

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 Office of Public Housing and Voucher Programs	2. OMB Control Number: a. 2577-0169 b. <input checked="" type="checkbox"/> None
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3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input checked="" type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change , of previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change , of previously approved collection for which approval has expired f. <input type="checkbox"/> 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. <input checked="" type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by c. <input type="checkbox"/> Delegated 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 6. Requested expiration date: a. <input type="checkbox"/> Three years from approval date b. <input checked="" type="checkbox"/> Other (specify) 180 days
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7. Title: Title:
Housing Choice Voucher Program

8. Agency form number(s): HUD-52515, HUD-52667, HUD-52580, HUD-52580-A, HUD-52517, HUD-52646, HUD-52665, HUD-52641, HUD-52641-A, HUD 52642, HUD 52649, HUD 52531A and B, HUD 52530A, HUD 52530B, HUD 52530C, HUD 52578B.

9. Keywords:
 Housing Choice Vouchers (HCV), Rent subsidies, Low-income housing, Homeownership, HCV Transfers; Project-Based Vouchers

10. Abstract:
 Public housing agencies (PHA) apply for funding to assist very low-income families to lease or purchase housing. PHAs maintain records on participant eligibility, unit acceptability, lease and housing assistance payments, and budget and payment documentation. In some cases, PHAs voluntarily divest their voucher programs to a receiving PHA. PHAs may also project-base a portion of their vouchers or use their vouchers under the Homeownership Option.

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. Voluntary b. P Required to obtain or retain benefits c. Mandatory
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13. Annual reporting and recordkeeping hour burden: a. Number of respondents 2,302 b. Total annual responses 2,843,533 Percentage of these responses collected electronically 0 c. Total annual hours requested 1,274,089 d. Current OMB inventory 1,239,192 e. Difference (+,-) +74,089 f. Explanation of difference: 1. Program change: 2. Adjustment: +74,089	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 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:
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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. Audit e. X Program planning or management f. Research g. P Regulatory or compliance	16. Frequency of recordkeeping or reporting: (check all that apply) a. <input checked="" type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input checked="" type="checkbox"/> Reporting: 1. <input checked="" type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input checked="" type="checkbox"/> Monthly 4. <input checked="" type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input checked="" type="checkbox"/> Annually 7. <input type="checkbox"/> Biannually 8. <input type="checkbox"/> Other (describe)
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17. Statistical methods: Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: Phyllis Smelkinson Phone: 202-402-4138
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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) 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:

Date:

X Milan M. Ozdinec, Deputy Assistant Secretary, Office of Public Housing and Voucher Programs, PIH, HUD

Signature of Senior Officer or Designee:

Date:

X
Colette Pollard, Departmental Records Management Officer,
Office of the Chief Information Officer

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification:

1. **Reason for collection.** The housing choice voucher (HCV) program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments. The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

HCVs are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program. A family that is issued a HCV is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety as determined by the PHA. A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home. Section 8(o) of the United States Housing Act of 1937 (USHA), as amended by Section 545 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) authorized the merger of the Section 8 tenant-based programs (certificate and voucher programs) into a single market-driven program (entitled the HCV program). Section 8(y) of the USHA, as amended by Section 555 of QHWRA authorized the "homeownership option" under the HCV program.

Under the HCV program, the Department enters into an Annual Contributions Contract (ACC) with PHAs to assist very low-income families to lease or purchase safe, decent, and affordable housing. PHAs are required to maintain complete and accurate program and accounting records in accordance with HUD requirements; in a manner that permits a speedy and effective audit. PHAs must maintain records on eligibility (e.g., verification of income, disability status and citizenship); records of subsidized units (e.g., unit inspection reports, rent reasonableness documentation, tenant leases and housing assistance payments (HAP) contracts.

Section 8(o)(13) of the USHA allows PHAs to project-base a portion of their tenant-based vouchers.

Authorities for the information collection under this PRA are: USHA of 1937 (42 U.S.C. 1437 et. seq); Housing and Community Development Act of 1987 (42 U.S.C. 3543); Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); Fair Housing Act (42 U.S.C. 3601-19); Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993 (42 U.S.C. 3544).

