DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR–4263–N–35]

Notice of Proposed Information Collection for Public Comment

AGENCY: Office of the Assistant Secretary for Public and Indian 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: December 8, 1997.

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: Mildred M. Hamman, Reports Liaison Officer, Public and Indian Housing, Department of Housing and Urban Development, 451 7th Street, S.W., Room 4238, Washington, DC 20410–5000.

FOR FURTHER INFORMATION CONTACT: Mildred M. Hamman, (202) 708–3642, extension 4128, for copies of the proposed forms and other available documents. (This is not a toll-free number).

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).

This 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: Performance Funding System: Data Collection, Calculation of Formula and Delta, Range Test, Direct Disbursement Payment Schedule Data, Calculation of Allowable Utilities Expense Level (Elimination of Heating Degree Day Adjustment.

OMB Control Number: 2577–0029.

Description of the need for the information and proposed use: Housing Agencies (HAs) submit information to HUD according to standards and policies established under the Performance Funding System (PFS). The PFS for calculation of operating subsidy is designed to provide the amount of operating subsidy which would be needed for well-managed projects. That amount is determined by the difference between the projected expenses and projected operating income of the HA. HUD determines the operating subsidy eligibility in accordance with Section 9(a) of the U.S. Housing Act of 1937, 42 U.S.C. 1437g. to make annual contributions for the operation of HA-owned rental housing. Agency form numbers, if applicable, HUD–52720A, HUD–52720B, HUD–52720C, HUD–52721, HUD–52722A, HUD–52722B, HUD–52733.

Members of affected public: State, Local, or Tribal Government Estimation of the total number of hours needed to prepare the information collection including number of respondents, frequency of response, and hours of response: 3400 respondents (12,442 responses), annual, .50 hour average per response (seven forms prepared), 20,218 total reporting burden hours.

Status of the proposed information collection: Extension, no change.

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

Dated: October 2, 1997.

Kevin Emanuel Marchman,

Acting Assistant Secretary for Public and Indian Housing.

BILLING CODE 4210–33–M

Data Collection PFS Formula

PHA/IHA-Owned Rental Housing
Performance Funding System

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

OMB Approval No. 2577-0029 (exp. 9/30/97)

1. Name and Address of Public Housing Agency / Indian Housing Authority	2. AC Contract No.	Page of
	3. Submission ☐ Original ☐ Revision No:( )	

Part I. Bedroom Composition and Unit Months Available

1. Ending Dates of PHA/IHA's Fiscal Year	2. O BR	3. 1 BR	4. 2 BR	5. 3 BR	6. 4 BR	7. 5 BR	8. 6+ BR	9. Total Dwelling Units	10. Total Unit Months Available
	Number of Dwelling Units by Bedroom Size								

Part II. Calculation of PHA/IHA characteristics for formula

A1	Number of two or more bedroom units (Total of columns 4 - 8, Part I)	
A2	Lesser of A1 or 15,000	
B1	Number of three or more bedroom units (Total of columns 5 - 8, Part I)	
B2	Total dwelling units (Column 9, Part I)	
B3	Ratio of three or more bedroom units to total dwelling units (line B1 divided by line B2)	

Part III. To be completed only if PHA/IHA has a high-rise family project

1. ACC Project Number List only High-Rise Family Projects (Col. 5 ≥ 35; Col. 7 ≥ 1.5; and Col. 8 ≥ 5)	2. Number of Two or More Bedroom Units in Project	3. Total Number of Dwelling Units in Project	4. Number of Buildings in the Project	5. Average Number of Units in a Building (Must be ≥ 35 to be included in this Table) (Col. 3 ÷ Col. 4)	6. Total Number of Bedrooms in Project	7. Average Bedroom Size (Must be ≥ 1.5 to be included in this Table) (Col. 6 ÷ Col. 3)	8. Height in Stories of Tallest Building (Must be ≥ 5 to be included in this Table)

Total (this page only)	
C1. Grand Total (all pages)	
C2. Ratio of two or more bedroom units in high-rise family projects to total dwelling units (C1 ÷ Col.9, Part I)	

Previous editions are obsolete

form **HUD-52720-A** (8/92)
ref. Handbook 7475.13

Public Reporting Burden for this collection of information is estimated to average 1 hour 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operation of low-income housing projects to PHAs. The Performance Funding System (PFS) determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Utilities Expense (AEL), Allowable Utilities Expense Level and Other Costs for the major PFS components. HUD reviews the information (Operating Budget) to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregage operating subsidy eligibility of PHAs which serves as the basis for requesting annual approprations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Instructions for Form HUD-52720-A

This form is only applicable to PHA/IHA-owned rental housing projects, under an Annual Contributions Contract (ACC) that will be available for occupancy within the requested budget year. This form is not applicable to the Section 23 Leased Housing Program, the Section 23 Housing Assistance Payments Program, the Section 8 Housing Assistance Payments Program, the Mutual-Help Program, or the Turnkey III or Turnkey IV Homeownership Opportunity Programs. PFS is not applicable to the Housing Agencies of Alaska, Puerto Rico, the Virgin Islands or Guam. This form does not need to be completed if the PHA/IHA has not experienced a change in the number of its units in excess of 5 percent or 1000 units, whichever is less, since the last adjustment to the Allowable Expense Level using form HUD-52720-B. This form is also not applicable for the first budget year under PFS for a new project of an existing PHA/IHA that the PHA/IHA decides to place under a separate ACC, unless the new project has been in management for at least one full fiscal year before the Requested Budget Year.

Prepare a separate copy of this form for each ACC. Send this form with form HUD-52564, Operating Budget, for each ACC for the Requested budget year, to the HUD Field Office. Carry numbers on this form to five decimal places.

Part I. Bedroom Composition and Unit Months Available

Column 1. Ending Dates of PHA/IHA's Fiscal Year. Enter the applicable date for the fiscal year to which the numbers on this form apply. If using this form for the one-time AEL adjustment in accordance with the revision to the PFS regulation published on February 4, 1992, complete for the PHA/IHA fiscal year ending in calendar year 1992. In the first year that you use this version of the form for the long calculation of the delta, you must prepare two copies of this form - one using the PHA/IHA characteristics for the requested budget year and one for the last year in which an adjustment was made based on the long calculation. After the first year that you use this version of the form for the long calculation of the delta, you will only need to prepare one copy using the PHA/IHA characteristics for the requested budget year.

Columns 2-8. Enter the total number of dwelling units available for occupancy at the end of the fiscal year by bedroom size for all projects. The classification of the bedroom size of a dwelling unit shall be the same as it was classified in the Development Program or subsequently reclassified as approved by HUD. A unit is considered available for occupancy from the date on which the End of the Initial Operating Period (EIOP) for the project is established until the time it is approved by HUD for deprogramming and is vacated or is approved for nondwelling use. On or after July 1, 1991, a unit is not considered available for occupancy in any PHA/IHA Requested Budget Year if the unit is located in a vacant building in a project that HUD has determined is nonviable. List efficiency apartments with no separate bedroom under "0" Bedroom Size. If there are no units of a certain size, insert 0 (zero) in the block(s) for the designated bedroom size category.

Column 9. Total Dwelling Units. Enter the total of columns 2-8.

Column 10. Total Unit Months Available. Calculate the total Unit Months Available. For those projects that have been or are expected to be available for occupancy during the fiscal year for which the data is given, multiply the total number of these dwelling units, as defined above, by 12. For those projects that will be or are expected to be in occupancy for less than 12 months during the fiscal year for which the data is given, multiply the total number of dwelling units as defined above by the actual number of months the projects will be in occupancy. (i.e., 3, 6, or 9 months.) Enter the sum of the products in column 10.

Part III. To be completed only if a PHA/IHA has a high-rise family project. For the purposes of this form, a high-rise family project is defined as one that has a building that is at least 5 stories tall, has an average bedroom size of at least 1.5, and has an average number of units per building of at least 35. If you have no projects with these characteristics, skip to C2. of this section and enter a 0 (zero).

Column 1. ACC Project Number. Use one line for each project. If you have too many high-rise family projects to fit on this page, list the other projects on separate lines on additional copies of this form, leaving Parts I and II blank.

Column 3. Total number of Dwelling Units. For each project listed, indicate the number of dwelling units expected to be available for occupancy at the end of the fiscal year.

Column 4. Number of buildings in the Project. Include only buildings that contain dwelling units.

Column 8. Height in stories of tallest building. For each project enter the number of stories of the tallest occupied building. Include only stories containing dwelling units or any space used by the PHA/IHA for project use that are not in a basement.

Calculation of PFS Formula and Delta

PHA / IHA -Owned Rental Housing
Performance Funding System

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

OMB Approval No. 2577-0029 (exp. 9/30/97)

Public Reporting Burden for this collection of information is estimated to average 1 hour 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operation of low-income housing projects to PHAs. The Performance Funding System (PFS) determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Utilities Expense (AEL), Allowable Utilities Expense Level and Other Costs for the major PFS components. HUD reviews the information (Operating Budget) to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregage operating subsidy eligibility of PHAs which serves as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Public Housing Agency / Indian Housing Authority	AC Contract No.	Submission ☐ Original ☐ Revision No. (
Requested Fiscal Year Ending Date:		

Part I. Number of pre-1940 rental units occupied by poor households as a percentage of the population of the community.

1	2 Percentage	3 Multiplier	4 Current Year	5 Requested Year
Current and Requested		X		

Part II. Local Government Wage Rate Index.

	Wage Rate Index	Multiplier	Current Year	Requested Year
Current and Requested		X		

Part III. Number of two or more bedroom units or 15,000 whichever is less. (Transfer from form HUD-52720-A, Part II, A2)

	2 or more bedroom units	Multiplier	Current Year	Requested Year
Current		X		
Requested		X		

Part IV. Ratio of three or more bedroom units to total dwelling units. (Transfer from form HUD-52720-A, Part II, B3)

	Ratio	Multiplier	Current Year	Requested Year
Current		X		
Requested		X		

Part V. Ratio of two or more bedroom units in high rise family projects to total dwelling units. Enter 0 if there are no high rise family projects.

	(Transfer from form HUD-52720-A, Part III, C2)	Multiplier	Current Year	Requested Year
Current		X		
Requested		X		

Part VI. Calculation of Formula Expense Level and Delta.

		Current Year	Requested Year
1	Sum of the five products in columns 4 and 5		
2	Enter Equation Calibration Constant		
3	Combine line 1 and line 2		
4	Formula Expense Level (use FEL Increase Worksheet)		
5	Delta (Subtract line 4, column 4, from line 4, column 5)		

form **HUD-52720-B** (8/92)
ref. Handbook 7475.13

Instructions for Form HUD-52720-B

This form constitutes the second part of the calculations which begin on form HUD-52720-A. See the instructions to the HUD-52720-A for applicability.

Carry numbers on this form to five decimal places to correspond with the number of decimal places given for the weights and constant of the PFS equation.

Calculate and insert data separately for the current and requested years, except for Parts I and II where the data for both years are identical. Depending on why you are completing the form, you may not have to complete all elements on this form:

(1) One-time AEL adjustment in accordance with the revision to the PFS regulation published on February 4, 1992, complete current year columns and rows.

(2) In the first year that you use this version of the form for the long calculation of the delta, you must complete all columns and rows. Use the PHA/IHA characteristics for the last year in which an adjustment was made based on the long calculation in the current year rows.

(3) After the first year that you use this version of the form for the long calculation of the delta, you will follow these special instructions for column 2 of the current year rows. Take form HUD-52720-B last used in calculating the AEL and transfer requested year values from Parts III, IV and V to the current year rows on this form (boxes are highlighted).

(4) If the PHA/IHA has been in management for 12 months and is first requesting subsidy. All columns and rows are completed by PHAs/IHAs first requesting subsidy for an ACC that has projects that were in management for the 12 months of the current year.

