

## **SUPPORTING STATEMENT for PAPERWORK REDUCTION ACT SUBMISSIONS**

### **PART A - JUSTIFICATION**

Information Collection: Section 3 Section 3 Summary Report for Economic Opportunities for Low and Very Low Income Persons (Form HUD 60002) and Section 3 Complaint Register (Form HUD 958)

#### **A1. Circumstances Making Information Collection Necessary**

This request is for both a revision, of a previously approved collection for which approval has expired (Form HUD 60002) and an extension change, of a currently approved collection (Form HUD 958).

#### **A2. How and By Whom the Data will be Used**

The Section 3 Summary Report (Form HUD 60002) is used by recipients of HUD financial assistance (i.e., public housing agencies, municipalities, and property owners) to report the amount of jobs and contracting opportunities that have been generated from their usage of covered HUD financial assistance, as required at 24 CFR § 135.90. Data collected on this form is used to assess the overall effectiveness of Section 3 and to make determinations of compliance with regulatory requirements.

The Section 3 Complaint Register (Form HUD 958) is used by individuals and business owners that meet the definition of a Section 3 resident or businesses concern set forth at 24 CFR § 135.5, or their representatives, to file complaints alleging noncompliance with the regulatory requirements of Section 3 against recipients of covered HUD financial assistance or their contractors. Information collected on this form is used to inform the Department about recipients that potentially are not complying with 24 CFR § 135, and to initiate subsequent complaint investigations and compliance reviews.

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

Form HUD 60002 is submitted electronically by recipients of HUD financial assistance. Form HUD 958 will be made available to users as a fillable Form but must be printed, signed, and dated prior to submission to HUD.

#### **A4. Efforts to Identify Duplication**

There is no duplication of information.

#### **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 information collected on both Form HUD 60002 and 958 is required by the regulation entitled Economic Opportunities for Lower Income Persons at 24 CFR § 135.

#### **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 that is consistent with guidelines of 5 CFR 1320.8(d). The agency Notice announcing this collection of information appeared in the *Federal Register* on June 17, 2015 (Vol. 80. No.116). 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**

Neither Form HUD 60002 nor Form HUD 958 requests any confidential information.

**A11. Sensitive Questions**

Neither information collection requests information of a sensitive nature.

**A12. Estimate of Recordkeeping and Reporting Hour Burden on Respondents**

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
HUD-60002	5,000	2	10,000	8	80,000	\$22.71	\$1,816,800
HUD-958	20	1	20	1	20	\$10.00	\$200
<b>Total</b>	5,020	3	10,020	9	90,180	\$22.71	\$1,817,000

Annualized Cost to Respondents for Hour Burdens for Information Collections

See above.

**A13. Estimate of Recordkeeping and Reporting Cost Burden on Respondents**

The estimates provided above include time spent for recordkeeping, completing both information collections, and submitting them to the Department.

**A14. Estimated Cost to the Federal Government**

There will not be any additional cost to the Federal Government as a result of these information collections beyond normal personnel costs.

**A15. Reasons for Change in Burden**

The increased burden estimate from the 2011 submission reflects a correction to the “hours per response” which did not include a previous estimate of recordkeeping associated with submitting Form HUD 60002.

**A16. Plans for Tabulation, Analysis, and Publication**

Information collected on HUD Form 60002 will be analyzed by HUD staff to determine the overall effectiveness of the Department’s enforcement of the regulatory requirements at 24 CFR § 135, and to track the number of jobs (including trainee positions) that are provided to low-income persons and the dollar amount of HUD-funded contracts that are provided to businesses that substantially employ low-income persons

**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.