2. **Use of information.** The requested information requirements (how, by whom and for what purpose the information is to be used) for the voucher program consists of the following:

Information Collections Required of PHAs

Funding Application, Form HUD-52515. Regulatory References 982.54, 982.103, and 982.158. HUD collects information from the PHA on Form HUD-52515, which is the HCV program funding application that specifies the number of units requested, as well as the PHA's objectives and plans for administering the HCV program. The application is reviewed by HUD and ranked according to the PHA's administrative capability, the need for housing assistance, and other factors specified in the Notice of Funding Availability. PHAs are required to prepare an Administrative Plan that states local PHA policy on matters for which the PHA has discretion to establish local policies. The PHA must discuss in these plans how it will operate the HCV program, e.g., organization of the waiting list, opening and closing of the waiting list, selection of families from the waiting list, terms of the voucher and occupancy policies. Standard forms were added to the funding application process. **Purpose: Application for benefits.**

Allowances for Tenant Furnished Utilities and Other Services, Form HUD-52667. Regulatory References 982.158 and 982.517. The PHA must establish a utility allowance schedule for all utilities and other services. The utility allowance is used in determining the family's monthly HAP and rental or homeownership share. The allowance is provided for those utilities paid by the family. The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of a similar size and type in the same locality. The PHA must submit its initial utility allowance schedule and supporting documentation to HUD in order for HUD to ensure that the costs are reasonable. Thereafter, the updated form is not sent to HUD unless requested. **Purpose: Program planning or management; Regulatory compliance. This purpose will remain applicable to remaining forms and documents.**

Inspection Form, HUD-52580. Regulatory References 982.158, 982.401, 982.405 and 982.631. Form HUD-52580 (form HUD-52580-A is the same form as 52580 with the addition of detailed instructions on the form) is the inspection form used by the PHA to determine if a unit meets the housing quality standards (HQS) of the HCV program. The goal of the HCV program is to provide decent, safe and sanitary housing to very low-income families. In keeping with that goal, the primary objective of the HQS is to protect the family receiving assistance under the program by guaranteeing a basic level of assisted housing. The units must pass inspection before HAP may be paid to owners and must be re-inspected at least once a year when an assisted family continues occupancy. Annual re-inspections are not required under the homeownership option. The inspection reports are not submitted to HUD.

Voucher, Form HUD-52646. Regulatory References 982.158, 982.302 and 982.629. The voucher is the document that authorizes the family to look for an eligible unit and specifies the appropriate unit size necessary to meet the family's needs. The voucher also sets forth the family's obligations under the HCV program. This form is not sent to HUD.

HAP Contracts and Tenancy Addenda, Forms HUD-52641, 52641A, and 52642. Regulatory References, 982.158, 982.305, 982.308, 982.309, 982.451, 982.454, 982.620. The HAP contract is a written agreement between the PHA and the owner of a unit or manufactured home space occupied by a voucher participant. The HAP contract must be executed before the PHA can make payment on behalf of an eligible family. The HAP contract consists of three parts: Part A (Contract Information); Part B (Body of the Contract); and Part C (Tenancy Addendum). Separate tenancy addenda forms are provided to the landlord for attachment to the tenant's lease. The PHA must be provided a copy of any revisions to the lease agreed to by the owner and the tenant. This information is not submitted to HUD. Below is an explanation of each contract form.

HAP Contract for Section 8 Tenant-Based Assistance Housing Choice Voucher Program, Form HUD-52641. This contract form is used for all program, participants except manufactured homeowners leasing the manufactured home space. This form is not sent to HUD.

Tenancy Addendum, Form HUD-52641-A. This form must be attached to a copy of the lease that is provided to the tenant by the landlord. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control. This form is not sent to HUD.

HAP Contract for Manufactured Home Space Rental, Form HUD-52642. This contract and lease form is used for manufactured homeowners who lease the manufactured home space. This form is not sent to HUD.

Information Collected by PHAs from Program Participants / Tenant-Based Owners

Request for Tenancy Approval, Form HUD-52517. Regulatory References 982.158 and 982.302. The Request for Tenancy Approval is completed and submitted by the family to the PHA when the family finds a unit that is suitable for its needs. The PHA reviews the request to determine if the owner is eligible to participate in the program, if the unit is eligible, and if the lease complies with the program and statutory requirements governing prohibited and required lease provisions. This form is not sent to HUD.

Statement of Homeowner Obligations Housing Choice Homeownership Voucher Program, Form HUD-52649. Regulatory Reference 982.625 and 982.633. The PHA and family participating in the homeownership voucher program must execute a "statement of homeowner obligations" before HAP begins. This statement describes the types of information to be provided by the family during the process for determining a family's eligibility for

participation in the program, and the program requirements a family must comply with as a condition of participation. The statement indicates the homeowner's acknowledgment of obligations to provide various types of information to the PHA for the purpose of determining general eligibility for participation in the program, income eligibility, or compliance with stated program requirements.