Column 2

Part I. Number of pre-1940 rental units occupied by poor households as a percentage of the population of the community. Enter the applicable value from the "Number of pre-1940 rental units occupied by poor households as a percentage of the population of the community" table. This table is available from the Financial Analyst in the HUD Field Office. If the city the PHA/IHA serves is listed and at least 80% of the PHA/IHA units are in that city, use the value for the city. If the PHA/IHA has at least 80% of its units in two or more listed cities, it can choose to use the value of the city in which it has the most units or choose to calculate the value of the weighted average based on the number of units in each city listed. If fewer than 80% of a PHA/IHA's units are in a listed city, use the value for the county. If the PHA/IHA has units in more than one county, the PHA/IHA may either choose to use the value for the county in which it has the most units or choose to calculate a weighted average factor based on the number of units in each county.

Part II. Local Government Wage Rate Index. Enter the applicable value from the "Local Government Wage Rate Index" table. This table is available from the Financial Analyst in the HUD Field Office. If the area served by the PHA/IHA covers more than one county, the PHA/IHA may either choose to use the value for the county in which it has the most units or choose to calculate a weighted average factor based on the number of units in each county.

Column 3 Multipliers. Enter the appropriate multiplier from the "PFS Equation for Requested Budget Year" table which will be provided annually in a HUD Notice of updated PFS equation and inflation factors.

Columns 4 and 5 for Parts I through V. Multiply column 2 by column 3 and enter in column 4 or 5, as appropriate.

Part VI. Calculation of Formula Expense Level and Delta.

Line 1. Enter the sum of the amounts shown in column 4 and 5.

Line 2. Enter the Equation Calibration Constant from "PFS Equation for Requested Budget Year" table in column 4 and 5. This table will be provided in the annual PFS Update Notice. The constant is the same for both the current year and the requested year.

Line 3. Combine the amounts on line 1 and line 2 and enter on line 3. If line 2 is a negative figure, subtract line 2 from line 1 and enter the result.

Line 4. Use the FEL Increase Worksheet to calculate the Formula Expense Level. This worksheet will be provided in the annual PFS Update Notice.

Line 5. This amount is the adjustment for the change in characteristics since the last long calculation of the Delta.

Range Test and Determination of Base Year Expense Level

PHA / IHA-Owned Rental Housing
Performance Funding System

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

OMB Approval No. 2577-0029 (exp. 9/30/97)

Public reporting burden for this collection of information is estimated to average 12 minutes 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operation of low-income housing projects to PHAs. The Performance Funding System (PFS) determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Utilities Expense (AEL), Allowable Utilities Expense Level and Other Costs for the major PFS components. HUD reviews the information (Operating Budget) to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregage operating subsidy eligibility of PHAs which serves as the basis for requesting annual approprations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Note: This form is used by a PHA / IHA to perform the Range Test and determine its Base Year Expense Level the first time operating s ubsidy is requested for an Annual Contributions Contract (ACC) when one or more projects under the ACC have been in management for at least one full fiscal year prior to the Requested Budget Year.

Public Housing Agency / Indian Housing Authority	ACC Number	Requested Budget Year Ending	Submission ☐ Original ☐ Revision No.

Line No.	Description	Requested by PHA/IHA (PUM)	Approved by HUD (PUM)
01	Formula Expense Level calculated on form HUD-52720-B, Calculation of PFS Formula and Delta, part VI, line 4, column 4 for the current year		
02	Formula Expense Level Range Factor. (Multiply Line 01 by .15)		
03	Upper limit of the Formula Expense Level Range: (line 01 plus line 02)		
04	Base year Total Operating Expenditures, (line 890 of form HUD-52564 approved for PHA/IHA's fiscal year immediately preceding the Requested Budget Year.		
05	Adjustments to Base Year Total Operating Expenditures (see PFS Handbook 7475.13 REV, 2-7e) (explain adjustments)		
06	Base Year Expense Level (line 04 plus/minus line 05)		
07	☐ If line 06 is greater than line 03, enter the amount of line 03 on line 01 of form HUD-52723 ☐ If line 06 is less than line 03, complete lines 08 and 09 and enter the amount of line 09 on line 01 of form HUD-52723		
08	Increase of Base Year (see PFS Handbook 7475.13 REV, 2-7e)		
09	Base Year Expense Level plus Approved Increase (line 06 plus line 08)		

Direct Disbursement Payment Schedule Data–Operating Subsidies Public Housing Program (See Instructions for Public Reporting Statement)

U.S. Department of Housing and Urban Development
Office o f Housing
Federal Housing Commissioner

OMB Approval No. 2577-0029 (Exp. 9/30/97)

Line			
01	Project No.	Public Housing Agency (PHA)/Indian Housing Authority (IHA)	☐ Original
02	Fiscal Year End (FYE) (MM/DD/YY)	PHA/IHA Address	☐ Revision No.

Part 1–Eligibility Values

		(a) PHA/IHA Request	(b) HUD Modifications
03	Subject Year Eligibility		
04	Other Eligibility		
05	Prior Year Adjustment		
06	Total Elibibility		

		(a) PGM Code	(b) Obligated Amount	(c) Retained Amount	(d) Scheduled Amount	(e) Funds Available But Not Scheduled
07a	PHA/IHA Req.					
07b	HUD Modif.					
08a	PHA/IHA Req.					
08b	HUD Modif.					
09a	PHA/IHA Req.					
09b	HUD Modif.					
10a	PHA/IHA Req.	Totals				
10b	HUD Modif.	Totals				

Project No. ____ Fiscal Year End (FYE) ____

Line	Part II–Payment Entry Selection	PHA/IHA Request	HUD Modif.	
11	Program (PGM) Code	☐☐☐	☐☐☐	
12	Type of Payment Entry (Check one):	☐	☐	Manual Entry (Go to Part VI)
		☐	☐	System Calculation with Equal Monthly Payments
		☐	☐	System Calculation with Unequal Monthly Payments

Part III–System Calculation of Payment Schedule

Payments Within Month

			Y	N
13	Payments Equal Within Month? (Check Y or N)	PHA/IHA Req.	☐	☐
		HUD Modif.	☐	☐

			1	2	3	4
14	Pay Dates Within Month:	PHA/IHA Req.	☐☐	☐☐	☐☐	☐☐
		HUD Modif.	☐☐	☐☐	☐☐	☐☐
15	Payment Percentages Within Month:	PHA/IHA Req.	☐☐ %	☐☐ %	☐☐ %	☐☐ %
		HUD Modif.	☐☐ %	☐☐ %	☐☐ %	☐☐ %

Monthly Payment Allocation

16 Percentage Payment for Each Month:

		1	2	3	4	5	6	7	8	9	10	11	12
16a	Month	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐
16b	PHA/IHA Req.	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐
	HUD Modif.	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐	☐☐

Project No. ☐☐☐☐☐☐☐☐☐☐ | Fiscal Year End (FYE) ☐☐☐☐

Line	Part IV–Selection of Payment Schedule Revision Method
17	**Check One:**
	☐ Manual Revision (Use Part VI)
	☐ System Assisted Revision (Use Part V)
	☐ Percent Distribution of Remaining Balance (Use Parts II and III)

Part V–System Assisted Payment Schedule Revision

18 **Type of Payment Revision (Check one):** ☐ Add/Change (Use lines 19-20c)

☐ Delete (Use lines 21-22)

Add/Change Revisions:

19 ☐ Source of Funds: **Existing Payments** PGM Code ☐☐☐

19a Transfer ☐☐☐☐☐☐☐☐☐☐☐☐ from (choose one): Payment # ☐☐☐ to Payment # ☐☐☐

19b Pay Date ☐☐☐☐☐☐ to Pay Date ☐☐☐☐☐☐

20 ☐ Source of Funds: **Unscheduled Funds** PGM Code ☐☐☐

20a Transfer ☐☐☐☐☐☐☐☐☐☐☐☐ to (choose one): Payment # ☐☐☐

20b Pay Date ☐☐☐☐☐☐

20c Payment #'s ☐☐☐ thru (Equal Spread) ☐☐☐

Delete Revisions:

21 Delete (choose one): Payment # ☐☐☐ PGM Codes ☐☐☐ ☐☐☐ ☐☐☐

22 Pay Date ☐☐☐☐☐☐ PGM Codes ☐☐☐ ☐☐☐ ☐☐☐

Project No.

Fiscal Year End (FYE)

Part VI–Manual Payment Entry

	(a) PMT No.	(b) Scheduled Pay Date	(c) Total Scheduled Payment	(d) Scheduled Payment PGM Code	(e) Scheduled Payment PGM Code	(f) Scheduled Payment PGM Code
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.		**Total/Subtotal**				
HUD Modif.		**Total/Subtotal**				

Project No.	Fiscal Year End (FYE)

Part VII–Certification of Public Housing Agency/Indian Housing Authority

I certify that all applicable provisions of the Annual Contributions Contract covering the above numbered project(s) have been complied with by this PHA/IHA and that this form HUD-52721 and all supporting forms and documentation have been examined by me and to the best of my knowledge and belief are true, correct and complete and in accordance with all applicable HUD regulations and requirements including those relating to cash management.

False Claims statement: Warning: U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than $5,000 and not more than $ 10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, uses or causes to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.

Name of PHA/IHA

Signature and Title of Official Authorized to Certify	Date

PHA/IHA Comments

HUD Use Only

Field Office Approval

Field Office Name	Signature and Title of Field Office Official	Date

Field Office Comments

Entered Into LOCCS	By	Date	Time

Instructions

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gatherin and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of l937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operation of low-income housing projects to PHAs. The Performance Funding System (PFS) determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Utilities Expense (AEL), Allowable Utilities Expense Level and Other Costs for the major PFS components. HUD reviews the information (Operating Budget) to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregage operating subsidy eligibility of PHAs which serves as the basis for requesting annual approprations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

1. General

a. Purpose. Form HUD-52721, Direct Disbursement Payment Schedule Data, is used as follows:

(1) By a public housing agency (PHA) or Indian housing authority (IHA) to indicate to HUD how operating subsidies requested or obligated in an Operating Budget, form HUD-52564, for a fiscal year are to be scheduled for payment during the fiscal year pursuant to HUD cash management requirements.

(2) By a PHA/IHA to request revisions of a current Payment Schedule based upon changes in cash requirements or changes in the amount of operating subsidy requested or obligated for a fiscal year;

(3) By HUD Field Offices to review, modify and/or approve a PHA/IHA request;

(4) By the HUD Regional Accounting Division (RAD) as the source document for entry of the approved Payment Schedule data into LOCCS, which is the HUD automated system that controls program payments made through Direct Disbursement and Letters of Credit.

b. Applicability. Form HUD-52721 is used for all PHA/IHA-owned public housing rental and homeownership projects when operating subsidy is approved by HUD for a project under Section 9 of the United States Housing Act of 1937, as amended. It is not used for Section 23 or 10(c) leased projects or for the Section 8 Housing Assistant Payments (HAP) program.

c. Submission.

(1) Form HUD-52721 is prepared and submitted with form HUD-52564, Operating Budget, when operating subsidy is requested on Line 960 of the form HUD-52564. It also may be submitted separately to request a revision of a current Payment Schedule and to schedule payment of approved funds which were not scheduled for payment previously.

(2) A separate form HUD-52721 must be submitted for each project or group of projects covered under a separate form HUD-52564, Operating Budget.

(3) Payments must be transmitted by HUD to the Treasury Department five working days in advance of the payment due date. Accordingly, allow sufficient time between submission of form HUD-52721 and the first Pay Date for HUD to review the data and enter it into LOCCS.

d. Completion.

(1) In completing form HUD-52721, PHAs/IHAs must adhere to the applicable HUD cash management requirements and procedures covering the payment of public housing operating subsidies. The PHA/IHA Executive Director or other designated official must certify to this effect on Page 5 of the form.

