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.

1. Agency/Subagency Originating Request:
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2. OMB Control Number:
a. 2577
b. **X** None

3. Type of information collection: (check one)
a. ☒ New Collection
b. ☐ Revision of a currently approved collection
c. ☐ Extension of a currently approved collection
d. ☐ Reinstatement, **without change**, of previously approved collection for which approval has expired
e. ☐ Reinstatement, **with change**, of previously approved collection for which approval has expired
f. ☐ Existing collection in use without an OMB control number

For b-f, note item A2 of Supporting Statement instructions.

4. Type of review requested: (check one)
a. ☒ Regular
b. ☐ Emergency - Approval requested by
c. ☐ Delegated

5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities?
☐ Yes ☒ No

6. Requested expiration date:
a. ☒ Three years from approval date b. ☐ Other (specify)

7. Title:
Public and Indian Housing ENERGY STAR and Energy Audit Survey

8. Agency form number(s): (if applicable)

HUD 52465

9. Keywords:

Housing, Energy, Energy conservation

10. Abstract:
In response to Congress and the mandate under the Energy Conservation Policy Act (42 U.S.C. 8251 et seq.) a survey is needed to accurately conduct research and report steps taken to reduce utility expenses through energy conservation measures of public housing. Thereafter, reports will be updated and sent to Congress every 2 years indicating energy strategies for energy reduction goals and how the Department of Housing and Urban Development will monitor the energy usage of public housing agencies.

11. Affected public: (mark primary with "P" and all others that apply with "X")
a. Individuals or households
b. Business or other for-profit
c. Not-for-profit institutions
e. Farms
f. Federal Government
g. P State, Local or Tribal Government

12. Obligation to respond: (mark primary with "P" and all others that apply with "X")
a. **P** Voluntary
b. Required to obtain or retain benefits
c. Mandatory

13. Annual reporting and recordkeeping hour burden:

a. Number of respondents	3200
b. Total annual responses	3200
Percentage of these responses collected electronically	100%
c. Total annual hours requested	533
d. Current OMB inventory	0
e. Difference (+,-)	+533
f. Explanation of difference:	
1. Program change:	533
2. Adjustment:	

14. Annual reporting and recordkeeping cost burden: (in thousands of dollars)
Do not include costs based on the hours in item 13.

a. Total annualized capital/startup costs	0.00
b. Total annual costs (O&M)	0.00
c. Total annualized cost requested	0.00
d. Current OMB inventory	0.00
e. Difference	0.00
f. Explanation of difference:	
1. Program change:	
2. Adjustment:	

15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X")
a. Application for benefits
b. Program evaluation
c. General purpose statistics
d. Audit
e. Program planning or management
f. Research
g. **P** Regulatory or compliance

16. Frequency of recordkeeping or reporting: (check all that apply)
a. ☐ Recordkeeping b. ☐ Third party disclosure
c. ☒ Reporting:
1. ☐ On occasion 2. ☐ Weekly 3. ☐ Monthly
4. ☐ Quarterly 5. ☐ Semi-annually 6. ☒ Annually
7. ☐ Biannually 8. ☐ Other (describe)

17. Statistical methods:
Does this information collection employ statistical methods?
☐ Yes ☒ No

18. Agency contact: (person who can best answer questions regarding the content of this submission)
Name: Nicole Faison
Phone: 202-708-0744

19. Certification for Paperwork Reduction Act Submissions

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

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

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

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

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

Signature of Program Official: Nicole Faison, Director Office of Public Housing Programs	Date:

Signature of Senior Officer or Designee: X Lillian L. Deitzer, Departmental Paperwork Reduction Act Officer, Office of the Chief Information Officer	Date:

Supporting Statement for Paperwork Reduction Act submissions

Part A. Justification

A1. Circumstances That Make the Collection of Information Necessary

A survey is needed in order to respond to Congress and the mandate under the Energy Conservation Policy Act (42 U.S.C. 8251 et seq.) The information collected from the survey will be used to accurately create reports and strategies to reduce utility expenses through energy conservation measures of public housing. Thereafter, reports will be updated and sent to Congress every 2 years indicating energy strategies for energy reduction goals and how the Department of Housing and Urban Development will monitor the energy usage of public housing agencies.

