

# Paperwork Reduction Act Submission

Please read the instruction before completing this form. For additional forms or assistance in completing this form, 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.

<b>1. Agency/Subagency Originating Request:</b> <b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b> <b>Office of Public Housing and Voucher Programs</b> <b>Office of Native American Programs</b>		<b>2. OMB Control Number:</b> a. <b>2577-0169</b> b. <input type="checkbox"/> None
<b>3. Type of information collection:</b> (check one) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input checked="" type="checkbox"/> Reinstatement, <b>without change</b> , of previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, <b>with change</b> , 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.	<b>4. Type of review requested:</b> (check one) a. <input checked="" type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by c. <input type="checkbox"/> Delegated <b>5. Small entities:</b> 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 <b>6. Requested expiration date:</b> a. <input checked="" type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other (specify)	
<b>7. Title:</b> <b>Housing Choice Voucher and Tribal HUD-VASH Programs</b>		
<b>8. Agency form number(s):</b> 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, HUD-xxxx Tribal HUD-VASH Leasing Performance Report		
<b>9. Keywords:</b> Housing Choice Vouchers (HCV), Rent subsidies, Low-income housing, Homeownership, Portability, HCV Transfers; Project-Based Vouchers; Tribal HUD-VASH		
<b>10. Abstract:</b> 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. The Tribal HUD-VASH program provides rental assistance and supportive services to Native American veterans who are Homeless or At Risk of Homelessness living on or near a reservation or other Indian areas. Tribes request Tenant-Based and/or Project-Based Rental Assistance by the number of bedrooms in a rental unit. Grants are awarded based on the number rental units (Tenant-Based and Project-Based Rental Assistance) approved by HUD.		
<b>11. Affected public:</b> (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. <b>P</b> State, Local or Tribal Government	<b>12. Obligation to respond:</b> (mark primary with "P" and all others that apply with "X") a. Voluntary b. <b>P</b> Required to obtain or retain benefits c. Mandatory	
<b>13. Annual reporting and recordkeeping hour burden:</b> a. Number of respondents 2244 b. Total annual responses 3,680,545 Percentage of these responses collected electronically 0 c. Total annual hours request 1,643,407 d. Current OMB inventory 589,358 e. Difference (+,-) +1,054,049 f. Explanation of difference: 1. Program change: 2. Adjustment: +1,054,049	<b>14. Annual reporting and recordkeeping cost burden:</b> (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:	
<b>15. Purpose of Information collection:</b> (mark primary with "P" and all others that apply with "X") a. Application for benefits b. <b>X</b> Program evaluation c. General purpose statistics d. Audit e. <b>X</b> Program planning or management f. Research g. <b>P</b> Regulatory or compliance	<b>16. Frequency of recordkeeping or reporting:</b> (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)	
<b>17. Statistical methods:</b> Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Agency contact:</b> (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.

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Signature of Program Official:

Date:

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

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Signature of Senior Officer or Designee:

Date:

X  
Colette Pollard, Departmental Paperwork Reduction Act Officer,  
Office of the Chief Information Officer

## Supporting Statement for Paperwork Reduction Act Submissions

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### 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.

PHAs will prepare an application for funding which specifies the number of units requested as well as the PHA's objectives and plans for administering the HCV and PBV programs. The application is reviewed by HUD Headquarters and HUD Field Offices and ranked according to the PHA's administrative capability, the need for housing assistance and other factors specified in a notice of funding availability. The PHAs must establish a utility allowance schedule for all utilities and other services. Units must be inspected using HUD prescribed forms to determine if the units meet the housing quality standards (HQS) of the HCV 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. PHAs participating will enter into Agreements with owners for developing projects, HAP contracts with the existing owners for developing projects, HAP contracts with the existing and New Construction /Rehabilitation with the owner. New requirements have been established for independent entities in both the HCV and PV programs. In addition, new requirements have been established for the HOTMA rule of 2016.

Section 8(o)(13) of the USHA recently amended by HOTMA allows PHAs to project-base a portion of their tenant-based vouchers. PHAs participating in the PBV program will enter into Agreements with owners for the development of projects.

The Tribal HUD-VA Supportive Housing Program (Tribal HUD-VASH) demonstration program provides rental assistance and supportive services to Native American veterans who are Homeless or At Risk of Homelessness living on or near a reservation or other Indian areas. Housing assistance under this program is made available by grants to tribes and TDHEs that are eligible to receive IHBG funding under the Native American Housing and Self-Determination Act (25 U.S.C. 4212) (NAHASDA). Tribes request Tenant-Based and/or Project-Based Rental Assistance by the number of bedrooms in a rental unit. Grants and renewal funds are awarded based on the number rental units (Tenant-Based and Project-Based Rental Assistance) approved by HUD. Grants include an additional amount for administrative costs and eligible Homeless veterans receive case management services through the Department of Veterans Affairs.