(2) The form HUD-52721 is designed to both resemble as closely as possible the processing screens used by the RAD to enter the Payment Schedule data into LOCCS (HUD's automated payment system) and facilitate selection by PHAs/IHAs of various options for calculating Payment Schedules.

(3) Certain blocks and areas of the form HUD-52721 are shaded. This identifies for RAD data entry personnel those items which are not entered on the LOCCS processing screens either because the information is calculated by LOCCS (e.g., column totals) or picked up by LOCCS from other HUD automated systems (e.g., information on obligations is picked up from the Program Accounting System). Completion of these items by PHAs/IHAs is optional, but they should normally be filled in to facilitate preparation of the form and subsequent review by the HUD Field Office.

(4) Enter only **one** character per space provided. Where numbers or amounts are shorter than the number of spaces allocated, justify them to the right. Do **not** enter commas, dollar signs or other punctuation, but **do** enter decimal points and minus signs, if needed, in a separate block. Do not enter leading zeroes except where instructed specifically to do so. A maximum of twelve digits plus a decimal point may be entered for any dollar item (For example, $1,000,000.00 may be entered as:

|1|0|0|0|0|0|0|.|0|0| or |1|0|0|0|0|0|0| |0|0|

(5) Enter all dates numerically as follows, using leading zeroes where necessary: MM/DD/YY

For example, for March 31, enter: |0 3|3 1|8 6|

(6) All percentages must be **whole** numbers (no decimal points).

(7) Payments cannot be scheduled for a date which is prior to the beginning of a PHA/IHA fiscal year or the effective date of the Payment Schedule, whichever is later. Lump-sum payments should be scheduled to make up any payments missed when a Payment Schedule becomes effective after the beginning of a PHA/IHA's fiscal year.

e. Distribution of Payment Schedule

(1) After the RAD enters the data from the form HUD-52721 into LOCCS and verifies it, a computer printed Payment Schedule will be produced which will represent the official basis upon which payments will be made to the PHA/IHA until such time as the Payment Schedule is revised or expires.

(2) Two copies of the Payment Schedule will print out on a high speed printer located at each Field Office. The Chief, Assisted Housing Management Branch, or Director, Indian Housing Management Division, will sign and date one copy and forward it to the PHA/IHA and retain the other copy for the Field Office files.

2. Heading

Line 01.

Project No.: Enter the number which identifies the project(s) covered by the form according to the following format:

XX 999 999 YYM, where:

XX = Standard alphabetic abbreviation for the State in which the PHA/IHA is located.

999 = Number of the specific project covered by the form or the first (lowest numbered) project if more than one project is covered by the form. (Precede numbers of less than three digits with zeroes.)

YY = Last two digits of the calendar year in which the subject PHA/IHA fiscal year ends.

M = First letter of the last month of the PHA/IHA fiscal year

For example, for PHA/IHA number NY50 with projects numbered 1, 2, 3, 4, 7, and 8 under one Operating Budget and fiscal year ending March 31, 1986, enter:

|N|Y|0|5|0|0|0|1|8|6|M|

PHA/IHA Name: Self-explanatory

Original: Check this box if the data being submitted is for a new Payment Schedule for a PHA/IHA fiscal year.

Line 02.

Fiscal Year End (FYE): Enter the month, day and year on which the subject PHA/IHA fiscal year will end.

PHA/IHA Address: Self-explanatory

Revision No.: Check this box if the data being submitted is for a revision of a current Payment Schedule and enter the number of the revision for the fiscal year. Number all revisions sequentially.

3. Part I. Eligibility Values

(Note: Lines 03,04, 05, and 06 are **not** edited by LOCCS and will not affect the calculation of the Payment Schedule. If operating subsidy eligibility has not been determined for the subject PHA/IHA fiscal year, do not make entries on these lines.

Line 03. Enter the amount of regular operating subsidy eligibility (e.g., as determined under the Performance Funding System) for the subject project(s) for the subject PHA/IHA fiscal year.

Line 04. Enter the amount of any additional operating subsidy eligibility (e.g., additional funds for DIAP planning costs) for the subject project(s) for the subject PHA/IHA fiscal year.

Line 05. Enter the net amount of adjustments of prior years' operating subsidy eligibility which will be included in the amount of funds requested/obligated for the subject PHA/IHA fiscal year. Precede the amount by a minus sign ("-") if it negative (For example, for a net adjustment due HUD of $10,000, enter:

|-|1|0|0|0|0|

Line 06. Enter sum of lines 03, 04, and 05.

Lines 07, 08 and 09. Entries are made for each type of operating subsidy requested/obligated for the subject fiscal year on the applicable Operating Budget, form HUD-52564. (Note: Lines 08 and 09 are used only in cases where more than one type of operating subsidy is requested/obligated in an Operating Budget.) Types of funds and the corresponding Program Codes are as follows:

Performance Funding System (PFS)	PFS
Non-PFS (rental projects only)	NPF
Turnkey III Homeownership Projects	HTK
Mutual Help Homeownership Projects	MHP

(PHA/IHAs will be notified of other Program Codes to be used for special distributions of funds, as required.)

Column (a) PGM Code: Enter the Program Code corresponding to each type of operating subsidy requested/obligated.

Column (b) Obligated Amount: Enter the amount of operating subsidy requested/obligated. A corresponding amount, identified by the Program Code, must be shown on the applicable Operating Budget, form HUD-52564. (Note: LOCCS will automatically pick up this amount from PAS.)

Column (c) Retained Amount: Enter the amount of the operating subsidy requested/obligated that is to be retained and applied by the RAD to an amount owed HUD.

Column (d) Scheduled Amount: Enter the amount of operating subsidy requested/obligated to be scheduled for payment at this time.

Column (e) Funds Available But Not Scheduled: Normally, column (e) will equal column (b) minus the sum of columns (c) and (d), but it will also include any unpaid funds (i.e., Funds Available But Not Scheduled) carried over from the previous fiscal year's Payment Schedule. Such funds will not show up on the computer printed Payment Schedule produced by LOCCS for the new (subject) PHA/IHA fiscal year, and cannot be scheduled for payment during the new fiscal year, until after the end of the previous fiscal year. (It will automatically show up on any Payment Schedule printed after the beginning of the new fiscal year.)

Line 10. Enter the sums of lines 07, 08, and 09, columns (b), (c), (d) and (e), respectively.

4. Part II. Payment Entry Selection

This Part is used by the PHA/IHA to indicate how a Payment Schedule is to be established for each Scheduled Amount shown under column (d) of lines 07, 08 and 09. A **separate** Page 2 of the form must be used for each Program Code shown under column (a), lines 07, 08 and 09.

Line 11. Enter the Program Code corresponding to the Scheduled Amount for which a Payment Schedule is to be established.

Line 12.

a. Check the box corresponding to "Manual Entry" if each Pay Date and payment amount is to be entered manually, then go directly to Part VI and enter the dates and amounts.

b. Check the box corresponding to "System Calculation with Equal Monthly Payments" if you want LOCCS to calculate the Payment Schedule for you **and** the **total** amount to be paid during each month of the subject fiscal year will be the same.

c. Check the box corresponding to "System Calculation with Unequal Monthly Payments" if you want LOCCS to calculate the Payment Schedule for you **and** the **total** payments to be made during each month of the subject fiscal year will not be the same.

5. Part III. System Calculation of Payment Schedule

This Part is used, when "System Calculation' has been selected in Part II, to indicate how payments are to be made within each month of the subject fiscal year and how the Scheduled Amount shown under column (d), lines 07, 08, and 09, is to be distributed among the months of the subject fiscal year.

Payments Within Month.

Line 13. If all payments within any given month are to be equal, check "Y." Otherwise, check "N."

Line 14. Enter the dates, up to a maximum of four, on which payments are to be made during each month. (Note: Pay dates will be the same for **all** months of the subject fiscal year.) For example, if the following entry is made:

|1|5| |2|3| |2|9|

payments will be made on the 15th, 23rd, and 29th of each month.

Line 15. If "N" was checked on line 13, enter a percentage for each date entered on line 14. The percentages indicate how much of the total amount to be paid during each month is to be allocated among the specified Pay Dates. In determining these percentages, please make note of the following:

a. The percentages must total 100%.

b. If a Pay Date(s) for a month has already passed when the Payment Schedule becomes effective, the amount of the payment will be spread evenly over the remaining payments, if any, during that month.

Monthly Payment Allocation.

a. If "System Calculation with **Equal** Monthly Payments' was selected on line 12, LOCCS will allocate the Scheduled Amount equally among the months (or remaining months) of the subject fiscal year. Do **not** use lines 16-16b.

b. If "System Calculation with **Unequal** Monthly Payments' was selected on line 12, use lines 16-16b to indicate how you want LOCCS to allocate the Scheduled Amount among the months of the subject fiscal year.

Line 16. Use lines 16a-16b to specify the percentage of the Scheduled Amount to be paid during each individual month.

Line 16a. Enter abbreviations for all twelve months of the year beginning with the **first** month of the PHA/IHA's fiscal year. Abbreviations to be used are as follows:

January	JAN
February	FEB
March	MAR
April	APR
May	MAY
June	JUN
July	JUL
August	AUG
September	SEP
October	OCT
November	NOV
December	DEC

Line 16b. Enter the percentage of the Scheduled Amount you want to be paid during each month of the subject fiscal year. In determining these percentages, please make note of the following:

a. If a percentage is entered for **every** month, the percentages must total 100%.

b. If a percentage is **not** specified for **every** month and the percentages entered do **not** total 100%, the remainder of the Scheduled Amount will be distributed equally among the months for which no percentage has been specified. In this case, if you do not want operating subsidy to be paid in a particular month, a zero ("0") must be entered for that month.

For example, if you want 42% of the amount of operating subsidy requested to be allocated equally during the months of December, January, and February, when utility bills are highest, and the balance to be allocated equally over the remaining months of the fiscal year, enter 14% under DEC, JAN and FEB and leave the remaining months blank.

c. If the first Pay Date of a month has already passed when the Payment Schedule becomes effective, a percentage cannot be entered for this month; however, if the percentages entered for the remaining months total less than 100%, the month will be included in the allocation of the remainder of the Scheduled Amount.

6. Revision of Payment Schedules
Page 3, Parts IV and V, of form HUD-52721 are used only when submitting data for revision of a current or pending Payment Schedule. When revising Payment Schedules, only payments not yet transmitted to the Treasury Department (generally five working days before the Pay Date) may be changed. Also, sufficient time must be allowed for HUD review and entry of the changes into LOCCS. Revisions involving only minor changes (e.g., revising the Pay Dates or payment amounts for only a few payments) may be made by telephoning the appropriate HUD Field Office and providing the Financial Analyst or other designated staff person with the information.

7. Part IV. Selection of Payment Schedule Revision Method
Part IV is used to select the method to be used to revise a Payment Schedule.
Line 17.
a. Check the box corresponding to "Manual Revision" if you wish to manually indicate new or revised Pay Dates and/or amounts. If you select this option, go to Part VI and indicate the revisions to be made.
b. Check the box corresponding to "System Assisted Revision" if you want LOCCS to transfer amounts between Payment Numbers, Pay Dates and/or Funds Available But Not Scheduled, or to delete Pay Dates or Payment Numbers. If you select this option, go to Part V.
c. Check the box corresponding to "Percent Distribution of Remaining Balance" if you want to redistribute that part of the Scheduled Amount that has not yet been paid (i.e., you want to change the allocation of the remaining funds among the remaining months and/or the distribution of payment amounts or Pay Dates within months). If you select this option, use Parts II and III to indicate the revised distribution of payments.

8. Part V. System Assisted Payment Schedule Revision
This Part is used, when "System Assisted Revision" was checked on line 17, to indicate the amount and type of revision to be made, if more than one revision is to be made, use a separate page 3, Part V, for each one.

