

## Supporting Statement for Paperwork Reduction Act Submissions

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### A. Justification:

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

Section 5 of the United States Housing Act of 1937 (P.L. 75-412, 50 Stat. 888) permits the Secretary of HUD to make annual contributions to public housing agencies (PHAs) to achieve and maintain the lower income character of public housing projects. The Secretary is required to embody the provisions for such annual contributions in a contract guaranteeing payment. Applicable regulations are 24 CFR 941 for public housing development and 24 CFR 969 for continued operation of low-income housing after completion of debt service.

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

The information collected from PHAs ensures statutory, regulatory and contractual compliance.

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

The Annual Contributions Contract (ACC) is an executed agreement between a public housing agency (PHA) and HUD. ACC provisions permit variations in program requirements, subject to HUD approval, based on proper submission of information. PHAs can download forms from HUD's website. This information collection is not automated. For each submission, guidance will include contact name, phone number, and e-mail address for PHAs to send completed forms.

#### 4. Duplication of information. Information is uniformly collected for award and distribution of operating subsidies and capital funds. Actions under this PRA are initiated by the PHA. Information collected to exercise an ACC option is based on unique local conditions or proposals and, therefore, not previously collected.

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

HUD defines PHAs with less than 250 public housing units as small entities. The collection of information does not significantly impact small entities as the information collection is an option to the PHA.

#### 6. Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently. If not conducted, HUD could not ensure public housing operations in adherence to statutory requirements, nor ensure subsidies were distributed and used appropriately, if information collection was conducted. This collection ensures that participants act responsibly and properly with federal subsidies.

#### 7. Explain any special circumstances. No special circumstances other than PHA decision to revise ACC provisions.

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

A notice of proposed information collection for the Public Housing Annual Contributions contract was published in the Federal Register on March 2, 2010. Volume is 75, Number 40. No public comments were received.

#### 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.

#### 11. Justify 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 estimated amounts of time to report the information under specific sections of the ACC. The information is reported once, not each year, if a PHA pursues an ACC option. Information collections for capital funds, development, acquisitions and ACC covenant amendments are addressed in OMB collection approval 2577-0157. ACC provisions for PHAs designated as troubled are addressed in OMB collection approval 2577-0026.

	ACC Provision	No. of Respondents	Frequency	Total Responses	Hours per Response	Total Hours
1	Execute new ACC via HUD form 53012-A and B	25	1	25	1	25
2	Terminate or amend ACC	50	1	50	1	50
3	Request HUD approval of non-dwelling leases or agreements	50	1	50	1	50
4	HUD approval for easement uses	15	1	15	1	15
5	Submit General Depository Agreement (GDA) via form HUD 51999	300	1	300	1	300
6	Request to terminate GDA	5	1	5	1	5
7	Request fund withdrawal for other purposes	10	1	10	1	10
8	ACC revisions to change year end dates	5	1	5	2	10
9	ACC revision to consolidate programs	5	1	5	2	10
10	ACC revision to transfer programs	5	1	5	2	10
11	Request review of Conflict of interest	25	1	25	1	25
12	Request pooling of insurance	25	1	25	1	25
13	Request for new Declaration of Trust (DOT) via form HUD 52190-A and B	5	1	5	2	10
14	Request DOT amendment or termination	25	1	25	2	50
15	Amend ACC for Capital Fund Finance via form HUD 52840-A	25	1	25	1	25
16	Amend ACC for Mixed Finance	25	1	25	4	100
17	Amend ACC for demolition or disposition	25	1	25	1	25
	Totals	625		625		745

**13. Additional cost to respondents.** No additional costs to respondents other than as reported in Item 12.

**14. Annualized cost to the Federal Government**

Estimated annualized cost is \$30 per hour, the 2009 General Pay Scale for a GS 11 Step 1, which represents the HUD field staff performing reviews of PHA requests. \$30 per hour for an estimated 1,000 hours per year equals \$30,000. There is no significant increase in the cost to the government related to Public Housing ACC.

**15. Explain any program changes or adjustments.** Not applicable; This is a new collection.

**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.

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

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

The collection of information does not employ statistical methods.

