

# Paperwork Reduction Act Submission

Please read the instruction before completing this form. For additional forms or assistance in completing this forms, contact your agency's Paperwork Reduction Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 Seventeenth St. NW, Washington, DC 20503.

<p>1. Agency/Subagency Originating Request:  <b>U.S. Department of Housing and Urban Development</b>                  Office of Public and Indian Housing</p>	<p>2. OMB Control Number: <span style="float: right;">b. None</span>                  a. <b>2577-0075</b></p>																		
<p>3. Type of information collection: (check one)</p> <p>a. <input type="checkbox"/> New Collection                  b. <input type="checkbox"/> Revision of a currently approved collection                  c. <input type="checkbox"/> Extension of a currently approved collection                  d. <input type="checkbox"/> Reinstatement, <b>without change</b>, of previously approved collection for which approval has expired                  e. <input checked="" type="checkbox"/> Reinstatement, <b>with change</b>, of previously approved collection for which approval has expired                  f. <input type="checkbox"/> Existing collection in use without an OMB control number</p> <p>For b-f, note item A2 of Supporting Statement instructions.</p>	<p>4. Type of review requested: (check one)</p> <p>a. <input checked="" type="checkbox"/> Regular                  b. <input type="checkbox"/> Emergency - Approval requested by                  c. <input type="checkbox"/> Delegated</p> <p>5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>6. Requested expiration date:                  a. <input checked="" type="checkbox"/> Three years from approval date    b. <input type="checkbox"/> Other (specify)</p>																		
<p>7. Title:  <b>Public Housing Inventory Removal Application</b></p>																			
<p>8. Agency form number(s): (if applicable)                  HUD-52860, HUD-52860-B, HUD-52860-C, HUD-52860-D, HUD-52860-E, HUD-52860-F</p>																			
<p>9. Keywords:                  Public housing, housing, low and moderate income housing, housing rent subsidies, land sales</p>																			
<p>10. Abstract:                  This collection of information centralizes and standardizes HUD's review and approval of non-funded, noncompetitive requests of Public Housing Authorities (PHAs) to remove public housing property from their inventories via disposition, demolition, voluntary conversion, required conversion, home ownership, or eminent domain proceedings.</p>																			
<p>11. Affected public: (mark primary with "P" and all others that apply with "X")</p> <p>a. <input type="checkbox"/> Individuals or households    e. <input type="checkbox"/> Farms                  b. <input checked="" type="checkbox"/> Business or other for-profit    f. <input type="checkbox"/> Federal Government                  c. <input type="checkbox"/> Not-for-profit institutions    g. <input checked="" type="checkbox"/> State, Local or Tribal Government</p>	<p>12. Obligation to respond: (mark primary with "P" and all others that apply with "X")</p> <p>a. <input type="checkbox"/> Voluntary                  b. <input checked="" type="checkbox"/> Required to obtain or retain benefits                  c. <input checked="" type="checkbox"/> Mandatory</p>																		
<p>13. Annual reporting and recordkeeping hour burden:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">a. Number of respondents:</td> <td style="text-align: right;">851</td> </tr> <tr> <td>b. Total annual responses:</td> <td style="text-align: right;">851</td> </tr> <tr> <td>    Percentage of these responses collected electronically</td> <td style="text-align: right;">95%</td> </tr> <tr> <td>c. Total annual hours requested:</td> <td style="text-align: right;">5,175</td> </tr> <tr> <td>d. Current OMB inventory:</td> <td style="text-align: right;">0</td> </tr> <tr> <td>e. Difference (+,-):</td> <td style="text-align: right;">+6,010</td> </tr> <tr> <td>f. Explanation of difference:</td> <td></td> </tr> <tr> <td>    1. Program change:</td> <td style="text-align: right;">6,010</td> </tr> <tr> <td>    2. Adjustment:</td> <td></td> </tr> </table>	a. Number of respondents:	851	b. Total annual responses:	851	Percentage of these responses collected electronically	95%	c. Total annual hours requested:	5,175	d. Current OMB inventory:	0	e. Difference (+,-):	+6,010	f. Explanation of difference:		1. Program change:	6,010	2. Adjustment:		<p>14. Annual reporting and recordkeeping cost burden: (in thousands of dollars): 0                  Do not include costs based on the hours in item 13.</p> <p>a. Total annualized capital/startup costs: 0                  b. Total annual costs (O&amp;M): 0                  c. Total annualized cost requested: 0                  d. Total annual cost requested: 0                  e. Current OMB inventory: 0                  f. Explanation of difference:                  1. Program change: 0                  2. Adjustment: 0</p>
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1. Program change:	6,010																		
2. Adjustment:																			
<p>15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X")</p> <p>a. <input checked="" type="checkbox"/> Application for benefits    e. <input checked="" type="checkbox"/> Program planning or management                  b. <input type="checkbox"/> Program evaluation    f. <input type="checkbox"/> Research                  c. <input type="checkbox"/> General purpose statistics    g. <input checked="" type="checkbox"/> Regulatory or compliance                  d. <input type="checkbox"/> Audit</p>	<p>16. Frequency of recordkeeping or reporting: (check all that apply)</p> <p>a. <input type="checkbox"/> Recordkeeping    b. <input type="checkbox"/> Third party disclosure                  c. <input type="checkbox"/> Reporting:                  1. <input type="checkbox"/> On occasion    2. <input type="checkbox"/> Weekly    3. <input type="checkbox"/> Monthly                  4. <input type="checkbox"/> Quarterly    5. <input type="checkbox"/> Semi-annually    6. <input type="checkbox"/> Annually                  7. <input type="checkbox"/> Biennially    8. <input checked="" type="checkbox"/> Other (describe) per Transaction</p>																		
<p>17. Statistical methods:                  Does this information collection employ statistical methods?  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Agency contact: (person who can best answer questions regarding the content of this submission)                  Name: <b>Kathleen Szybist</b>                  Phone: <b>312-353-6236 ext. 2097</b></p>																		