Line 18.
a. Check the box corresponding to "Add/Change" if you want to add new payments and/or change the amount of an existing payment.
b. Check the box corresponding to "Delete" if you want to delete an existing payment.
Add/Change Revisions. Use Lines 19-20c only if "Add/Change" was check on line 18.
Line 19. If you want to transfer funds from an existing payment to either another existing payment or a new payment, check this box and enter the Program Code to which the change will apply, then use lines 19a and 19b.
Line 19a.
Transfer: Enter the amount of funds to be transferred between payments.
From Payment # to Payment #: If you want to transfer funds according to payment numbers, enter the existing payment number from which the funds are to be taken and the new or existing payment number to which they are to be added.
Line 19b.
From Pay Date to Pay Date: If you want to transfer funds according to Pay Dates, enter the existing Pay Date from which the funds are to be taken and the new or existing Pay Date to which they are to be added.
Line 20. If you want to transfer funds from Funds Available But Not Scheduled to either an existing payment or a new payment, check this box and enter the Program Code to which the change will apply, then use lines 20a-20c. (Note: In order to make this change, the change must first be reflected in the appropriate columns of lines 07-09 of Part I.
Line 20a.
Transfer: Enter the amount of funds to be transferred from Funds Available But Not Scheduled to a new or existing payment.
Line 20b.
Pay Date: If you want to transfer the funds to a particular Pay Date, enter that Pay Date.

Line 20c.
Payment #s (____ Thru ____); If you want to spread the funds equally over a series of payments, enter the numbers of the first and last payments in the series.
Delete Revisions: Use lines 21-22 only if "Delete" was checked on line 21. (Note: In order to make this change, the change must first be reflected in the appropriate columns of lines 07-09 of Part I.
Line 21. If you want to delete a payment number, enter that number and the Program Code(s) corresponding to the funds for which a payment is to be deleted.
Line 22. If you want to delete a Pay Date, enter the date and the Program Code(s) corresponding to the funds for which a payment is to be deleted.

9. Part VI. Manual Payment Entry
This Part is used to individually enter Pay Dates and payment amounts when LOCCS calculation of the Payment Schedule has **not** been selected and to manually revise a current or pending Payment Schedule. If more than twelve payments are to be scheduled, use additional copies of Page 4, as required. When revising Pay Dates or payment amounts of a current or pending Payment Schedule, you only need to enter the Payment Numbers to be revised and the new Pay Date and payment amount.
Column (a): Enter sequentially the number of each payment.
Column (b): Enter the date on which each payment is to be made.
Column (c): Enter the total of columns (d), (e) and (f).
Columns (d), (e) and (f): (Note: Use columns (e) and (f) only if the Payment Schedule will include more than one Program Code.) At the top of the column enter the Program Code corresponding to the funds to be scheduled and then enter the amount of each payment.
Total/Subtotal: Self-explanatory.

Calculation of Allowable Utilities Expense Level

PHA/IHA-Owned Rental Housing
Performance Funding System

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

OMB Approval No. 2577-0029 (exp. 9/30/97)

Public Housing Agency / Indian Housing Authority :	Old Project Numbers: (data listed on lines 1,2,3)	New Project Numbers: (data listed on line 8)	Fiscal Year Ending: / AC Contract Number:	Submission: ☐ Original ☐ Revision No. ( )

Line No.	Description	Unit Months Available	Sewerage and Water Consumption	Electricity Consumption	Gas Consumption	Fuel (Specify type e.g., oil, coal, wood)		
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01	UMA and actual consumption for old projects for 12 month period which ended 12 months before the Requested Budget Year.							
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year.							
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year.							
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).							
05	Estimated Unit Months available for old projects for Requested Budget Year.							
06	Ratio of Unit months available for old projects (line 04 divided by line 05 of column 3)	3						
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 06).							
08	Estimated UMA and consumption for new projects.							
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08).							
10	Estimated cost of consumption on line 09 for Requested Budget Year (see instructions).	**Costs**						
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).							
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3)							
12a	Rate							
12b	Unit of Consumption							

Previous editions are obsolete

form **HUD-52722-A** (4/88)
ref. Handbook 78475.13

Public reporting burden for this collection of information is estimated to average 1.5 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operation of low-income housing projects to PHAs. The Performance Funding System (PFS) determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Utilities Expense (AEL), Allowable Utilities Expense Level and Other Costs for the major PFS components. HUD reviews the information (Operating Budget) to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregage operating subsidy eligibility of PHAs which serves as the basis for requesting annual approprations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Instructions

1. General. This form shall be used solely for PHA/IHA-owned rental housing projects. A separate form shall be submitted for each Annual Contributions Contract (ACC) which includes one or more projects which have reached the End of Initial Operating Period (EIOP) and will be in management for all or any part of the PHA/IHA fiscal year for which the PHA/IHA is eligible for Performance Funding System (PFS) Operating Subsidy. This form shall not be used with respect to the Section 23 Leased Housing Program, the Section 23 Housing Assistance Payments Program, the Section 8 Housing Assistance Payments Program, the Mutual-Help Program, or the Turnkey III or Turnkey IV Homeownership Opportunity Programs. In addition, this form is not applicable to the PHAs/IHAs of Alaska, Puerto Rico, the Virgin Islands or Guam, which are not subject to the PFS. The PFS regulation covering the purpose for the calculation required by this form is Section 990.107 of 24 CFR Part 990.

2. Preparation and Submission of Form.

Heading. In the spaces provided, enter; name of the Public Housing Agency or Indian Housing Authority; the fiscal year ending date for the year for which this form is being prepared; the Annual Contributions Contract Number; a check (") indicating an original submission or a revision and revision number; and the project identification number of those projects classified as "Old Projects" where the required data is listed on lines 01, 02, and 03, and "New Projects" where the required data is listed on line 08.

Columns 7, 8, and 9. Specify the type(s) of fuel being consumed by inserting the type(s) in one or more of the columnar headings (e.g., oil, coal or wood).

Special Instructions Regarding Lines 01, 02 and 03:

Rolling Base Period. The Rolling Base Period allowable average utility consumption is computed by using data recorded on lines 01, 02 and 03. The Rolling Base Period is applicable for PHA/IHA fiscal years beginning January 1, 1983, and thereafter.

Rolling Base Period of Less Than 36 Months. Section 990.107(c)(2) of the PFS regulations states that if a PHA/IHA has not maintained or cannot recapture consumption data nor develop comparable consumption data regarding a particular utility or utilities from its records or from the records of a comparable project, for the full Rolling Base Period, it may request HUD Field Office approval to utilize data for a period of at least 12 months. If HUD approves the use of data for a period of at least 12 months but less than 36 months, it shall be expanded to the full Rolling Base Period by use of the actual experience, plus estimated consumption for the period for which no record of experience is available. The estimated consumption may be based upon the actual experience. Take into account the relationship of the heating degree days of the periods of actual experience and the missing experience when considering utilities used for space heating. If consumption of a comparable project is utilized, that consumption must have taken place during the same periods of the PHA/IHA's Rolling Base.

Adjustment of the Consumption of the Rolling Base Period. To avoid a distortion of the average consumption for the three 12 month periods of the Rolling Base Period, the actual consumption or equivalent listed on each of these lines must be for the same number of units. Also, the consumption mix, by purposes for which each type of utility is consumed, must be the same in each year, for example, there must not be a switch in use of gas to oil or vise-versa. The unit months available (UMAs) will be the same for all three lines. Needed adjustments to achieve this result are provided below in section 3.

Line 01. By type of utility, enter the actual or adjusted consumption, in the appropriate units of measurement, for the 12-month period which ended twelve months before the requested budget year. In column 3, enter the number of UMAs during this same 12-month period. For example, a PHA with a fiscal year beginning 1/1/83 would report for the period from 1/1/81 through 12/31/81. Include only dwelling units and their consumption which were in management for the *entire* Base Period or are not specifically excluded from line 01 by the instructions of section 3 below. The unit months would include those units where all utilities are tenant-purchased.

Line 02. Refer to instructions for line 01 above, except the consumption to be recorded on line 02 for a fiscal year beginning 1/1/83 would be for the 12-month period from 1/1/80 through 12/31/80, which is the period ended twenty four months before the requested budget year.

Line 03. Refer to instructions for line 01 above, except the consumption to be recorded on line 03 for a fiscal year beginning 1/1/83 would be for the 12-month period from 1/1/79 through 12/31/79, which is the period ended thirty six months before the requested budget year.

Line 04. Enter the sum of lines 01, 02, and 03 in each column.

Line 05. Enter the number of UMAs during the requested budget year for Old Projects. This number must be the same as the UMAs shown on lines 01, 02 and 03, column (3) of this form. If the UMAs in the requested budget year are not the same as each period of the Rolling Base Period, see instructions contained in the second paragraph of section 3, below.

Line 06. Divide UMAs in column (3) of line 04 by UMAs in column (3) of line 05 to determine the ratio of UMAs available in the accumulated years to the UMAs available in the requested budget year. If the ratio is different than 3, there has been an error in stating UMAs on lines 01, 02, 03, 04, and/or 05.

Line 07. Divide each consumption amount and the UMAs on line 04 by the ratio in column (3) of line 06 (3) and enter each answer in the appropriate column of line 07.

Line 08. A "New Project" for the purpose of establishing the Rolling Base Period and the Allowable Utilities Expense Level is defined as either:

- A project which has not been in operation during at least 12 months of the Rolling Base Period, or a project which enters management after the Rolling Base Period and before the end of the Requested Budget Year.
- A project which during or after the Rolling Base Period has experienced: a conversion from one energy source to another; interruptible service sufficient to cause discernible variance from normal consumption pattern; a period in which the project is unoccupied; a switch from tenant-supplied to PHA/IHA-supplied utilities; or a switch from PHA/IHA-supplied to tenant-supplied utilities.

Specific instructions for establishing or adjusting utility consumption for each of the above mentioned possibilities are outlined in section 3 below.

Line 09. Enter the sum of line 07 and line 08 for UMAs and all consumption columns. Even if the utilities for one or more units are all tenant-purchased, the UMAs for such units must be included in column 3 of this line. The UMAs also will be included in the category of Old Projects (line 01, 02 and 03) or new projects (line 08), as appropriate. **In all cases, the total UMAs shown in column (3) of line 09 must be the same as the UMAs shown on form HUD-52723, "Calculation of Performance Funding System Operating Subsidy."**

Line 10. Compute the estimated costs attributable to the estimated consumption for each utility based on monthly rate schedules for each meter or unit price, and enter in the appropriate column. *The current applicable rates in effect at the time the Operating Budget is submitted to HUD will be used as the utilities rates for the Requested Budget Year,* except where prior to the date of submission of the budget to HUD, the appropriate utility commission has approved rate increases for future implementation. In these instances, the new rates may be used as the utility rates for the entire Requested Budget Year.

Line 11. Enter in column (3) the sum of all columns of line 10.

Line 12. Divide the amount in column (3) of line 11 by UMAs shown in column (3) of line 09. Enter the resulting PUM amount in this line and on the line titled "Allowable Utilities Expense Level" of form HUD-52723.

Line 12a. Enter for each type of utility or fuel the rate or unit price used to compute the estimated costs shown for each utility or fuel on line 10.

Line 12b. Indicate for each type of utility or fuel the unit of measurement (e.g. therms, kilowatt hour, gallons, cubic feet, 100 cubic feet, tons) which relates to the consumption shown for each utility or fuel on lines 01 thru 04.

3. Situations Requiring Special Adjustments to Lines 01 Through 08. Actual consumption of projects having the situations described in section 2, "Line 08", above, shall be established or adjusted in accordance with the instructions contained in this paragraph. The overriding consideration of all of the adjustments which are discussed here is that the consumption data shall not be distorted by including in lines 01, 02, 03, 05 or 07 of this form any UMAs or consumption for projects for only part of the Rolling Base Period or Requested Budget Year, and that the consumption mix, by purposes for which given utilities are used, will be the same for each such line. Where there is usage or a specific type of delivery or usage mix for only a part of the Rolling Base Period, either it will be eliminated from lines 01, 02, 03, 05 and 07 and, after appropriate adjustment, incorporated into line 08, or the total Rolling Base Period (lines 01, 02 and 03) will be adjusted to show a comparable situation as to usage mix for each unit in each twelve month period. Information supporting the special adjustments shall accompany this form.

