Supporting Data for Annual Contributions Estimates

Section 8 Housing Assistance Payments Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

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Public reporting burden for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collecton display a valid OMB control number. Assurances of confidentiality are not provided under this collection. Authority for this collection of information is the Housing and Community Development Act of 1987. Housing Agencies (HAs) required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by HAs. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Public Housing Agency (Name and Address)	2. Project No.
	3. Submission ☐ Original ☐ Revision No.
	4. No. of Dwelling Units / 5. No. of Unit Months

Part I Estimate of Annual Housing Assistance Payments Required		Bedroom Size of Dwelling Units	Number of Dwelling Units	Monthly Gross Rent/Payment Standard	Amount Payable by Family Toward Gross Rent	Monthly Housing Assistance Payments	Unit Months Under Lease	Annual Housing Assistance Payments
	6.	0 BR						
	7.	1 BR						
	8.	2 BR						
	9.	3 BR						
	10.	4 BR						
	11.							
	12.							
	13.							
	14.							
	15.	Total						$

Part II Calculation of Estimated Ongoing Administrative Fee		Unit Months (a)	HUD Published 2-BR Fair Market Rent x (b)	Product of Columns (a) x (b) = (c)	Allowable Percent x (d)	Administrative Fee = (e)
	16.	0 BR				
	17.	1 BR				
	18.	Total				

Part III Calculation of Estimated Hard- to- House (Existing Housing Certificates and Housing Vouchers Only)			Estimated Number of Families (a)	Fee Per Family x (b)	Total Hard-to-House Fee = (c)
	19.				

Part IV Calculation of Estimated Preliminary Expense			Requested Amount	
			Requested Amount	HUD Modifications
Administrative Expenses	20.	Administrative Salaries		
	21.	Employee Benefit Contributions		
	22.	Legal Expense		
	23.	Travel Expense		
	24.	Sundry		
	25.	Office Rent		
	26.	Accounting and Auditing Fees		
	27.	Total Administrative Expenses		
Non-Expendable Equipment	28.	Office Equipment		
Expenses	29.	Office Furnishings		
	30.	Automotive		
	31.	Other		
	32.	Total Non-Expendable Equipment Expenses		
General Expenses	33.	Maintenance and Operation (Non-Expend. Equip. Only)		
	34.	Insurance		
	35.	Sundry		
	36.	Total General Expense		
Total Preliminary Expenses	37.	Sum of Lines 27, 32, and 36		