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 Fair Housing and Equal Opportunity

2. OMB Control Number:
a. **2529-0043**
b. 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:
Economic Opportunities for Low and Very Low income Persons

8. Agency form number(s): (if applicable)
Form HUD 60002, Form HUD 60003, Form HUD 958, HUD 1476 -FHEO

9. Keywords:
Housing, Low and very low income, jobs, employment, training, contracting, small business, Government Procurement,

10. Abstract:
This information collection will facilitate the collection of Section 3 information to assess the impact of HUD-assisted activities on enhancing the economic opportunities for lower income persons and the use of businesses that employ low-income persons.

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

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

13. Annual reporting and recordkeeping hour burden:

a. Number of respondents	6115
b. Total annual responses	436
Percentage of these responses collected electronically	80%
c. Total annual hours requested	689
d. Current OMB inventory	117,303
e. Difference (+,-)	-116,614
f. Explanation of difference:	
1. Program change:	
2. Adjustment:	-116,614

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)	
c. Total annualized cost requested	
d. Current OMB inventory	
e. Difference	
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. **X** Program evaluation
- c. General purpose statistics
- d. **X** Audit
- e. **X** Program planning or management
- f. Research
- g. **P** Requlatory 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. ☐ Biennually 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: Staci Gilliam, Director
Phone: 202-402-3468

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: X	Date:

Signature of Senior Officer or Designee: X Lillian L. Deitzer Departmental Reports Management Officer, Office of the Chief Information Officer	Date:

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification

1. **Why is this information necessary? Identify legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statue and regulation mandating/authorizing the collection of information.**

Section 3 of the Housing and Urban Development Act of 1968 mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance are, to the greatest extend feasible, directed to low- and very low income persons, particularly those who are recipients of government assistance for housing. The implementing regulations are found at 24 CFR Part 135 Subparts D & E. Copies are attached.

Congressional actions support the need for a data collection instrument to assess the impact of Section 3. Responding to a directive in the Conference Report on the Housing and Community Development Act of 1987, the Department in FY 1991 issued a report to Congress. This report assessed the impact of HUD-assisted activities on enhancing the employment opportunities for lower income persons and the use of businesses located in the area of assisted projects. Further, the Fair Housing Act, as amended in 1988, at Section 808(e)(6) requires the Secretary of HUD to report annually to Congress, and make available to the public, data on beneficiaries of HUD-assisted programs pursuant to Section 3 which allows the Department to determine the potential or evaluate the impact of the statute in meeting its objective.

2. **How is the information to be used?**

A. *The Section 3 Summary Report –Form HUD 60002*

The information will be used by the Department to monitor program recipients' compliance with Section 3. HUD headquarters will use the information to assess the results of the Department's efforts to meet the statutory objectives. Also, recipients will use the data collected, as a self-monitoring tool. The recipient is any entity which receives section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which section 3 applies and does not include contractors.

B. *The Complaint Register Form HUD 958*

Complainants will use the Compliant Register to file a complaint. A complainant is a Section 3 resident and/or business concern or representative of either, seeking economic opportunities generated from the expenditure of Section 3 covered assistance with a recipient or contractor.

C. *The Monitoring Review Feedback Form - Form HUD 60003*

The information obtained through this form will be used to improve and enhance Section 3 outreach and education efforts. This will allow recipients of Section 3 training and monitoring to provide feedback on what issues they still need assistance with, or how Office of Economic Opportunity staff could help recipients enhance their Section 3 program.

D. *The Section 3 Brochure, HUD-1476-FHEO.*

The Section 3 Brochure will be used to disseminate information regarding the program and provides instructions on filing a complaint.

3. **3. Improved Technology to Reduce Burden**

The 60002 reporting system is an automated system that allows recipients to enter and submit their required annual data. In addition, it functions as a tool for Section 3 to track the compliance or lack there of by the recipient agencies. The form HUD 958 Compliant Register is available via the Section 3 Website as a downloadable file. The Monitoring Review Feedback Form HUD 60003 and the Brochure will also be available via the website. Further automation of the HUD 958 and HUD 60003 is not being considered due to the low number of responses.

4. **Duplication**

This information does not duplicate any other reporting requirement in the Department.

5. Small Business Burden

The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. To minimize the burden, the Department has attempted to provide clear guidance on the required information collection. This guidance will prevent the recipient from collecting and submitting unnecessary or duplicative information.

6. **Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If the information is not collected HUD will be unable to prepare the mandatory reports to Congress or assess the effectiveness of Section 3.

7. **Explain any special circumstances requiring:**

There are no special circumstances

8. **Identify the date and page number of the *Federal Register* notice (and provide a copy) soliciting comments on the information. Summarize public comments and describe actions taken by the agency in response to these comments.**

The Federal Register notice was published on May 14, 2007. The page number is 27146, Volume is 72 and the Number is 92. One comment was been received. The agency responded via email and in response to the comment updated the HUD form 60002.

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

There have been and are no payments or gifts to respondents, other than renumeration or contractors or grantees.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation or agency policy.

All information collected by the Section 3 Complaint Register complies with the Privacy Act of 1974 and OMB Circular A-108.

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

The reporting requirements do not contain sensitive questions.

12. **Estimate public burden: number of respondents, frequency of response, annual hour burden. Read the complete instructions on the form 83i. Explain how the burden was estimated. Generally estimates should not include burden hours for customary and usual business practices.**

We estimate the information collection requirement will have the following reporting burden:

Form	# of Respondents	# of Responses	# of Hours	Total Hours	Cost	Total Cost
60002	6015	286	2	572	$25	$14,300
958	100	100	1	100	$15	$1,500
147-FHEO*	0	0	0	0	0	0
60003	50	50	.33	17	$425	$425
Totals	6115	436	Varies	689	Varies	$16,225

Approximately 6015 respondents are required to submit Section 3 Summary Reports (HUD 60002) to HUD. The required summary report from the recipients is submitted to HUD annually. The recipients maintain documentation that summarizes efforts made; the results of those efforts generate information. The recordkeeping burden is minimal.

We anticipate 100 new complaints every year. Form HUD –1476-FHEO, provides information on how to submit a Section 3 complaint. In response to the HUD-1476-FHEO, respondents will utilize Form HUD-958.
The Form HUD-60003 is in response to Section 3 monitoring reviews conducted. This number will change depending on the number of monitoring reviews conducted each year. We anticipate approximately 50.
***** No burden associated with this brochure as it just provides information about the program and instructions on filing a complaint.

13. **Estimate of the annual cost to respondents or record keepers (do not include the cost of hour burden shown in Items 12 and 14). Read the complete instructions on the form 83i**.
There are no additional costs to respondents or record keepers.

14. **Estimate annualized costs to the Federal government.**

There are no additional costs to the Federal government.

15. **Explain any program changes or adjustments reported in items 13 and 14 of the OMB Form 83i**.

After careful review of past data it was recognized that the data was miscalculated. This submission more accurately reflects the number of responses and total burden hour.

16. **If the information will be published, outline plans for tabulation and publication.**
There are no plans to publish the information collected.

17. **Explain any request to not display the expiration date**.
There is no request not to display the expiration date

18. **Explain each exception to the certification statement identified in item 19.**

There are no exceptions to the certification statement identified in item 19 above.

B. Collections of Information Employing Statistical Methods

None