New Project Not in Management During at Least 12 Months of the Rolling Base Period. The allowable consumption and UMAs for a project specified in section 2, the first subpart of "Line 08", above, shall not be included in lines 01, 02 or 03, but the allowable consumption levels and UMAs shall be entered in line 08 of this form. For the project in management for less than 12 months of the Rolling Base Period or one entering management after the Rolling Base Period but before the end of the Requested Budget Year, annual allowable consumption data shall be determined by using the consumption experience of a project (same PHA/IHA or other PHA/IHA) with comparable types of utilities and which is likely to have comparable per unit levels of consumption based on the physical characteristics of the buildings. Such experience must have occurred during the Rolling Base Period and must be for 12 months or more. If more than 12 months are used, the experience must be annualized. The annual consumption and UMAs shall then be adjusted to reflect the number of months the project is expected to be in management during the Requested Budget Year. The resulting allowable consumption levels and UMAs shall be entered on line 08. The HUD Field Office will provide these figures on request. Once this project has acquired 12 months experience, its allowable utilities consumption level for the next Requested Budget Year will be entered on this form in accordance with the instructions of "Rolling Base Period of Less Than 36 Months" in section 2.

Switch of Utilities - Energy Conversions: If the PHA/IHA has converted the units of a project from one energy source to another (e.g., from oil to coal) during or after the Rolling Base Period, or will convert before the end of the Requested Budget Year, the following adjustments are required for the Rolling Base Period and/or line 08.

- **For Discontinued Utility.** Exclude actual consumption of these units in the column on lines 01, 02 and 03.
- **For New Utility:**
  - **Between One and Three Years of Experience.** If there has been more than one, but less than three years of consumption experience during the Rolling Base Period, use such actual experience, plus estimated consumption for the time which had no experience, in the appropriate column on lines 01, 02 or 03. Line 08 is not to be used. Avoid overlapping estimated and actual consumption experience. As a means of estimating the missing consumption of the new space heating utility, the PHA/IHA's calculation could be based upon the old utility consumption for the missing period, using the relative BTU equivalent. If the PHA/IHA requires assistance to compute BTU equivalents, it should request it from the Field Office.
  - **Less Than One Year of Experience.** If there is less than one year of consumption experience as to the new utility during the Rolling Base Period, estimate the annual consumption and include it in the appropriate column on each of lines 01, 02 and 03. Line 08 is not to be used. In estimating, use actual consumption experience available. Consider the consumption patterns of comparable projects if such information is available. Avoid overlapping estimated consumption and actual experience. The BTU equivalent system mentioned in the preceding paragraph could be utilized to compute the missing experience.
  - **Switch After Rolling Base Period.** If the switch is between the Rolling Base Period and the start of the Requested Budget Year, estimate consumption for a full year for the new utility, as if for a "New Project," (see the second paragraph of part 3, above) and enter estimated consumption on line 08.

    If the date of the switch to the new utility will result in its use for a part of the Requested Budget Year, estimate the consumption of the discontinued utility for the number of months of the Requested Budget Year it will be used, and estimate the consumption of the new utility for the number of months it will be used, and include these estimates on line 08, in the appropriate columns. The estimate for the discontinued utility shall be based on historical data of the Rolling Base Period, and the

estimate for the new utility shall be made as if for "New Project" (see the second paragraph of part 3, above). Once the PHA/IHA has experienced actual consumption of the new utility for some part of the Rolling Base Period, the new utility shall be considered in accordance with the instructions in the preceding paragraph, "Less Than One Year of experience.

Unit Months Available. When a switch of utilities occurs, no adjustment of UMAs is required for lines 01, 02, or 03. Also do not enter UMAs on line 08, as this will duplicate the UMAs already shown on lines 01, 02 and 03.

Interruptible Service. If the PHA/IHA has a utilities combination which provides for interruptible service from one energy source to another, the HUD Field Office shall be contacted to determine a reasonable estimate of consumption to be used in calculating the allowable utility expense for the Requested Budget Year if the interruption is sufficient to cause discernible variance from normal consumption pattern. This adjustment would, of course, not be considered until after the interruption had occurred and, if possible, not until after the heating season has ended.

Unoccupied Projects. For a project that will be unoccupied for the entire Requested Budget Year, and no utility service is being provided, exclude the previous actual consumption of these units from the appropriate columns on lines 01, 02, and 03. For a project that will be unoccupied for a significant continuous period during the Requested Budget Year, for such reasons as extensive modernization or if the PHA is awaiting a decision on demolition, but some utility service is to be provided, the previous consumption shall be excluded from the appropriate columns on lines 01, 02, and 03, and the estimated consumption of utilities that may be furnished for the Requested Budget Year shall be included in line 08. The number of UMAs shown under column (3) will not be affected. When the reason for this adjustment has passed, then the Rolling Base Period consumption shall once again be entered on lines 01, 02 and 03 for this project in accordance with the instructions "For New Utility" in the third paragraph of this section. The PHA/IHA must submit documentation in support of any consumption entered on line 08 pursuant to this paragraph.

Switch of Utilities from Tenant-Purchased to PHA/IHA-Supplied. If the PHA/IHA has switched from tenant-purchased to PHA/IHA-supplied utilities during the Rolling Base Period or if it has or will do so after the Rolling Base Period but prior to the end of the Requested Budget Year, consumption data applicable to PHA/IHA-supplied utilities must be included on the form HUD-52722-A. The instructions contained in the third paragraph of this section, ("For New Utility") are appropriate for the adjustment necessary to reflect this switch. Keep in mind that where the instructions state "new utility" it will mean, for the purposes of this paragraph, the new PHA/IHA-supplied utility. In addition, where consumption experience is requested, it relates to experience under a PHA/IHA-supplied system and not to previous consumption charged directly to tenants.

Switch of Utilities from PHA/IHA-Supplied to Tenant-Purchased. If the PHA/IHA has changed from PHA/IHA-supplied to tenant-purchased utilities prior to the beginning of the Requested Budget Year, no data regarding PHA/IHA-supplied utilities shall be included in the Rolling Base Period (lines 01, 02 and 03) consumption data.

If the switch is to be made in the Requested Budget Year, the amount of PHA/IHA-supplied consumption for the period from the beginning of the Requested Budget Year to the date of the switch shall be shown on line 08; do not show UMAs for such units on line 08 since they are already included in lines 01, 02 and 03. The estimate shall be based upon consumption experience of the Rolling Base Period. In the next fiscal year, the partial consumption should be deleted from line 08.

Submission of Form HUD-52722-A. Submit form HUD-52722-A to the Field Office for approval together with form HUD-52723, "Calculation of PFS Operating Subsidy", and the Operating Budget, form HUD-52564, for the Requested Budget Year.

Supporting Documentation. The PHA/IHA shall retain supporting documentation substantiating the data reported on this form until audited.

Preparation of form HUD-52722-A for consideration of an Adjustment Due to Rate Increases During a Current Year. Prior to the submission of an adjustment for rate increases for a current year, refer to the provisions of Section 990.110(c) of the PFS regulations to determine if the PHA/IHA qualifies for early adjustment.

Lines 01 through 09. Enter the same amounts as shown on lines 01 through 09 of the last previously approved form HUD-52722-A, submitted for the Current Fiscal Year. These data usually will not be changed since it relates to consumption and UMAs, and adjustments for consumption are not allowed until after the close of the fiscal year. However, if the PHA/IHA has a valid basis for changing the UMAs shown on line 09 of the previously approved form HUD-52722-A, it may do so, but *all* documents relative to the Performance Funding System must be recalculated and resubmitted.

Line 10. Compute the revised estimated costs attributable to each consumption amount, based on monthly rate schedules or unit prices, and enter in the appropriate column. When a revised form HUD-52722-A is submitted to reflect rate increases implemented in the current fiscal year, the new rate shall only be applied to the consumption of the remaining portion of the current fiscal year. This can be accomplished by using a rate that is a weighted average. For those costs which do not change, enter previously approved amounts.

Line 11. Enter the sum of all columns of line 10.

Line 12. Divide the amount in column (3) of line 11 by UMAs shown in column (3) of line 09. Enter resulting PUM amount here and on the line titled "Allowable Utilities Expense Level" of revised form HUD-52723.

Submission. Submit the revised form HUD-52722-A to the Field Office for approval together with a revised form HUD-52723 and a revised Operating Budget, form HUD-52564.

Supporting Documentation. The PHA/IHA shall retain the documentation evidencing the change(s) in utility rate schedules or unit prices until audited.

Adjustment for Utility Consumption and Rates

PHA/IHA-Owned Rental Housing
Performance Funding System

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

OMB Approval No. 2577-0029 (exp. 9/30/97)

Public reporting burden for this collection of information is estimated to average 1.5 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operation of low-income housing projects to PHAs. The Performance Funding System (PFS) determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Utilities Expense (AEL), Allowable Utilities Expense Level and Other Costs for the major PFS components. HUD reviews the information (Operating Budget) to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregage operating subsidy eligibility of PHAs which serves as the basis for requesting annual approprations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Public Housing Agency / Indian Housing Authority:	Fiscal Year Ending:	ACC Contract Number:	Type of Submission: ☐ Original ☐ Revision No. ( ) HDD Adjustment Factor Applied? ☐ Yes ☐ No

wood) No.	Description	Line Totals	Sewerage and Water Cost and Consumption	Electricity Costs and Consumption	Gas Costs and Consumption	Fuel Costs & Consumption (Specify type e.g., oil, coal,		
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
13	Actual utility costs for the fiscal year for which adjustment is requested.							
14	Actual consumption for the fiscal year for which adjustment is requested.							
15	Actual average rate (line 13 divided by line 14).							
16	Estimated consumption for old and new projects for the fiscal year for which adjustment is required.							
17	Costs of estimated consumption at average rate (line 15 times line 16; enter total in column 3).							
18	Line 17, column (3) times 0.50; enter the amount in column 3.							
19	Line 13, column (3) times 0.50; enter the amount in column 3.							
20	Total utility costs includable in Operating Subsidy Calculation (line 18 plus line 19).							
21	Total estimated cost for the fiscal year for which adjustment is requested (line11, form HUD-52722-A).							
22	Utility adjustment (line 20 minus line 21)							

Previous editions are obsolete

form **HUD-52722-B** (4/88)
ref. handbook 7475.13

Instructions. Note: These instructions apply to PHA/IHA fiscal years ending December 31,1983 and thereafter.

1. General. This form is an extension of form HUD-52722-A, "Calculation of Allowable Utilities Expense Level", and is used to adjust the estimated PUM cost of consumption for actual rates, consumption and heating degree days (HDD) experienced for the fiscal year for which the form HUD-52722-A was prepared. A copy of this form must be prepared and submitted by each PHA/IHA, by ACC, for each PHA/IHA fiscal year for which the PHA/IHA received approval of an operating subsidy, except where the subsidy was solely for the cost of an independent audit. A variance of actual rates or consumption from estimates will increase or decrease subsidy eligibility. A revised form HUD-52723, "Calculation of Performance Funding Operating Subsidy", for the same fiscal year for which the form HUD-52722-A was prepared, is required in conjunction with this form.

2. Preparation and Submission of this Form.

Heading. In the space provided, enter: name of Public Housing Agency or Indian Housing Authority; the fiscal year ending date for which the requested adjustment is being submitted; the Annual Contributions Contract Number; a check (") indicating an original submission or a revision and a revision number; and a check (") in the appropriate box to indicate whether the estimated consumption on line 16 has been adjusted by the heating degree day (HDD) factor.

Columns 7, 8, 9. Insert in the columnar headings the same information included on the last HUD-approved form HUD-52722-A for the fiscal year for which the adjustment is requested.

