of the Month: Need to capture PHA HAP expenditures after the first of the month to accurately capture total HAP expenses and per unit cost for the newly created Emergency Housing vouchers. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing 1,2,3- FSS Escrow Deposits: Need to capture the amount of Family Self Sufficiency escrow deposits for Emergency Housing vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

ARP/EHV Adjustment Funding HAP Expense – HCV Program: Need to capture the combined total expenditure of Emergency Housing Voucher adjustment funding provided to PHAs for their HCV Program that either (1) experience a significant increase in voucher per-unit cost (PUC) due to Extraordinary Circumstances, or (2) that despite taking reasonable cost savings measures, would otherwise be required to terminate rental assistance for families as a result of insufficient funding. PHAs will report expenditures from either category described above in the individual HAP expense fields these awards were used for but will report the consolidated expenses here for informational and reconciliation purposes.

ARP/EHV Adjustment Funding HAP Expense – Mainstream Vouchers: Need to capture the combined total expenditure of Emergency Housing Voucher funds provided to PHAs for their Mainstream Voucher Program that either (1) experience a significant increase in voucher per-unit cost (PUC) due to Extraordinary Circumstances, or (2) that despite taking reasonable cost savings measures, would otherwise be required to terminate rental assistance for families as a result of insufficient funding. PHAs will report expenditures from either category described above in the individual HAP expense fields these awards were used for but will report the consolidated expenses here for informational and reconciliation purposes.

Fields to be Added to Memorandum Reporting HAP Expenses Section of Form 52681-B:

Mainstream- FSS Escrow Forfeitures this Month: Need to capture the amount of Family Self Sufficiency escrow forfeitures for Mainstream vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes.

Mainstream- Fraud Recovery Total Collected this Month: Need to capture the amount of Fraud Recovery funds collected for Mainstream vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes.

Emergency Housing Vouchers 1,2,3- FSS Escrow Forfeitures this Month: Need to capture the amount of Family Self Sufficiency escrow forfeitures for Emergency Housing vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 - Fraud Recovery Total Collected this Month: Need to capture the amount of Fraud Recovery funds collected for Emergency Housing vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Fields to be Added to Administrative Expenses HAP Expenses Section of Form 52681-B:

Mainstream- Administrative Expenses: Need to capture the amount of Administrative Expenses for Mainstream vouchers separate from the regular HCV program.

Emergency Housing Vouchers 1,2,3 – Admin Fees – Preliminary Fee Expenses: Need to capture the amount of administrative expenses used from the PHA’s preliminary fee to support rental assistance for the Emergency Housing vouchers. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 – Admin Fees – Placement/Issuance Fee Expenses: Need to capture the amount of administrative expenses used from the PHA’s placement/expedited issuance fee to support rental assistance for the Emergency Housing vouchers. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers – Admin Fees - Ongoing Administrative Expenses: Need to capture the amount of ongoing administrative expenses for Emergency Housing vouchers separate from the regular HCV program. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 – Service Fee – Housing Search Assistance Expenses: Need to capture the amount of expenses used for housing search assistance to support rental assistance for the Emergency Housing vouchers. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 – Service Fee – Security/Utility Deposit/Rental Application/Holding Fee Expenses: Need to capture the amount of expenses used for security deposits to support rental assistance for the Emergency Housing vouchers. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 – Service Fee - Owner Incentive Expenses: Need to capture the amount of expenses used for owner recruitment, retention and participation incentives to support rental assistance for the Emergency Housing vouchers. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 – Service Fee - Other Eligible Expenses: Need to capture the amount of other expenses used to support rental assistance for the Emergency Housing vouchers such as moving expenses, tenant-readiness services, essential household items, renter’s insurance, etc. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Fields to be Added to Financial Status HAP Expenses Section of Form 52681-B:

Mainstream- Unrestricted Net Position Funds (UNP) as of the Last Day of the Month: Need to capture the amount of Unrestricted Net Position Funds for Mainstream vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes.

Mainstream- Restricted Net Position Funds (RNP) as of the Last Day of the Month: Need to capture the amount of Restricted Net Position Funds for Mainstream vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes.