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## 19. Certification for Paperwork Reduction Act Submissions

On behalf of the U.S. Department of Housing and Urban Development, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

**Note:** The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320/8(b)(3) appears at the end of the instructions. The certification is to be made with reference to those regulatory provisions as set forth in the instructions.

The following is a summary of the topics, regarding the proposed collections of information that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (i) Why the information is being collected;
  - (ii) Use of the information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to collected (see note in item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in item 18 of the Supporting Statement.

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Signature of Program Official:

Date:

X

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Signature of Senior Officer or Designee:

Date:

X  
Wayne Eddins, Departmental Reports Management Officer,  
Office of the Chief Information Officer

## Supporting Statement for Paperwork Reduction Act Submissions

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### A. Justification:

#### 1. Why is this information necessary?

Under Sections 18, 22, 32, and 33 of the U.S. Housing Act of 1937, 42 U.S.C., 1437q (Act), the Secretary of the Department of Housing and Urban Development (HUD) is authorized to approve requests from Public Housing Authorities to remove certain public housing property (dwelling units, land, and non-dwelling structures) from their inventories via through demolition, disposition, voluntary conversion, required conversion, or home ownership. In addition, due to HUD's third party beneficiary interest in public housing property under the Annual Contributions Contract (ACC) and Declaration of Trust, HUD must approve condemnation of public housing property through eminent domain proceedings. PHAs cannot remove public housing property from their inventories without HUD approval. HUD regulations implementing Sections 18, 22, 32, and 33 are found at 24 CFR 970, 24 CFR 972, and 24 CFR 906.

In order to efficiently and effectively review requests from PHAs to remove public housing property from their inventories, HUD created Forms HUD-52860 ("Inventory Removal Application") (and its addendums B-E) to centrally collect information from PHAs that is required by the applicable sections of the Act and HUD regulations. Form HUD-52860 organizes the information that PHAs are required to submit to HUD for approval of inventory removal requests and thus assists PHAs in submitting complete and correct applications. In addition, this information request will assist HUD in maintaining accurate records of the federal public housing stock. In addition to submitting Form-52860 on-line to HUD for review and approval, PHAs must also maintain this Form and supporting documentation on file and report to the HUD Field Office when the inventory removal action has been completed.