Line 13. By type of utility, enter the actual total utility costs, in the appropriate columns, for the fiscal year for which the adjustment is requested. The source of the cost data is the form HUD-52599, "Statement of Operating Receipts and Expenditures", prepared for the fiscal year for which the adjustment is requested. The PHA/IHA shall consider the following points prior to entering the costs on this line.

When all projects have been in management for a full 12-month fiscal year, whether the PHA/IHA is on a cash or an accrual basis, the costs entered on line 13 must be for a 12-month period to correspond with the estimates originally made on the form HUD-52722-A. If any utility costs reported on the form HUD-52599 are not for a 12-month priod, adjustment of costs to a 12-month period must be made and documentation must be submitted supporting the adjustment.

When all or some of the projects have been in management for less than or more than 12 months, the costs entered on this line shall be those costs incurred for the projects for the number of unit months available (UMAs) reported on the form HUD-52599, which must be the same as the UMAs entered on line 09, column 3 of form HUD-52722-A. If the UMAs are different from what was used on the latest approved form HUD-52722-A, all documents relative to the PFS must be recalculated and resubmitted using the correct UMAs.

Line 14. Enter the actual consumption for the fiscal year for which the adjustment is requested. This will be the consumption relative to the actual total utility costs entered on line 13 above. Refer to the instructions for adjustments of utilities rates, consumption and costs which may be required pursuant to instructions for line 13 above.

Line 15. Enter the results of dividing each column of line 13 by the corresponding column of line 14.

Line 16. Enter the estimated consumption for old and new projects for the fiscal year for which the adjustment is requested. These amounts will be the same as those on line 09 of the corresponding form HUD-52722-A for the fiscal year for which the adjustment is requested, except the AUCL applicable to space heating must be adjusted by a HDD change factor as explained in the following paragraph.

The AUCL of the Rolling Base Period utility(ies) used for space heating (as defined below) shall be adjusted to reflect the ratio of the heating degree days (HDD) of the PHA/IHA fiscal year for which this form is prepared to the average annual HDD for its three-year Rolling Base Period. The first PHA/IHA fiscal year to which the adjustment (Change Factor) was applicable was the fiscal year ending December 31, 1983. (Reference: PFS Regulations cited at 24 CFR 990.107(d)). The consumption readings of meters of utilities, or gallons of oil, or tons of coal used to heat dwelling units and other PHA/IHA buildings shall be adjusted up or down by the Change Factor supplied by HUD. Change Factors are provided for each county of each State by PHA/IHA fiscal year beginning dates. The Change Factor shall be applied to the total consumption reading of a meter of a utility, or gallons of oil, or tons of coal, etc., even if the utility measured by the meter is used for other purposes in addition to space heating; e.g., gas used for space heating and cooking measured on the same meter or oil used for space heating and heating water. The appropriate consumption for each fiscal year of the Rolling Base Period (Old Projects) shall be adjusted by the Change Factor. A suggested format to accomplish the adjustment of the Rolling Base Period is included in the paragraph "Supporting Documentation" below. The remaining consumption allowed for the same utility(ies) not used for heating (not adjusted by the Change Factor) shall be included in the total adjusted consumption. After adding the adjusted and nonadjusted consumption for each year, sum these totals for the three years and compute an average adjusted AUCL by dividing the sum by three (3). The Change Factor shall then be applied to the space heating utility(ies) of New Projects in the same manner as described above for Old Projects. The New Project adjusted total shall be added to the average amount determined for the Old Projects and this sum shall be entered on line 16 in the appropriate column. The AUCL of other types of utilities shall be entered in the appropriate columns of this line. If a PHA/IHA manages units in more than one county, and these counties have different change factors, the adjustment of the Rolling Base Period consumption shall be computed using a weighted average Change Factor based upon the number of units in each county and each county's Change Factor. If a PHA/IHA manages units in an independent city not within the jurisdiction of a county, it shall, (1) if surrounded by one county, use that county's Change Factor, or (2) if surrounded by more than one county, use the average of the Change Factors of the contiguous counties.

Line 17. Multiply the columns of line 15 by the columns of line 16 and enter the results in the appropriate columns of line 17. Sum the amounts of columns 4 through 9 and enter the total in column 3.

Line 18. Multiply the amount on line 17, column 3 by 0.50.

Line 19. Multiply the amount on line 13, column 3 by 0.50.

Line 20. Line 18 plus line 19. This is the amount that will be allowed for utilities costs instead of the utilities costs previously computed on form HUD-52722-A for the fiscal year for which the adjustment is requested.

Line 21. Enter the total cost that was estimated for the fiscal year for which the adjustment is requested, as shown on line 11 of the latest HUD approved form HUD-52722-A.

Line 22. Line 20 minus line 21. If line 21 is greater than line 20, enter the difference in brackets. Enter the amount here and on the line titled "Utility Adjustment" of a revised form HUD-52723 for the fiscal year for which the adjustment is requested.

Submission. Submission of this form to the Field Office Manager normally shall be within 30 days after receipt of the needed HDD Change Factor from HUD.

Supporting Documentation. The PHA/IHA shall retain supporting documentation substantiating the data reported on this form and retain the detailed records of consumption until audited. Included in this documentation shall be the calculations supporting the application of the Change Factor pursuant to the instructions for line 16, above. For each type of heating utility, the documentation shall be in a format such as that listed below.

A separate sheet shall be prepared for each utility used for heating and for each 12-month period of the Rolling Base Period. Refer to the PFS regulations (24 CFR 990.107) for an explanation of the application of the Change Factor.

Utilities Consumption Adjustment Format

PHA/IHA Name _____

_____

Type of Utility (Gas, Oil, Electricity) _____

12-Month Period Ended _____

Project Number	Meter Number	Consumption	x	Change Factor	=	Adjusted Consumption

Total Adjusted Consumption _____

Previous editions are obsolete

form **HUD-52722-B** (4/88)
ref. handbook 7475.13

Calculation of Performance Funding System Operating Subsidy
PHA/IHA-Owned Rental Housing

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

OMB Approval No. 2577-0029 (exp. 9/30/1997)

Name and Address of Public Housing Agency / Indian Housing Authority: (PHA/IHA)

☐ Budget submission to HUD required

Type of Submission:
☐ Original
☐ Revision No:_____

No. of HA Units	Unit Months Available: (UMAs)	Subject Fiscal Year:	ACC Number:	PAS/LOCCS Project No:	Submission Date:

Line No.	Description	Requested by PHA/IHA (PUM)	HUD Modifications (PUM)
Part A.	**Allowable Expenses and Additions**		
01	Previous allowable expense level (line 07 of form HUD-52723 for previous fiscal year)		
02 a	Line 01 multiplied by .005		
02 b	Delta from form HUD-52720-B, if applicable (see instructions)		
03	"Requested" year units from latest form HUD-52720-A(see instructions)		
04	Add-ons to allowable expense level from previous fiscal year (see instructions)		
05	Total of lines 01, 02a, 02b, and 04		
06	Inflation factor		
07	Revised allowable expense level (AEL)(line 05 times line 06)		
07a	Transition Funding		
07b	Increase to AEL		
08	Allowable utilities expense level from form HUD-52722-A		
09	☐ Actual or ☐ Estimated PUM cost of Independent Audit (IA) during subject fiscal year		
10	Costs attributable to deprogrammed units		
11	**Total Allowable Expenses and Additions** (sum of lines 07 thru 10)		
Part B.	**Dwelling Rental Income**		
12	Total rent roll (as of ____/____/____) $		
13	Number of occupied units as of rent roll date		
14	Average monthly dwelling rental charge per unit (line 12 divided by line 13)		
15	Change factor	1.	1.
16	Projected average monthly dwelling rental charge per unit (line 14 times line 15)		
17	Projected occupancy percentage (see instructions)	%	%
18	**Projected average monthly dwelling rental income per unit** (line 16 times line 17)		
Part C.	**Non-dwelling Income**		
19	Estimated Investment Income (EII)		
20	Other income		
21	**Total non-dwelling income** (line 19 plus line 20)		
22	**Total operating receipts** (line 18 plus line 21)		
23	**PUM deficit or (Income)** (line 11 minus line 22)		
		Requested by PHA/IHA (Whole dollars)	**HUD Modifications (Whole dollars)**
24	**Deficit or (Income) before add-ons** (line 23 times UMAs shown in heading)		
Part D.	**Add-ons for changes in Federal law or regulation and other eligibility**		
25	FICA contributions		
26	Unemployment compensation		
27	Flood insurance premiums		
28	Total Other (specify in Remarks section)		
28a	Add-on for Family Self Sufficiency Program		
28b	Other Add-ons for Federal law or regulations		
28c	Unit reconfiguration		
28d	Non-dwelling units		
28e	Long-term vacant units		
29	**Total add-ons** (sum of lines 25 thru 28)		

Previous edition is obsolete for PHA/IHA Fiscal Years beginning 1/1/95 and thereafter

form **HUD-52723** (5/96)
ref. Handbook 7475.13

Line No.	Description	Requested by PHA/IHA (PUM)	HUD Modifications (PUM)
Part E.	**Calculation of Operating Subsidy Eligibility Before Year-End Adjustments**		
30	Deficit or (income) before year-end adjustments (total of lines 24 and 29)		
31	☐ Actual or ☐ Estimated cost of Independent Audit (IA) during subject fiscal year		
32	**PFS operating subsidy eligibility before year-end adjustments** (greater of line 30 or line 31) (If less than zero, enter zero (0))		
Part F.	**Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note:** Do **not** revise after the end of the subject FY)		
33	Prior years' net year-end adjustments (identify individual FYs and amounts under "Remarks")		
34	Additional subject fiscal year operating subsidy eligibility (specify)		
35	Overobligations from prior fiscal years to be recovered in subject fiscal year	( )	( )
36	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
37	Incentive Adjustment		
38	Other (specify)		
39	Other (specify)		
40	Unfunded portion due to proration		
41	**Operating subsidy approvable for subject fiscal year** (total of lines 32 thru 40)		
HUD Use Only (Note: Do **not** revise after the end of the subject FY)			
43	Amount of operating subsidy approvable for subject fiscal year not funded		( )
44	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
45	**Funds obligated in subject fiscal year** (total of lines 41 thru 44) (Must be the same as line 690 of the Operating Budget, form HUD-52564, for the subject fiscal year)		
Part G.	**Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules**		
46	Total amount due in previous fiscal year (line 49 of form HUD-52723 for previous fiscal year)		
47	Total amount to be collected in subject fiscal year (identify individual amounts under "Remarks")	( )	( )
48	Total additional amount due HUD (include any amount entered on line 44) (Identify individual amounts under "Remarks")		
49	**Total amount due HUD to be collected in future fiscal year(s)** (Total of lines 46 thru 48) (Identify individual amounts under "Remarks")		
Part H.	**Calculation of Year-end Adjustment for Subject Fiscal Year** **This part is to be completed only after the subject fiscal year has ended**		
50	Indicate the types of adjustments that have been reflected on this form: ☐ Utility Adjustment ☐ Target Investment Income (TII) Adjustment ☐ Adjustment of Independent Audit (IA) Cost ☐ Unit Months Available (UMAs) ☐ Dwelling Rental Income ☐ Add-ons ☐ Other (specify under "Remarks")		
51	Estimated Investment Income (EII)		
52	Target Investment Income (TII)		
53	TII adjustment (line 51 minus line 52)		
54	Utility adjustment (line 22, form HUD-52722-B)		
55	Combined utility and TII adjustment (total of lines 53 and 54)		
56	Deficit or (Income) after year-end adjustments (total of lines 30 and 55)		
57	PFS operating subsidy eligibility after year-end adjustments (greater of line 31 or line 56)		
58	Line 32 of latest form HUD-52723 approved **during** subject FY **(Do not use line 32 of this revision)**		
61	**Net year-end adjustment for subject fiscal year** (line 57 minus line 58)		
62	Unfunded portion due to proration		
63	Prorated net year-end adjustment for subject fiscal year		

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Authorized HA Representative & Date:	Signature of Authorized Field Office Representative & Date:
X	X

Remarks

Public Reporting Burden for this collection of information is estimated to average 2.5 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of l937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operation of low-income housing projects to PHAs. The Performance Funding System (PFS) determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Utilities Expense (AEL), Allowable Utilities Expense Level and Other Costs for the major PFS components. HUD reviews the information (Operating Budget) to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregage operating subsidy eligibility of PHAs which serves as the basis for requesting annual approprations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Instructions

This form is used by Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs) to calculate eligibility for operating subsidy under the Performance Funding System (PFS), 24 CFR Parts 990 and 905, as applicable.