Mainstream- Cash/Investment as of the Last Day of the Month: Need to capture the amount of Cash/Investments for Mainstream vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes.

Emergency Housing Vouchers 1,2,3 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month: Need to capture the amount of Unrestricted Net Position Funds for Emergency Housing vouchers separate from the regular

HCV program for tracking, audit, reporting and reconciliation purposes. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 - Restricted Net Position Funds (RNP) as of the Last Day of the Month: Need to capture the amount of Restricted Net Position Funds for Emergency Housing vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Emergency Housing Vouchers 1,2,3 - Cash/Investment as of the Last Day of the Month: Need to capture the amount of Cash/Investments for Emergency Housing vouchers separate from the regular HCV program for tracking, audit, reporting and reconciliation purposes. This field will be used to capture up to three different Emergency Housing Voucher types per future appropriations.

Fields to be Added to MTW Section of Form 52681-B:

The following fields will replace the previous MTW fields in Form 52681-B in order to streamline MTW-specific fields and broadly categorize HCVP HAP funds expended by the PHA on eligible expenses under Section 8 and 9 or the U.S Housing Act of 1937 and the local non-traditional program.

MTW-Public Housing Operating Subsidy Eligible Expenses: Need to capture HCVP HAP funds expended by the PHA on public housing Operating Subsidy eligible expenses.

MTW-Capital Fund Eligible Expenses: Need to capture HCVP HAP funds expended by the PHA to develop, finance, modernize/renovate public housing, and other eligible Capital Fund Program expenses.

MTW-Local, Non-Traditional (LNT) Program: Need to capture HCVP HAP funds expended by the PHA in pursuit of eligible local, non-traditional program expenses. This includes HCVP HAP funds used for development, homeownership programs, rental subsidy programs, and service provision programs, per Notice PIH 2011-45 or successor notice.

MTW- HCV Administrative Fee Expenses: Need to capture HCVP Administrative Fees expended by the MTW PHA on administrative expenses to administer directly or indirectly the HCV program.

MTW- HCV Administrative Expenses Using HAP: Need to capture HCVP HAP funds expended by the MTW PHA on administrative expenses to administer directly or indirectly the HCV program.

MTW-Other Expense Category: Need to capture HCVP HAP funding expended by the PHA for an activity that does not fit in any other category.

Fields to be Added to Disaster Voucher Program Section of Form 52681-B:

Disaster Placement Fee: Need to capture the HAP Expenses associated with Disaster placement fees. This information will only be captured if the PHA is affected by a declared disaster per the IAA between FEMA & HUD (IAA # HSFEHQ).

Disaster Service Connection Fee: Need to capture the HAP Expenses associated with Disaster service connection fees. This information will only be captured if the PHA is affected by a declared disaster per the IAA between FEMA & HUD (IAA # HSFEHQ).

Disaster Case Management Fee: Need to capture the HAP Expenses associated with Disaster case management fees. This information will only be captured if the PHA is affected by a declared disaster per the IAA between FEMA & HUD (IAA # HSFEHQ).

Disaster Administrative Fee: Need to capture the HAP Expenses associated with Disaster administrative fees. This information will only be captured if the PHA is affected by a declared disaster per the IAA between FEMA & HUD (IAA # HSFEHQ).

Disaster Other Fees: Need to capture the HAP Expenses associated with other fees not already captured in HUD Form 52681-B related to the declared disaster. This will also include a description field with a character limit. This information will only be captured if the PHA is affected by a declared disaster per the IAA between FEMA & HUD (IAA # HSFEHQ).

Deletions: The following fields are no longer needed and will be removed in order to continue streamlining the VMS input process and minimize the burden hours on the PHAs:

FSS Coordinator Expenses Covered by FSS Grant
FSS Coordinator Expenses not Covered by FSS Grant
MTW-Development Activities
MTW-Local Housing Program
MTW- Public Housing Rehabilitation
MTW- Debt Service Repayment
MTW-HCV Administrative Expenses
Number of LBP (Lead Based Paint) Initial Clearance Tests
Number of LBP Risk Assessments

Financial Forms HUD- 52672, 52681, 52663 and 52673 – These forms are not being revised and will continue to be part of this information collection.