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 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, Section 3003 of the Omnibus Budget Reconciliation Act of 1993 (42 U.S.C. 3544), and the Housing Opportunities Through Modernization Act (HOTMA) of 2016; Consolidated and Further Continuing Appropriations Act, 2015 (Public Law 113-235); Consolidated Appropriations Act, 2017, P.L. 115

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31; Native American and Self-Determination Act (25 U.S.C. 4212)

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

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### **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 (NOFA). The application must include all information required by HUD. HUD requirements may be stated in the HUD-required form of application, the NOFA, or other HUD instructions. 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. **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. PHAs are required to review utility allowances annually and update the form as required. It is used to calculate the family's utility allowance. **Purpose: Program planning or management; Regulatory compliance. These purposes will remain applicable to remaining forms and documents.**

**Inspection Form, HUD-52580.** Regulatory References 982.158, 982.401, 982.405, 982.631(b), 983.59(b)(3), 983.101(f)(1). 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 biennially (every two years) when an assisted family continues occupancy. Annual re-inspections are not required under the homeownership option. A minimum of 20 percent of PBV units are re-inspected annually. Under HOTMA, an independent entity performing inspections for PHA-owned units must provide the inspection form to the PHA, family and HUD field office.

**New Inspection Protocol Testing:** HUD is in the process of developing a new inspection protocol for the Housing Choice Voucher program. This new protocol is intended to standardize inspections between PHAs, and create a more objective set of definitions for what constitute unit deficiencies. In order to test the new protocol, approximately 250 PHAs will be performing inspections using the new protocol for their units. These inspections will be conducted instead of the PHA's current inspection protocol, and the time to conduct them and file the new form with HUD will take the same amount of time as filling out the form HUD-52580. HUD will use a Data Collection Device (DCD) to collect the information. The records of the inspection will be used for further protocol development.

None of the forms listed below are 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.

**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. The owner must be provided any amendments to the HAP contract. 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.

**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.

**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.

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**Information Collected by PHAs from Program Participants**

**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.

**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.

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**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. This form also indicates if the family will be absorbed into the receiving PHA’s voucher program. 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 re-certifications.

**PHA Notification to Field Office of Insufficient Funds.** Regulatory reference 982.354(e). If a PHA wants to deny portability, it must notify the local HUD Field Office if it believes it has insufficient funding to cover the HAP for a higher cost unit under portability and still have sufficient funds to pay for units currently under a HAP contract within budgetary parameters.

**Notice of Unit Approval/Denial.** Regulatory reference 982.303(c). Since vouchers are suspended between the submission of a Request for Tenancy Approval and the approval or denial of the unit for which approval was requested, the PHA must give the family written notice of the outcome of the request.

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**Information Required for all Voucher Recipients**

**Information Packet.** Regulatory reference 982.301(b), HOTMA, Attachment B, Content (d). When a family is selected to participate in the voucher program the PHA must give the family a packet that includes written information on: (1) the term of the voucher; (2) how the PHA determines the amount of housing assistance; (3) how the PHA determines the maximum rent for an assisted unit; (4) where a family may lease a unit including portability procedures; (5) the HUD-required tenancy addendum; (6) the request for tenancy approval; (7) the PHA policy on providing information about a family to prospective owners; (8) PHA subsidy standards and exceptions to those standards; (9) the HUD brochure on how to select a unit; (10) information on federal, state and local equal opportunity laws, and a copy of

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the housing discrimination form; (11) a list of landlords or other parties known to the PHA who may be willing to lease a unit to the family or assist the family in finding a unit; (12) notice that if a family includes a disabled person, the family may request a current listing of accessible units known to the PHA that may be available; (13) family obligations under the program; (14) PHA informal hearing procedures. In cases where an independent entity is doing the inspections for PHA-owned units, the contact information for the independent entity must be provided to the family. Under HOTMA, families must be provided contact information for the independent entity that does the inspections for PHA-owned units.

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### **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 or independent entity 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.

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### **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 the 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 rehabilitated, the PHA must enter into an Agreement prior to development or rehabilitation activities begin.

**PBV HAP Contract for New Construction or 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. These contracts may be amended due to changes in rent and/or 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. These contracts may be amended due to changes in rent and/or units.

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

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

**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 regarding available units under an Annual Contributions Contract (ACC). Notifications must also be provided when a PHA wants to add units exempt from the program cap.

**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.

**Legal Opinion that PHA's unit or project is no longer classified as PHA-owned.** Regulatory reference 983.59. The PHA must keep the legal opinion in its files for the length of the PBV HAP contract, the HCV HAP contract or Homeownership assistance documents, as applicable.

**Notification to Field Office of change in ownership if project becomes PHA-owned.** Regulatory reference, 982.352(b), 982.628(d), 983.59. PHAs must provide such notification if a change in ownership causes the project or unit to become PHA-owned.