It is used for PHA/IHA-owned rental public housing projects when operating subsidy is requested for such projects under the PFS.

It is **not** used for Turnkey III and Mutual Help Homeownership Opportunity projects, Sections 23 and 10(c) leased projects, or the Section 8 Housing Assistance Payments (HAP) program.

Send this form along with a PHA/IHA's Operating Budget (form HUD-52564), if required, when operating subsidy is requested on line 690 of the form HUD-52564. A separate copy of this form must be sent for each project or group of projects under a separate Annual Contributions Contract (ACC) and/or Operating Budget for each PHA/IHA fiscal year in which operating subsidy is requested.

When a PHA/IHA requests operating subsidy solely to cover the cost of an Independent Audit (IA), only the heading, lines 31 and 32 in Part E, and Parts F and G need be completed.

Headings:

Budget Submission to HUD Required. Check this box if Operating Budget, form HUD-52564, is required to be submitted to HUD.

Type of Submission. Indicate whether this form is (1) the original submission for the **subject fiscal year** or (2) a revision of the latest approval for the subject fiscal year. If applicable, enter the revision number.

Number of HA Units. Enter the total number of dwelling units in the project covered.

Unit Months Available (UMAs). Enter the product of Project Units multiplied by the number of months the units will be available for occupancy during the subject fiscal year. (Note: The number of UMAs shown on all forms used to calculate PFS Operating Subsidy, as well as the Operating Budget, form HUD-52564, must be the same.) A unit is considered available for occupancy from the date established as the End of Initial Operating Period (EIOP) for the project until the time the unit is approved by HUD for deprogramming and is vacated or is approved for nondwelling use. In the case of an HA development involving the acquisition of scattered site housing, see also § 990.104(b). A unit will be considered a long-term vacancy and will not be considered available for occupancy in any given HA Requested Budget Year if the HA determines that:

(1) The unit has been vacant for more than 12 months at the time the HA determines its Actual Occupancy Percentage;

(2) The unit is not either: (i) a vacant unit undergoing modernization; or (ii) a unit vacant for circumstances and actions beyond the HA's control, as these terms are defined in the regulations; and

(3) The HA determines that it will have a vacancy percentage of more than 3 percent and will have more than five vacant units, for its Requested Budget Year, even after adjusting for vacant units undergoing modernization and units that are vacant for circumstances and actions beyond the HA's control, as defined in the regulations.

Subject Fiscal Year. Enter the ending date of the subject fiscal year. The subject fiscal year is the PHA/IHA's fiscal year or requested budget year for which this form is submitted. (References to **previous fiscal year** mean, specifically, the PHA/IHA's fiscal year immediately preceding the subject fiscal year; references to **prior fiscal years** mean, in a more general sense, one or more fiscal years which ended prior to the subject fiscal year.)

ACC Number. Enter the number of the Annual Contributions Contract (ACC) covering the projects for which this form is submitted.

PAS/LOCCS Project No. Enter the PAS/LOCCS Project Number applicable to the corresponding Operating Budget, form HUD-52564. (See paragraph 2 of the Instructions for form 52721, Direct Disbursement Payment Schedule Data.)

Part A. Allowable Expenses and Additions

Note. Except where otherwise indicated, all entries in Part A must be Per Unit Per Month (PUM) amounts, rounded to the nearest two (2) decimal places. A PUM amount is derived by dividing the corresponding dollar amount by the UMAs shown in the heading.

Line 01. Enter the Allowable Expense Level (AEL) for the previous fiscal year (i.e., the PHA/IHA fiscal year immediately preceding the subject fiscal year) as shown on line 07 of the latest approval for the previous fiscal year.

Line 02 a. Always enter the product of line 01 multiplied by .005.

Line 02 b. Enter the Delta from form HUD-52720-B if a PHA/IHA has experienced a change in the number of its units in excess of 5 percent or 1,000 units, whichever is less, since the last adjustment was made to the Allowable Expense Level using form HUD-52720-B.

Line 03. Enter the number of Requested Year "Total Dwelling Units" from the latest form HUD-52720-A. This maintains a record of the number of units used the last time an adjustment was made to the Allowable Expense Level using form HUD-52720-A, for the purpose of determining, in future years, when these forms must be used again in computing the amount on line 02.

Line 04. Enter the amount by which the Allowable Expense Level is to be increased during the subject fiscal year to incorporate Add-ons for costs attributable to changes in Federal law or regulation that were approved for the first time in the previous fiscal year (see 24 CFR Part 990.108(c) and Chapter 6 of the PFS Handbook, 7475.13). This amount is determined by dividing line 29 of this form for the **previous fiscal year** by the UMAs for the **subject fiscal year**, which is shown in the heading. In cases where the amounts entered in Part D in the previous fiscal year did not accurately reflect the increased costs incurred by the PHA/IHA for that year, an appropriate adjustment must first be made. In addition, any costs which do not remain relatively stable from year to year (e.g., FICA and unemployment compensation premiums which are based on the experience of the PHA/IHA) will not be incorporated into the Allowable Expense Level, but must be entered annually in Part D (see Chapter 6 of the PFS Handbook, 7475.13).

Line 06. Enter the applicable inflation factor from the "PFS Inflation Factor" table. **(Do not round.)**

Line 07a. Transition Funding (See 24 CFR 990.106.)

Line 07b. Reserved. Inoperative without specific instructions.

Line 08. Enter the Allowable Utilities Expense Level for the subject fiscal year from form HUD-52722-A.

Line 09. Check the appropriate box and enter the actual or estimated cost chargeable to the management phase of the PHA/IHA's owned rental housing projects during the subject fiscal year for an Independent Audit (IA). If the amount entered is an estimate, this form **must** be revised to reflect the actual cost after it is known (see "Adjustments").

Line 10. Enter the estimated costs attributable to deprogrammed units (see 24 CFR Part 990.108 (b)) which have been excluded from the UMAs shown in the heading of this form. Complete documentation of the costs must be attached. The costs entered on line 10 must not be included in any other element of the calculation of PFS operating subsidy.

Part B. Dwelling Rental Income

Note: Except where otherwise indicated, round all entries in Part B to the nearest two (2) decimal places.

Line 12. Enter the total net dwelling rental charges (recurring monthly dwelling rent less the utility reimbursements) for units occupied by eligible lower-income families, rounded to the nearest dollar, from the Rent Roll for the first day of the month immediately preceding the month in which the corresponding operating budget or PFS forms are submitted to HUD; however, the date of the Rent Roll must not be earlier than the first day of the month which is six months prior to the subject fiscal year or later than the first day of the month immediately preceding the subject fiscal year. In the space provided, indicate the date of the Rent Roll used.

Line 13. Enter the number of units occupied by eligible lower-income families as of the date of the Rent Roll used in Line 12.

Line 14. Enter the quotient of dividing line 12 by line 13. (This amount may be adjusted to reflect revisions of utility allowances which were implemented subsequent to the date of the Rent Roll used in line 12; however, the adjustment must be fully documented. An adjustment may not be made for anticipated revisions of utility allowances or for any other reason.)

Line 15. After the preprinted "1." enter, as a decimal, the Change Factor percentage for the subject fiscal year. (See 24 CFR 990.109). For example, 3 percent would be entered as .03 and would result in a Change Factor of 1.03.

Line 16. Enter the product of line 14 multiplied by line 15. If the PHA/IHA will have a new project which was not available for occupancy during the fiscal year preceding the subject fiscal year, but will reach EIOP within the first nine months of the subject fiscal year, the amount determined by multiplying line 14 by line 15 must be adjusted further, on a weighted-average basis, to reflect a projected average monthly dwelling rental charge per unit for the new project. The projected average monthly dwelling rental charge per unit for a new project is computed as follows:

If the PHA/IHA has another project or projects under management which are comparable in terms of elderly and nonelderly tenant composition, use the projected average monthly dwelling rental charge per unit of the comparable project or projects.

If the PHA/IHA has no other project or projects which are comparable in terms of elderly and nonelderly tenant composition, the HUD field office will provide a projected average monthly dwelling rental charge per unit for the new project or projects based on comparable projects located in the area.

Line 17. Enter the Projected Occupancy Percentage determined in accordance with 24 CFR Part 990.109 (b) (3) and the instructions in Part IV of form HUD-52728-A, PHA/IHA Occupancy Percentage for a Requested Budget Year.

Part C. Non-dwelling Income.

Note: Except where otherwise indicated, all entries in Part C must be Per Unit Per Month (PUM) amounts, rounded to the nearest two (2) decimal places, derived by dividing the correspondence dollar amounts by the UMAs shown in the heading.

Line 19. Enter the Estimated Investment Income (EII) amount for the subject fiscal year . (See 24 CFR 990.109 (e)(1).)

Line 20. Enter an estimate of other income for the subject fiscal year determined in accordance with 24 CFR Part 990.109 (e) (2) and Chapter 4 of the PFS handbook, 7475.13.

Line 23. Subtract line 22 from line 11 and enter the difference. Enter a negative amount in brackets.

Note: All remaining entries (lines 24 thru 61) must be whole dollar amounts rounded to the nearest dollar.

Line 24. Enter the product of line 23 multiplied by the UMAs shown in the heading.

Part D. Add-ons for Costs Attributable to Changes in Federal Law or Regulation.

Lines 25 - 28. Enter the amounts, if any, of additional costs resulting from changes in Federal law or regulation, as provided in 24 CFR Part 990.108 (c) and Chapter 6 of the PFS Handbook, 7475.13. Do not duplicate amounts previously incorporated in the Allowable Expense Level or to be incorporated in the Allowable Expense Level in the subject fiscal year (i.e., amounts entered on line 04 of a form HUD-52723). Complete documentation must be submitted to support all amounts claimed on lines 25 thru 28. Line 28c, Unit Reconfiguration, see 24 CFR 990.108(e). Line 28d, Non-Dwelling Units, see 24 CFR 990.108(b)(2). Line 28e, Long-term Vacant Units, see 24 CFR 990.108(b)(3).

Part E. Calculation of PFS Operating Subsidy Eligibility Before Year-End Adjustments.

Line 30. Enter the total of lines 24 and 29. (Add amounts shown **without** brackets and subtract amounts shown **with** brackets.)

Line 31. Check the appropriate box and enter the actual or estimated cost chargeable during the subject fiscal year to the management phase of the PHA/IHA's owned rental housing projects for an audit performed or to be performed by an Independent Auditor. If the amount entered is an estimate, this form must be revised to reflect the actual cost after it is known (see "Adjustments").

Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year.

This part is used to make various adjustments to the PFS operating subsidy eligibility determined in Part E, including adjustments to prior years' operating subsidy to be effected or funded during the subject fiscal year and additional operating subsidy eligibility (e.g., periodic set-asides for specific purposes) approvable during the subject fiscal year. Lines 43 thru 45 are used by the HUD Field Office to reconcile the total amount of operating subsidy approvable in the subject fiscal year (line 41) with the amount of operating subsidy that is obligated.

Note: Never revise the lines in Part F (lines 33 thru 45) after the end of the subject fiscal year.

