

Instructions

A. *General Instructions.* The original and 2 copies of form HUD-52685 must be prepared and submitted to the HUD Field Office (Attention: Assisted Housing Management Branch) by Public Housing Agencies (PHAs) for each Section 8 Moderate Rehabilitation project under an Annual Contributions Contract (ACC). The report shall be based on project data as of the last day of the quarter or annually as of September 30, whichever is applicable.

B. *Reporting Frequency.*

1. *Quarterly Reporting.* The report must first be submitted as of the end of the quarter during which the ACC was initially executed or amended to incorporate a new project. Thereafter, it shall be submitted as of the end of each subsequent quarter (even if there is no change from the previous report) until 95 percent of the units in the project (i.e., authorized by the ACC) are under lease. The report must be submitted to and received by the HUD Field Office by the 10th day of the month following the quarter covered by the report, i.e. January 10, April 10, July 10, and October 10.

2. *Annual Reporting.* Once 95 percent of the units in the project (i.e., authorized by the ACC) are under lease, reporting on the form HUD-52685 must be accomplished annually as of September 30 to be received by the HUD Field Office by October 10. Should the project reach 95 percent occupancy during a quarter other than the quarter ending September 30, that quarterly report must be submitted, but no further reporting is required until September 30 of that year. Of course, if 95 percent occupancy is reached during the quarter ending September 30, the report will be submitted as of September 30 and, in Item 3, should be indicated as a quarterly report.

Once annual reporting has begun, reporting on form HUD-52685 will continue in that manner, even if the assisted units under lease drop below 95 percent of the units in the project.

C. *Detailed Instructions.* (Please print or type as follows:)

1. *Project Number.* Enter the eleven character alpha/numeric project number (the 5th character, K, is preprinted on the form) assigned to the project by the HUD Field Office. Example: MA06-K123-001.

2. *Report Date.* Enter the last month/year (e.g., 03/80) of the quarter/year covered by the report.

3. *Reporting Period.* Check appropriate box. (See Part B.)

4. *Initial Lease Date.* Enter the month/day/year (e.g., 06/09/80) on which first assisted lease for the project is signed by the tenant and owner. This item is completed once and only on the quarterly report which represents the first time assisted units under lease are reported (Item 8).

5. *Number of Units Authorized in Projects.* Enter the number of units in the project as stated in the ACC.

6. *Number of Units Under Agreement(s) to Enter into a HAP Contract(s).* Enter the total number of assisted units for which a HAP Agreement(s) has been executed including those Agreements which have resulted in HAP Contracts. Do not report for this quarter/

year only, but cumulatively for all units in this project. Exclude those assisted units which have dropped out of the Program and for which a HAP Contract will not be executed. Enter 0 if none.

7. *Number of Units Under HAP Contract(s).* Enter the total number of assisted units for which HAP Contract(s) have been executed. Do not report for this quarter/year only, but cumulatively for all units in this project. Exclude those assisted units which have dropped out of the Program and for which HAP Contracts have been terminated. Enter 0 if none.

8. *Number of Assisted Units Under Lease.* Enter the total number of assisted units (family and elderly, disabled or handicapped) under lease to families receiving Section 8 assistance. Do not report for this quarter/year only, but cumulatively for all units in this project. Exclude those assisted units no longer occupied by tenants receiving Section 8 assistance. Enter 0 if none.

9. *Number of Assisted Units Under Lease to Elderly, Disabled or Handicapped.* Enter the total number of these assisted units under lease, including those in Item 8 above. Do not report for this quarter/year only, but cumulatively for all units in this project. Exclude those assisted units no longer occupied by elderly, disabled or handicapped tenants receiving Section 8 assistance. "Elderly, disabled or handicapped" is defined as the family head of household or spouse being at least 62 years of age, disabled, or handicapped. Enter 0 if none.

10. *PHA Name.* Print or type the name of the PHA with which HUD has entered into an ACC.

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[Docket No. FR-4086-N-25]

Office of the Assistant Secretary for Housing; Notice of Proposed Information Collection for Public Comment

AGENCY: Office of the Assistant Secretary for Housing, HUD.

ACTION: Notice.

SUMMARY: The proposed information collection requirement described below will be submitted to the Office of Management and Budget (OMB) for review, as required by the Paperwork Reduction Act. The Department is soliciting public comments on the subject proposal.

DATES: *Comments due.* October 21, 1996.

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Oliver Walker, Housing, Department of Housing & Urban Development, 451—

7th Street, SW, Room 9116, Washington, DC 20410.

FOR FURTHER INFORMATION CONTACT: Barbara D. Hunter, Telephone number (202) 708-3944 (this is not a toll-free number) for copies of the proposed forms and other available documents.

SUPPLEMENTARY INFORMATION: The Department will submit the proposed information collection to OMB for review, as required by the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35, as amended).

The Notice is soliciting comments from members of the public and affected agencies concerning the proposed collection of information to: (1) Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (2) Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information; (3) Enhance the quality, utility, and clarity of the information to be collected; and (4) Minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

This Notice also lists the following information:

Title of Proposal: Management Reviews of Multifamily Projects

OMB Control Number: 2502-0178

Description of the need for the information and proposed use: Management Review, Project Operation Evaluation. Form is completed by HUD staff during on-site reviews. Form is used to evaluate quality of management; determine causes of problems, devise corrective actions in order to safeguard the Department's financial interests and ensure that tenants are provided with decent, safe and sanitary housing.

Agency form numbers: HUD 9834.

Members of affected public: Businesses or other for-profit and Non-profit institutions.

Status of the proposed information collection: Extension without change.

Authority: Section 3506 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35, as amended.

Dated: August 9, 1996.

Nicolas P. Retsinas,
A/S Secretary for Housing—Federal Housing Commissioner

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