Information Requirement Regarding Portability

Family Portability Information, Form HUD-52665. Regulatory Reference 982.158 and 982.355. This form standardizes the portability information submitted to the receiving PHA by the initial PHA. In addition, this form is used for monthly portability billing by the receiving PHA. After the payment amount is established, the form does not need to be resubmitted until the annual recertification or if the payment amount changes between annual recertifications. This information is not provided to HUD.

Information Requirement from PHA to Owner

PHA Preparation of Information about the Tenant for the Owner. Regulatory Reference 982.307. When the PHA is approving a new unit selected by the family, the PHA must advise the owner that the PHA has not screened the family and provide the name and address of previous landlords if such information is readily available. This information is not provided to HUD.

Information Requirement for Homeownership Voucher Contract of Sale

Required Contract of Sale Provisions, Housing Choice Homeownership Voucher Program. Regulatory Reference 982.631(c)(2). Before commencement of monthly homeownership assistance, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the PHA a copy of the contract of sale. The contract of sale must specify the price and other terms of sale by the seller to the purchaser; provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser; provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser; provide that the purchaser is not obligated to pay for any necessary repairs; and contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under part 24 of this title.

Information Requirements for Project-Based Voucher (PBV) Program

Public Notice of PHA Request for PBV Proposals. Regulatory reference 983.51(c). If the PHA must select proposals competitively through public notice. The public notice procedures may include publication of the notice in a local newspaper of general circulation and other means for broad circulation.

PHA Notice of Owner Selection. Regulatory reference 983.51(d). The PHA must give prompt written notice to the party that submitted a selected proposal and must also give prompt public notice of such selection.

Agreement to Enter into a Housing Assistance Payments Contract. Form HUD-52531A&B. Regulatory reference 983.152. For PBV units that will be newly constructed or substantially rehabilitated, the PHA must enter into an Agreement prior to development or rehabilitation activities begin.

PBV HAP Contract for New Construction or Substantial Rehabilitation. Form HUD-52530A. Regulatory reference 983.202. The PHA must enter into a HAP contract with the owner in order for housing assistance to be paid to the owner for occupied units.

PBV HAP Contract for Existing Units. Form HUD-52530B. Regulatory reference 983.202. The PHA must enter into a HAP contract with the owner in order for housing assistance to be paid to the owner for occupied units.

Tenancy Addendum. Form HUD-52530C. Regulatory reference 983.256((b)(3). The lease under the PBV program must include a HUD-required tenancy addendum with all provisions required by HUD.

Statement of Family Responsibilities. Form HUD-52578B . Regulatory reference 983.1, 982.551. Each family participating in the PBV program must sign this form which includes family obligation.

Notification of Intent to Project-base Vouchers. Regulatory reference 983.6(d). PHAs are required to notify their HUD field office of their intent to project-base vouchers for approval.

HUD Approval for Owner Termination of PBV HAP Contract . Regulatory reference 983.205(d). If the owner's rent is adjusted below the initial rent by the PHA and s/he wants to terminate the PBV HAP contract as a result, s/he must obtain HUD approval.

Owner Notice to Terminate PBV HAP Contract. Regulatory reference 983.206(b). Not less than one year before the termination of the PBV HAP contract, the owner must notify the PHA and tenants of such termination.

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

NA.

4. Duplication of information. There is no duplication of the subject information.

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

No small entities are impacted.

6. Describe the consequences to federal program or policy activities if the collection is not conducted or is conducted less frequently. The burden associated with Parts 982 and 983 is the minimum needed for program monitoring and implementation and incorporates program applications for funding, and contractual and other documents necessary to program administration and implementation. The information cannot be collected less frequently because it is either (1) information necessary to ensure housing is adequate and occupancy is by eligible families (2) information necessary to comply with contractual arrangements or (3) information necessary to ensure compliance with a statutory mandate.

7. Explain any special circumstances. None.

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

A notice of proposed information collection for this submission was published in the Federal Register, Volume 79; No. 197, Page 61330, on October 10, 2014. 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. Personal identifiable information is covered under the Privacy Act of 1974 (U.S.C. 552a). The *Authorization for the Release of Information/Privacy Act Notice* (form HUD-9886) is authorized by Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. The notice requires the signing of a consent form authorizing HUD and/or the Housing Agency to request verification of salary and wages from current or previous employers; to request wage and unemployment compensation claim information; and to request certain tax return information and independent verification of income information. The information collected under this PRA is recorded on the Family Report (form HUD-50058) and stored in the Information Management System (IMS). Information stored in the MIS (subset Public and Indian Housing Information Center (PIC)) is covered under a different PRA (OMB Unique Identifier: 02500010601000000301093). The form HUD-50058 (Family Report) and HUD-50058 MTW (for the Moving to Work program) that captures personal identifiers and sensitive information is also covered under a different PRA (2577-0083).