3. **Describe whether, and to what extent, the collection of information is automated?** Financial Form HUD-52681-B has been automated; submissions are manually keyed to the data entry forms monthly and electronically uploaded to VMS. The other forms (HUD-52672, 52681, 52663, 52673) must be manually completed. Most are completed electronically and submitted in an electronic format.
4. **Duplication of information.** None. This information is not currently collected at this time in a separate field.
5. **Does the collection of information impact small businesses or other small entities?** No.
6. **Describe the consequences to federal program or policy activities if the collection is not conducted or is conducted less frequently.** For the HUD 52681-B, the burden associated with collecting fields for new programs such as the Foster Youth to Independence program, HCV mobility demonstration, Housing Stability Program, and Emergency Housing Voucher program is the minimum needed for program monitoring and implementation. The information cannot be collected less frequently because it is either (1) information necessary for HUD to carry out its budget, allocation, oversight, and cash management functions or (2) information necessary for PHAs to comply with contractual arrangements or a statutory mandate. The collection of the fields associated with Emergency Housing Vouchers is necessary to administer this new program and make permanent the fields requested in the Emergency PRA. The fields requested for the Mainstream program, Disaster program and MTW program are necessary for HUD to carry out its budget, allocation, oversight and cash management functions.

The forms HUD-52672, 52681, 52663, 52673 need to continue being collected because PHAs that administer the HCV program are required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits.

7. **Explain any special circumstances.** PHAs will enter data in the VMS for each month, but will submit the data after the end of each month. Validation will occur online as the PHA prepares its submission. Items that fail specified edit checks will be immediately identified and the PHA will review and either correct or confirm the data.
8. **Identify date and page number of the Federal Register notice soliciting comments on the information.** Agency notice of proposed information collection was published for public comment in the *Federal Register* on August 17, 2021, page 46863. A 60-day comment period was provided for both information collections.

The Department received comments

9. Explain any payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts to respondents are provided.

10. Describe any assurance of confidentiality provided to respondents. N/A. Information collected does not apply to individuals or any information covered by the Personal Identifiable information covered under the Privacy Act of 1974 (U.S.C. 552.a).

11. Justify questions of a sensitive nature, such as sexual, religious beliefs and other matters that are commonly considered private. N/A. VMS does not collect any such information.

12. Annual Reporting Burden

Information Collection	Number of Respondents	Responses per Respondent	Total Annual Responses	Hours per Response	Total Hours	Hourly Cost	Total Cost
Financial Forms (HUD- 52681-B)	2,185	12	26,220	2	52,440	\$29.82	1,563,760.80
HUD-52681	190	1	190	1.5	285	\$29.82	8,498.70
HUD-52663	190	1	190	1.5	285	\$29.82	8,498.70
HUD-52672	190	1	190	1.5	285	\$29.82	8,498.70
HUD-52673	190	1	190	1.5	285	\$29.82	8,498.70
Totals	2,185	varies	26,980	varies	53,580		1,597,755.60

Estimated annual cost. Estimated hourly cost for response assuming a GS-12, Step 1 (\$66,167), Analyst or Manager, hourly rate is \$31.70 or approximately \$29.82 per hour. 53,580 hours times average hourly costs of \$29.82 = \$1,597,755.60.

2,185 PHAs x \$29.82 per hour for PHA staff members inputting information.

13. Additional cost to respondents. None

14. Annualized cost to the Federal Government

Estimated annualized cost is \$27 per hour, based on the 2020 General Pay Scale for a GS-11 Step 1, which represents the HUD field staff reviewing required information into VMS.

Federal Government Costs

Requirement	Annual Burden Hours	Cost per hour	Total Cost
Financial Forms	53,580	\$27.00	\$1,446,660
Totals	53,580		\$1,446,600

15. Reason for program changes. Adjustment. Decrease in burden hours.

16. Plans for publication of information collected. Information will be published to HUD.gov

17. Approval to not display expiration date for OMB approval. HUD is not seeking approval to avoid displaying the OMB expiration date.

18. Exceptions to certification. N/A

B. Collection of Information Employing Statistical Methods:

Section B is not applicable since statistical methods are not used.