Additionally, Deputy Secretary Bernardi's letter of November 15, 2006, requested Principal Staff to consider the energy measures in the report to Congress and incorporate actions and measures in the Management Plan for Fiscal Year (FY) 2007 and FY 2008 to ensure that substantive steps are take to reduce energy consumption and costs in Departmental programs. Public and Indian Housing (PIH) is committed to taking steps to improve the energy efficiency of its PIH stock, particularly as it helps Public Housing Authorities (PHAs) transition to Asset Management. Specifically, PIH has vigorously supported the Department's Energy Action Plan by encouraging PHAs to actively participate in undertaking cost effective energy conservation measures.

Authority: 24 CFR Part 965, Subpart C.

A2. How and By Whom the Data Will Be Used

A2.1 Project Overview

The survey will gather information on the use and procurement of Energy Star products in Public and Indian Housing. In Addition, it will gather information pertaining to energy and water efficiency audits. A survey will be posted electronically via the internet and PHAs will voluntarily complete the questionnaire and electronically respond by clicking "Submit" on the form.

A2.2 Purpose of the Data Collection

The proposed study will fulfill two important needs for HUD. First, the study will allow HUD to develop and implement an integrated strategy to reduce utility expenses through cost-effective energy conservation and efficiency measures. Second, as mandated by the Energy Conservation Policy Act 42 U.S.C. 8251, HUD can accurately report its energy conservation measures developed for public and assisted housing.

A2.3 Who Will Use the Information

Contractors will collect and analyze the reported data in order to produce energy strategies for energy conservation measures. HUD staff will use the survey results to better understand energy usage and how to best implement conservation measures in support of governmental programs and the housing industry.

A3. Use of Improved Technologies

The posting and collections of survey information will be electronically. However, the respondent has the option to fill out a paper copy of the survey and submit it by mail to Public and Indian Housing Survey.

A4. Effort to Avoid Duplication

As part of this information collection request, efforts have been taken to carefully identify and modify the survey form to assure that it's questions are different in nature of any previous survey pertaining to energy conservation efforts. Questions are specifically designed to quantify the use of ENERGY STAR products verify the currency and quality of the last energy audit.

A5. Involvement of Small Entities

The survey is simple, concise and can be completed with information that is part of customary and usual business practices. It requires no calculations by respondent and can be returned electronically by clicking on “Submit” at the end of the form.

A6. Consequences of Less Frequent Data Collection

Collection of this information is mandated by statute. The survey information is required in order to respond to Congress biannually.

A7. Special Circumstances

There are no special circumstances related to this information collection that would require information to be collected more than annually.

A8. Identify the date and page number of the publication in the Federal Register of the agency’s notice

On July 2, 2007, pages 36018 and 36019, a Notice of Proposed Information Collection was published in the Federal Register soliciting public comment on the proposed information collection. The comment period ended on August 31, 2007. No comments were received.

A9. Payments to Respondents

No payment or gifts to respondents are involved.

A10. Arrangements and Assurances Regarding Confidentiality

There are no assurance of confidentially provided to respondents.

A11. Sensitive Questions

There are no questions of a sensitive nature.

A12. Estimate of Annualized Burden Hours

Exhibit 1 provides information on the survey to be used in the study and the estimated time to complete the data collection.

- Indicate number of respondents: 3200
- Frequency of response: 1/ year
- Annual hour burden: 10 minutes per respondent
- Explanation of how burden was estimated: In-house trial and sampling of two local PHAs. Information requested should be available as part of customary and usual business practices.

Exhibit A
Respondent Burden

PHA Plan Elements and Regulation	No. of Respondents		X	Frequency of Response	Total Responses	X	Estimated Hours	=	Total Annual Burden Hours
	PH/HCV	HCV only							
ENERGY STAR and Energy Audit Survey	3200			1	3200		.167		**533**
TOTALS	3200			1	3200		.167		**533**

Burden hours estimates are based on a total of 3,200 PHAs.

A13. Estimate Record Keeping and Reporting cost Burden on respondents

There is no cost to respondents, other than the time required to respond to the survey.

A14. Estimated Cost to the Federal Government

There is no cost to the Federal Government associated with conducting the survey.

A15. Reasons for Changes in Burden

This information to OMB is a new request for approval: there are no changes in burden.

A16. Tabulation Plan, Statistical Analysis, and Study Schedule

Data to be collected upon OMB approval.

A17. Expiration Date Display Exemption

Expiration date will be displayed.

A18. Exceptions to Certification

This submission describing data collection requests no exceptions to the Certificate for Paperwork Reduction Act (5 CFR 1320.9).

PART B
Statistical Methods

Not applicable. No statistical methods will be employed to collect the information.