Line 33. Enter the total of prior years' net year-end adjustments which will be included in the amount of operating subsidy approved during the subject fiscal year. The type, amount, and fiscal year of each individual adjustment must be shown under "Remarks". Enter a net amount owed HUD in brackets.

Line 34. Enter the amount of any additional operating subsidy eligibility (e.g., periodic set-asides for specific purposes or special funding distributions for the subject fiscal year. Identify all such amounts here or under "Remarks".

Line 35. Enter any amount of operating subsidy that was overobligated to a PHA/IHA in a prior fiscal year and will be recovered through a reduction in the amount of operating subsidy approved for the subject fiscal year. Identify under "Remarks" the fiscal year in which the overobligation occurred and the reason.

Line 36. Enter any amount of operating subsidy eligibility for a prior fiscal year that was not funded (obligated) by HUD and will be obligated in the subject fiscal year. Identify under "Remarks" the fiscal year not fully funded and the reason.

Lines 37 thru 39. Enter any other adjustments to operating subsidy eligibility, including prior year adjustments not reflected in line 33, that will be effected during the subject fiscal year. Enter an adjustment owed HUD (downward adjustment) in brackets.

Line 40. Enter the unfunded portion (100 percent minus the applicable percentage) of the subject year's eligibility (line 32) in brackets. If, however, line 32 is operating subsidy eligibility for IA costs only, do not make an entry on this line.

Line 41. Enter the total of lines 32 thru 40. (Add amounts shown **without** brackets and subtract amounts **with** brackets.)

Lines 43 thru 45 are to be used by the HUD Field Office only.

Line 43. Enter the amount, if any, of operating subsidy approvable for the subject fiscal year (line 41) which is not being funded (obligated) at this time (e.g., because sufficient funds have not been subassigned to the Field Office).

Line 44. Enter the amount, if any, of operating subsidy funds obligated in excess of the amount approvable for the subject fiscal year (line 41) which cannot or should not be deobligated at this time (e.g., because they have already been paid).

Line 45. Total of lines 43 and 44. (Add amounts shown **without** brackets and subtract amounts shown **with** brackets.) The amount entered on this line must be the same as the amount obligated in the corresponding Operating Budget, form HUD-52564, if required, (or a letter of intent, when authorized by HUD Headquarters).

Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules.

This part is used to maintain an ongoing record of all amounts owed to HUD by a PHA/IHA which are related to operating subsidy payments for the projects covered by this form. All amounts owed HUD must be identified under "Remarks" . In most cases, a formal repayment (recovery) schedule should be established and maintained on file with this form.

Line 46. Enter the total amount owed HUD at the end of the previous fiscal year, as shown on line 49 of the latest approval for the previous fiscal year.

Line 47. Enter any part of the amount shown on line 46 that has been collected or is reflected as a reduction in the amount of operating subsidy approvable in Part F, as well as any adjustment of amounts previously identified as due HUD. Identify individual amounts under "Remarks".

Line 48. Enter the total of any additional amounts determined to be due HUD, including any amount entered on line 44. (Do not duplicate amounts already included in the amount shown on line 46.) Identify the individual amounts making up the total under "Remarks".

Line 49. Enter the total of lines 46 thru 48. (Add amounts shown **without** brackets and subtract amounts shown **with** brackets.) Identify the individual amounts making up the total under "Remarks".

Adjustments

Types of Adjustments. Certain adjustments to income, expenses and Unit Months Available (UMAs) for a PHA/IHA's fiscal year are required, or may be requested, based on actual experience during the fiscal year. The adjustable elements of the PFS are as follows:

(1) Utilities Expense Level
  (a) Rates
  (b) Consumption
(2) Investment Income
(3) Estimated Cost of an Independent Audit
(4) Dwelling Rental Income
(5) Unit Months Available (UMAs)
(6) Add-ons
(7) Other adjustments approved by HUD

Mandatory adjustments. Certain of the above adjustments are mandatory for any PHA/IHA fiscal year in which operating subsidy is approved.

(1) Adjustment of the estimated Utilities Expense Level (Utility Adjustment), except when the operating subsidy was approved solely for the cost of an audit.

(2) Adjustment of Estimated Investment Income (Target Investment Income Adjustment) for all PHA/IHAs having an average monthly cash balance of $20,000 or more.

(3) Adjustment of the **estimated** cost of an Independent Audit (Audit Adjustment) after the PHA/IHA knows the actual cost.

(4) Adjustment of UMAs (UMA Adjustment) if actual UMAs for a PHA/IHA's fiscal year differ from what was used in completing this form for the fiscal year.

Timing of Adjustments.

(1) The Utility Adjustment and the Target Investment Income (TII) adjustment must be submitted by a PHA/IHA within 45 calendar days after the end of the PHA/IHA's fiscal year.

(2) The Audit Adjustment is submitted with the Utility Adjustment unless the PHA/IHA received operating subsidy during the subject year solely for the cost of an audit, in which case the Audit Adjustment is submitted as soon as the actual cost is known.

(3) All other adjustments (e.g., dwelling rental income) should be submitted in conjunction with the Utility Adjustment in order to minimize the number of submissions of this form.

(4) Adjustments to PFS elements, except Utility Consumption and Investment Income, may be requested prior to the time of the mandatory Utility Adjustment if the PHA/IHA establishes to HUD's satisfaction that a severe financial crisis will result if an adjustment is not made earlier.

Adjustment Instructions

A copy of this form with revised information must be submitted for the fiscal year **to which the adjustments apply** (i.e., the subject fiscal year) in order to recalculate operating subsidy eligibility and determine a **net year-end adjustment** for the fiscal year.

Utility Rate Increases. (Reference: 24 CFR Part 990.110(c)) Early adjustment of the Allowable Utilities Expense Level (AUEL) may be requested for a change in utility **rates**, but **not** for utility consumption. Calculate this adjustment by revising the information originally submitted on form HUD-52722-A for the subject fiscal year. Do **not** use Part H of this form in the revision.

Mandatory Utility Adjustment. (Reference: 24 CFR Part 990.110(c)) The Mandatory Utility Adjustment for rates and consumption, based on actual experience for a fiscal year, is calculated on form HUD-52722-B, Adjustment for Utilities Consumption and Rates. The dollar amount shown on line 22 of the completed form HUD-52722-B is entered on line 54 of the revised copy of this form for **the fiscal year to which the utility adjustment applies** (i.e., the subject fiscal year).

Target Investment Income (TII) Adjustment. (Reference: 24 CFR Part 990.110 (b)) PHA/IHAs with an average cash balance of at least $20,000 must enter the Estimated Investment Income (EII) and Target Investment Income (TII) amounts, determined in accordance with 24 CFR Parts 990.109 (e)(1) and 990.110 (b), on lines 51 and 52, respectively, of the revised copy of this form for **the fiscal year to which the adjustment applies** (i.e., the subject fiscal year). The adjustment is the difference between EII and TII and is entered on line 53 of this form.

Audit Adjustment. (Reference: 24 CFR 990.108 (a)) Enter the actual cost of the Independent Audit on lines 09 (as a PUM) and 31 (as a dollar amount) of the revised copy of this form for **the fiscal year to which the adjustment applies** (i.e., the subject fiscal year). All other lines of the form must also be completed and the information revised, as applicable, to reflect the change in the cost of the audit.

Unit Months Available (UMAs). An adjustment of UMAs is required when the actual UMAs for a fiscal year differ from what was used in originally calculating a PHA/IHA's operating subsidy eligibility. To effect this adjustment, **all** forms used for calculating PFS operating subsidy eligibility must be revised to reflect the correct UMAs in all calculations.

Dwelling Rental Income. (Reference: 24 CFR 990.110(d)) A PHA/IHA may request an adjustment of the Projected Average Monthly Dwelling Rental Income for a fiscal year if the projected amount was not attained because of circumstances that were beyond the control of the PHA/IHA. Enter the revised amount for dwelling rental income on line 18 of the revised copy of this form for **the fiscal year to which the adjustment applies** (i.e., the subject fiscal year) and attach complete documentation for the adjustment. All other lines of the form must also be completed and the information revised, as applicable, to reflect the change in dwelling rental income.

An adjustment of line 14 (Average Monthly Dwelling Rental Charge per Unit) may be requested to reflect approved revisions of utility allowances which are implemented during the subject fiscal year. The methodology used to calculate the adjustment must be fully explained and documented. An adjustment may **not** be made for **anticipated** revisions of utility allowances.

Add-ons. Adjustments of amounts claimed as Add-ons are effected by revising the information on lines 25 thru 29. The information on all other lines of the form must be revised, as applicable, to reflect the adjustment.

Other Adjustments. (References: 24 CFR Part 990.110 (e)) All other adjustments are effected by revising the information on the appropriate lines of this form for **the fiscal year to which an adjustment applies** (i.e., the subject fiscal year).

PHA/IHAs must fully justify and document all requests for adjustments.

Part H. Calculation of Year-end Adjustment for Subject Fiscal Year.

Note: This part is completed only after the subject fiscal year has ended. It is used to recalculate the PFS operating subsidy eligibility for the subject fiscal year in order to reflect the mandatory and other year-end adjustments. It is important to note that all individual adjustments relating to a particular PHA/IHA fiscal year are reflected in Part H of the copy of this form covering the same fiscal year; **not** in Part H of the form submitted for a subsequent fiscal year. However, the Net Year-end Adjustment calculated on line 61 must be included in line 33 of the copy of this form prepared for the PHA/IHA fiscal year in which the adjustment is actually effected (i.e., reflected in the amount of operating subsidy approved in an operating budget or letter of intent).

Utility and TII Adjustments are entered using lines 51 thru 55 of this part. All other adjustments are reflected by revising the information on the appropriate lines of Parts A thru E before completing Part H of this form.

Parts F and G are **not** revised as part of a year-end adjustment.

Line 50. Indicate the types of year-end adjustments that are reflected on this form and will be included in the net year-end adjustment shown on line 61.

Note: Lines 51 thru 53 are to be completed only by PHA/IHAs having an average cash balance of $20,000 or more.

Line 51. Enter the Estimated Investment Income (EII) amount for the subject fiscal year determined in accordance with 24 CFR 990.109 (e)(1)).

Line 52. Enter the Target Investment Income (TII) amount for the subject fiscal year determined in accordance with 24 CFR 990.110 (b).

Line 53. Line 51 minus line 52. Enter a negative amount in brackets.

Line 54. Enter the amount shown on line 22 of the form HUD-52722-B, Adjustment for Utility Consumption and Rates, covering the **subject fiscal year.**

Line 55. Enter the total of lines 53 and 54. (Add amounts shown **without** brackets and subtract amounts shown **with** brackets.)

Line 56. Enter the total of lines 30 and 55. (Add amounts shown **without** brackets and subtract amounts shown **with** brackets.)

Line 57. Enter the greater of line 31 or line 56. If less than zero, enter zero (0).

Line 58. Enter the amount shown on line 32 of the latest submission of this form for the subject fiscal year **that was approved during the subject fiscal year. Do not use the amount shown on line 32 of this revision.**

Line 61. Subtract line 58 from line 57 and enter the difference. Enter a negative amount in brackets.

Line 62. Enter the unfunded portion (100 percent eligibility adjusted by the applicable proration percentage) of line 61 in brackets if line 61 is positive. If line 61 is in brackets, enter the unfunded portion as a positive number.

Line 63. Enter the prorated net year end adjustment (combine lines 61 and 62).

PHAs/IHAs must submit a copy of this form showing the revised information for the subject fiscal year, and a copy of this form prepared for the current fiscal year, along with forms HUD-52564 (Operating Budget), if required, and HUD-52721 (Direct Disbursement Payment Schedule Data) before the deadline established in "Timing of Adjustments". The above forms will reflect the increase or decrease in operating subsidy eligibility which will be included in the amount of operating subsidy approved during the current fiscal year.

[FR Doc. 97–26763 Filed 10–8–97; 8:45 am]

BILLING CODE 4210–33–C