

SUPPORTING STATEMENT for PAPERWORK REDUCTION ACT SUBMISSIONS

PART A - JUSTIFICATION

Information Collection: Section 3 Business Registry Self-Certification Application

A1. Circumstances Making Information Collection Necessary

This request is for a reinstatement, with change, of a previously approved collection for which approval has expired.

A2. How and By Whom the Data will be Used

The Section 3 Business Registry will collect public business contact information from eligible Section 3 businesses and compile it into a database of self-certified firms which will be used by State and local governments, Public Housing Authorities, developers, and other entities when covered contracting opportunities are available.

This information collection is designed to collect information from businesses that meet one of the definitions of a Section 3 Business set forth at 24 CFR § 135.5. The information collected will be added to HUD's Section 3 Business Registry database so eligible firms can be notified by recipients of covered financial assistance and their contractors about local HUD-funded contracting opportunities. Additional information about HUD's Section 3 Business Registry can be found at: www.hud.gov/sec3biz.

Modifications to existing application submission and or reporting requirements include:

In addition to the current Section 3 Business Registry Application questions described at: #A11, this information collection will ask the following **new** questions:

Select the following designations that also apply to your business:

- Minority-owned business
- Woman-owned business
- Public housing resident-owned business
- HUBZone firm
- SBA 8a firm
- Union Certified firm
- DOL Youthbuild participant/grantee
- DOL registered apprenticeship provider
- White House My Brother's Keeper (MBK) Initiative mentor
- White House My Brother's Keeper (MBK) Initiative on-the-job training provider

Select the appropriate type of services that your business provides:

- Accounting
- Architecture
- Consulting
- Demolition
- Engineering
- Roofing

A3. The Extent of the Collection of Information Involving the Use of Automated, Electronic, or Other Forms of Information Technological

The Section 3 Business Registry self-certification application and database are electronic documents, which will be maintained on HUD's Section 3 webpage at: www.hud.gov/sec3biz.

A4. Efforts to Identify Duplication

There is no duplication of information. While the Small Business Administration (SBA) and the Veteran's Administration (VA) maintain similar databases, neither of these agencies maintain a registry of self-certified HUD Section 3 Businesses.

A5. Efforts to Minimize the Burden on Small Entities

This collection does not impose a significant burden on Small Entities.

A6. Consequences of Less Frequent Data Collection

The Department is implementing the Section 3 Business Registry in an effort to provide recipients of covered HUD assistance with a valuable tool to facilitate their compliance with the regulatory requirements of Section 3. The Department anticipates that having this registry will enable grantees to identify Section 3 firms that have self-certified their eligibility to receive covered contracts; thereby, ultimately increasing their overall compliance with the regulation and the amount of HUD-funded contracts that are awarded to them.

A7. Circumstances Requiring Deviation from Guidelines of 5 CFR 1320.6

There are no circumstances requiring deviation from 5 CFR 1320.6.

A8. Federal Register Publication

This information is collected in a manner consistent with guidelines of 5 CFR 1320.8(d). The agency Notice announcing this collection of information appeared in the *Federal Register* on January 20, 2011 (Vol. 76, No.13). Requests for additional information were received, but no substantive comments were submitted.

A9. Incentive Payments and Gifts

This information collection does not involve any payments or gifts to respondents.

A10. Arrangements and Assurances Regarding Confidentiality

The Section 3 Business Registry application does not request any confidential information from eligible businesses.

A11. Sensitive Questions

This information collection does not request information of a sensitive nature. The Section 3 Business Registry will compile public (non-confidential) business information for eligible businesses into a database to be used by State and local governments, Public Housing Authorities, developers and other entities when covered contracting opportunities are available for Section 3 businesses. Specifically, the current Section 3 Business Registry application requests the following information:

Business Name:

Business Street Address:

Business City:

County:

State:

Zip Code:

Business Telephone Number:

Business Website Address:

Business Email Address:

Business Point of Contact:

Contact Person's Telephone Number:

Year Business Established:

Number of Employees:

Business License:

NAICS Code:

Duns Number:

EIN:

Business Capabilities Narrative:

Please list any locations in the Metropolitan Area/County that your business is not willing to serve:

Select the category of Section 3 Business that your business meets:

- a. 51 percent or more owned by Section 3 residents¹; or
- b. 30 percent or more of permanent, full-time, employees are Section 3 residents; or
- c. Provides evidence of a commitment to subcontract in excess of 25 percent of all subcontracts to businesses that meet a. or b. above.

Select the appropriate type of services that your business provides:

- Brick masonry
- Carpentry
- Electrical
- General contractor
- HVAC
- IT
- Janitorial
- Landscaping
- Lead Hazard Control
- Maintenance

¹ Section 3 residents are defined as:

- a. Residents of public housing; or
- b. Individuals that reside in the metropolitan area or non-metropolitan county in which the covered HUD funding is spent, who meet HUD's definition of low- or very low-income.

- Painting/dry wall
- Plumbing
- Security
- Other

Is your business hiring new employees (Yes/No)

A12. Estimate of Recordkeeping and Reporting Hour Burden on Respondents

	Number of Respondents	Frequency of Use	Hours/Response	Burden Hours
Application Submission	1,100	1	0.33 (20 minutes)	363

The number of respondents is an estimate based upon the possible universe of eligible Section 3 businesses nationwide.

TOTAL NUMBER OF RESPONDENTS: **1,100**

TOTAL BURDEN HOURS: **363**

Annualized Cost to Respondents for Hour Burdens for Information Collections

It is estimated that each application for the Section 3 Business Registry will take no more than 20 minutes to complete. These applications will be submitted one time. Reapplication procedures must be completed each subsequent year and will require businesses to self-certify that they remain eligible to receive preference on HUD-funded contracts and update business contact information.

Total costs were calculated (rounded to the nearest dollar): **Total Burden Hours (1,000) x Construction Manager Hourly Rate (\$28.34) = \$28,340.**

A13. Estimate of Recordkeeping and Reporting Cost Burden on Respondents

This information collection does not result in any additional cost burden to respondents.

A14. Estimated Cost to the Federal Government

There will not be any additional cost to the Federal Government as a result of this information collection beyond the usual personnel costs to randomly sample a percentage of self-certified businesses annually to verify their eligibility.

A15. Reasons for Change in Burden

There is no anticipated change in burden.

A16. Plans for Tabulation, Analysis, and Publication

The Department will publish public business information for Section 3 businesses in its database that will be posted on HUD's Section 3 webpage. This information will allow State and local governments, Public Housing Authorities, developers, and others to contact self-certified Section 3 businesses when covered contracting opportunities are available.

A17. Reasons for Not Displaying the OMB Expiration Date

This information collection is not seeking approval to not display the expiration date for OMB approval of the information collection.

A18. Exceptions

There are no exceptions to the certification statement identified in Item 19 of OMB Form 83-1.

PART B - EMPLOYMENT OF STATISTICAL METHODS

This information collection does not employ statistical methods.