11. Justify questions of a sensitive nature, such as sexual, religious beliefs and other matters that are commonly considered private. The collection of information on race/ethnicity, disability and social security numbers is covered under the MIS system and Family Report detailed above.

12. Estimated Burden Hours

Description	Number of Respondents	Responses per Respondent	Total Annual Responses	Hours per Response	Total Hours	Regulatory Reference
Application (HUD – 52515)	1,000	1	1,000	1	1,000	982.103
Application for Federal Assistance (SF-424)	1,000	1	1,000	0.75	750	982.103
Applicant/Recipient Disclosure/Update Report (HUD-2880)	1,000	1	1,000	0	0	982.103
Acknowledgement of Application Receipt (HUD-2993)	1,000	1	1,000	0	0	982.103
Third Party Documentation Facsimile Transmittal (HUD-96011)	500	1	500	0	0	982.103
Certification of Consistency with the Consolidated Plan (HUD-2991)	1,000	1	1,000	0	0	982.103
Disclosure of Lobbying Activities (SF-LLL)	500	1	500	0.17	85	982.103
Tenant-Furnished Utilities (HUD-52667)	1,500	1	1,500	1.5	2,250	982.517
Inspection Forms (HUD-52580 and 52580-A)	2,302	955	2,198,410	0.5	1,099,205	982.401
Request for Tenancy Approval (HUD-52517)	2,302	45	103,590	0.08	8,287	982.302
Voucher (HUD-52646)	2,302	60	138,120	0.05	6,906	982.305
PHA Information to Owner	2,302	40	92,080	0.05	4,604	982.307
Portability Information (HUD-52665)	2,302	30	69,060	0.5	34,530	982.355
HAP Contracts (HUD-52641, 52641-A, 52642, 52642)	2,302	100	230,200	0.5	115,100	982.451
Statement of Homeowner Obligation (HUD-52649)	150	10	1,500	0.25	375	982.625

Homeownership: Required Contract of Sale Provisions	1500	1	1,500	0.25	375	982.631(c)(2)
PHA PBV Public Notice	50	1	50	3	150	983.51(c)
PHA PBV Notice of Owner Selection	50	1	50	0.5	25	983.51(c)
PBV Agreement to enter into a HAP Contract (HUD-52531A and B)	50	1	50	0.5	25	983.51(c)
PBV NC/SR HAP Contract (HUD-52530A)	50	0.8	40	0.25	10	983.152
PBV Existing HAP Contract (HUD-52530B)	50	0.8	40	0.25	10	983.202
PBV Tenancy Addendum (HUD-52530C)	50	0.2	10	0.25	2.5	983.202
PBV Statement of Family Responsibilities (HUD-52578B)	50	10	500	0.25	125	983.256(b)(3)
Notice of Intent to Project-Base Vouchers	218	1	218	0.5	109	983.6(d)
Request for HUD Approval to Terminate PBV HAP Contract	15	1	15	1	15	983.205(d)
Owner Notice to Terminate PBV HAP Contract	20	30	600	0.25	150	983.206(b)
Totals	*2,302		2,843,533		1,274,089	

*This number is based on the total number of PHAs administering a HCV program.

Annual Reporting Burden Estimated annual cost. 1,274,089 hours times average hourly costs of \$20 = \$25,481,780.

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, based on the 2010 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.

Federal Government Costs

Requirement	Annual Burden Hours	Cost per hour	Total Cost
Funding Application	1,500	\$30.00	\$45,000
Tenant-Furnished Utilities	1,500	\$30.00	\$ 45,000
Totals	3,000		\$90,000

There is no additional cost to the government for the transfer of voucher programs or contracts of sale under the homeownership option.

15. **Reason for program changes.** Removal of all forms and other documents related to the Financial Management Division of the HCV program. The Financial Management Division will submit its own PRA. In addition, there has been a decrease in the number of PHAs from 2,450 to 2,302 since the last submission. Since the last submission there has also been a decrease in the number of participants in the Homeownership Program from 2,500 to 1,500. Numbers have also been revised for HQS inspections, new admissions, and portability based on current data in the PIC system.
16. **Plans for publication of information collected.** Not applicable; information will not be published for statistical use.
17. **Approval to not display expiration date for OMB approval.** HUD is not seeking approval to avoid displaying the OMB expiration date.
18. **Exceptions to certification.** There are no exceptions to the certification statement identified in item 19.

B. Collection of Information Employing Statistical Methods:

Section B is not applicable since statistical methods are not used.