#### 2. How is this information to be used?

This information is collected via on-line application and reviewed by HUD's Special Application Center (SAC) to ensure that PHAs meet the statutory and regulatory requirements necessary for HUD to approve inventory removal actions. HUD approval is necessary prior to PHAs removing their public housing property in order to protect the federal interest in the public housing property under the ACC and Declaration of Trust. This information is also collected so that HUD has an accurate database of federal public housing inventory and so that the HUD Field Office can effectively monitor the implementation of the removal action. The following types of information are included in this collection: data about the public housing property proposed for removal, relocation plans, evidence of local government approvals, evidence of resident consultations, environmental reviews, appraisals and costs analyses, and homeownership and conversion plans. HUD is not requesting approval of any recordkeeping or reporting requirements as part of this collection of information.

#### 3. Describe whether, and to what extent, the collection of information is automated?

HUD electronically collects public housing inventory data from the PHAs through its Public Housing Information Center, an automated data entry/database system. This data is reported under other collection numbers throughout HUD's Office of Public and Indian Housing. Inventory Removal Actions requested through Form HUD-52860 will affect some of the data in this system.

Form HUD-52860 (and its addendums) are available on Internet at the HUD website. The information requested in this form can be submitted via the Internet through the Public Housing Information Center (PIC) system, an automated data entry/database system. The PIC system allows PHAs to attach supporting documentation electronically. Although, on occasion, PHAs may submit a paper copy of Form HUD-52860 to HUD, it will primarily serve as a reference and guide to assist PHAs with their on-line applications.

#### 4. Duplication of Information

This information is not being collected elsewhere and for the most part there is no similar information which has previously been collected and could be used or modified. However, there are certain instances when information has been previously collected by HUD for other purposes which provide for that separate HUD-approval for the inventory removal action is not statutorily or regulatory required. Accordingly, the HUD-52860 does indicate certain instances where it is not necessary for PHAs to apply for certain inventory removal actions via this form. These instances include: (1) demolition of units as part of an approved HOPE VI revitalization plan (as authorized by the Quality Housing and Work Responsibility Act (QHWRA)); and (2) disposition of units approved by HUD under 24 CFR 941 (Subpart F) (Mixed Finance). Also, by requiring electronic submission of this information, PHAs need not submit any information that is already in PIC.

**5. Does the collection of information impact small businesses or other small entities?**

This collection of information does not significantly impact small businesses or entities. However, QHWRA allows a PHA to demolish 5 units or 5% of its total housing stock, whichever is less, in a five year period, without HUD approval. This has an impact on smaller PHAs because it does allow them to demolish some public housing units without the need for obtaining HUD approval.

**6. Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

HUD approval is required in order to protect the federal interest in public housing property, and, for all of the inventory removal actions except Required Conversions, the information collected is only occasional, on an ad hoc basis, depending on when a PHA may desire to removal public housing property from its inventory and must submit this information to obtain that benefit of removing public housing property from its inventory. For Required Conversions, the the frequency of this collection of information will depend on when a public housing development meets the standards under Section 37 of the Act as being subject to Required Conversion and when the PHA develops a conversion plan. In either case, if this information were collected less frequently, it would unreasonably delay inventory removals by PHAs and prevent Section 37 of the Act from being properly carried out. If this information were collected less frequently, it would also likely have an adverse impact on PHAs, their residents, and the communities in which public housing property is located. This collection ensures that HUD has the necessary information it needs to approve inventory removal requests of PHAs in a timely manner.

**7. Explain any special circumstances**

There are no special circumstances that apply to this collection of information.

**8. Identify the date and page number of the Federal Register notice soliciting comments on the information.**

A Federal Register Notice of Proposed Information Collection was published on Thursday, December 21, 2006. The public comment period will end February 20, 2007. HUD received no comments on this information collection.

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

No payments or gifts to respondents are provided.

**10. Describe any assurance of confidentiality provided to respondents.**

The information provided is not of a confidential nature and thus assurance of confidentiality is neither provided nor needed.

**11. Justify any questions of a sensitive nature, such as sexual, religious beliefs, and other matters that are commonly considered private.**

The information collected does not contain questions of a sensitive nature.

**12. Annual Reporting Burden**

The annual reporting burden hours are based on the experience and estimated amount of time that takes to report the requested information. The number of respondents is based on the historic number of PHAs that submitted inventory removal applications in the past. All respondents are a sub-set of the 3,100 PHAs nationwide.

PHAs are required to submit an application, maintain the application and supporting documentation on file, and report to the HUD Field Office when the inventory removal action is complete. The burden represents an average of the time required for all types of inventory removal actions (e.g. demolition, disposition, home ownership, eminent domain, etc.). The information collection, recordkeeping, and reporting requirements will result in the following approximate burden:

**INFORMATION COLLECTION**

	Form/Document	No. of Respondents	Frequency	Total Responses	Hours per Response	Total Hours	Cost per hour	Total Cost
1	HUD-52860 Inventory Removal Application	390	1	390	8	3,120	\$30	\$93,600
2	HUD-52860-B TDC Calculation	180	1	180	2	360	\$30	\$10,800
3	HUD-52860-C Home Ownership Addendum	17	1	17	10	170	\$30	\$5,100

	Form/Document	No. of Respondents	Frequency	Total Responses	Hours per Response	Total Hours	Cost per hour	Total Cost
4	HUD-52860-D Required Conversion Addendum	216	1	216	5	1,080	\$30	\$32,400
5	HUD-52860-E Voluntary Conversion Addendum	43	1	43	10	430	\$30	\$12,900
6	HUD-52860-F Eminent Domain Addendum	5	1	5	3	15	\$30	\$450
7	Total	851	1	851	Varies	5,175		\$155,250

### 13. Additional Cost to Respondents

There are no additional costs to respondents other than what is reported in Item 12. There is no reporting or recordkeeping requirement associated with this Information Request.

### 14. Annualized cost to the Federal Government

The estimated annualized cost to the Federal Government is based on the yearly salary of \$76,010, or the hourly rate of \$36.54, the 2006 General Pay Scale for a GS-12, Step 5, which represents the grade of the average staff member of HUD's Special Application Center (SAC). The SAC enables the HUD's Office of Public and Indian Housing to assist PHA's in their efforts to efficiently and effectively meet the housing needs of their communities through the specialized review and approval of non-funded, non-competitive applications, related to the removal of public housing property from PHAs' inventory. The SAC has approximately 19 full-time employees that work on these programs. The average amount of time an employee spends reviewing an application is 8 hours. Thus 851 Respondents x \$36.54 x 8 hours = \$248,764.32.

### 15. Explain any program changes or adjustments.

(1) This burden collection reinstates OMB 2577-0075. This collection was consolidated into 2577-0157 in 2005. However it was determined to properly manage this collection and to make the necessary program change, ICR 2577-0075 should be reinstated. The prior Paperwork Reduction Act Submission (PRA) for 2577-0075 was limited to only demolition and disposition inventory removal actions of public housing property. This burden is adjusted to include voluntary conversion, required conversion, home ownership, and eminent domain inventory removal actions and thus increases the burden hours in order to account for the preparatory time of these additional removal actions. In addition, Form HUD-52860 (and any addendum, if required) reflects the requirements of several newly revised HUD regulations, including 24 CFR 970 and 24 CFR 972. The reported annual burden has changed minimally. The annual burden has decreased for the HUD-52860 from 17 hours to 8 hours due to increased automation in the PIC on-line application and thus resulting in a decrease in preparatory time required to complete this form. The annual burden has also decreased to delete the reporting and recording time, which is not required as part of this collection of information. The annual burden has increased to the extent that additional burden hours have been added to account for the preparatory time required to complete the addendums (which were previously not a part of this collection of information). The annualized cost to respondents to prepare this collection of information has been increased to reflect a per hour salary increase from \$25 to \$30 for employees at public housing authorities. The annualized cost to the federal government has increased due to the increase in the number of respondents requesting different inventory removal actions (from 227 to 851) and a slightly higher per hour salary increase per hour (from \$34.26 to \$35.54) for HUD employees.

### 16. If the information will be published, outline plans for tabulation and publication.

The results of this information collection will not be published.

### 17. OMB Expiration Date

HUD is not seeking approval to avoid displaying the OMB expiration date and the OMB approval number and expiration date will appear on the form.

### 18. Certification of Paperwork Reduction Act Submission

There is no exception to Item # 19 "Certification of Paperwork Reduction Act Submission."

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**B. Collections of Information Employing Statistical Methods.**

The collection of information does not employ statistical methods.