**A joint PHA and independent entity certification that the PHA and independent entity have no legal, financial or any other connection that could cause either party to be influenced by the other.** Regulatory reference, 982.352(b), 982.628(d), 983.59. This document must be submitted to the local HUD Field Office for its approval when an independent entity is selected. This document must be submitted for each independent entity selected by the PHA.

**Certification regarding previously approved independent entity.** Regulatory reference 982.352(b), 982.628(d), and 983.59. If the PHA will use an independent entity that was previously approved, the PHA must certify in writing to the HUD Field Office that it will use that entity to perform a new function which must be identified in the certification.

**Notice of determination of rent reasonableness.** Regulatory reference 982.352(b) and 983.303(f). Rent reasonableness determinations must be completed for every subsidized HCV and PBV units biennially. If completed by an independent entity a copy must be provided to the PHA, HUD Field Office, and family.

**Letter regarding review of PHA's PBV selection process.** Regulatory reference 982.352(b), 982.628(d), and 983.59. For a PBV selection process conducted by an independent entity or HUD field office, the PHA must provide: (1) all proposals received; (2) a copy of the relevant section of the Administrative Plan; (3) a copy of any standard operating procedures, worksheets, checklists, or any other work product used in the selection of PBV proposals; (4) a copy of the solicitation; (5) if selection was based on a previous competition, a copy of the proposal for the previous competition and any award letter provided in connection with the previous competition; (6) the HUD field office or HUD-approved independent entity must provide a letter stating that the PHA-owned units were appropriately selected.

## **Other Matters**

**Disclosure Form for Waikoloa Maneuver Area.** The Waikoloa Maneuver Area (WMA) Formerly Used Defense Site is located on 100,000 acres of land on the northwest side of the Island of Hawaii. The U.S. Navy acquired the area in 1943 to use as a military training camp and artillery range during World War II, resulting in unexploded ordnance and munitions and explosives of concern (UXO/MEC) and other potentially dangerous materials remaining after training ceased at the end of the war. Munitions and explosives continue to be discovered within this area. HUD is requiring public housing agencies to provide notice to public housing residents and HCV holders residing within the WMA about any hazards the PHA/owner is aware of, and the risks associated with living in the WMA. In addition, PHAs and owners will be required to provide educational training about UXO/MEC. Public housing residents and HCV holders will be required to sign a disclosure form annually, stating that they have been informed of potential hazards, and been provided their educational training.

As of 2015, there were 63 public housing units in the WMA, and 13 HCV holders residing in the WMA. Accordingly, HUD estimates that these requirements will affect approximately 100 households annually, with an associated burden of approximately 20 minutes (ten minutes to have the disclosure form explained and to sign the form, and ten minutes for the educational training). This results in a total burden of 2,000 minutes, or approximately 34 hours annually.

**Family Unification Program (FUP) Memorandum of Understanding (MOU).** This document entered into between the PHA, Public Child Welfare Agency (PCWA) and Continuum of Care (CoC) is required by the FUP NOFA to be submitted to HUD. The MOU contains threshold requirements specific to the program. The MOU also includes the

applicant's commitment to administering the FUP program. The MOU is also the vehicle for describing rating factor activities for which the applicant is seeking funding.

**FUP Statement of Need.** This statement is submitted by the applicant to demonstrate the need for FUP vouchers in the PHA's jurisdiction which is not being met through other existing programs. It is used as part of HUD's allocation determination.

**FUP Evidence of a self-sufficiency program.** Applicants may be eligible for rating factor points in the PHA administers a Family Self-Sufficiency (FSS) program or similar program that is available to FUPP-eligible families and youth. Additional points may be awarded for having enrolled FUP-eligible families and youth in such a program. The applicant must meet the evidence or certification requirement outlined in the NOFA.

**HUD-VASH-VAMC letter of support for participation.** This letter must identify the percent and number of vouchers the VAMC will support for use with the Continuum, and verify that the remaining standard HUD-VASH vouchers are sufficient to meet current need, as well as identify the service provider that will be providing the case management in place of the VA.

**HUD-VASH signed formal agreement,** e.g. memorandum of understanding/memorandum of agreement, that describes the partnership between the PHA and the supportive service provider(s).

**HUD-VASH description of jurisdictional boundaries.** This description must include how the supportive service provider(s) will ensure comparable geographic coverage of the current VAMC-PHA service area.

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**Information Required for the Tribal HUD-VASH Program (renewals and applications for new vouchers)**

**Cover Letter:** The tribe/TDHE must submit a one-page cover letter on the organization's letterhead identifying the point of contact and their contact information, and an authorized representative signature.

**Tribal Resolution** – grantees must have a currently applicable tribal resolution authorizing participation in the Tribal HUD-VASH program. For renewal applications, the cover letter can certify that the existing resolution is still in effect. New applications must submit the resolution with their application letter.

**Tribal HUD-VASH application and reporting materials** as issued in the Federal Register Notice, "Implementation of the Tribal HUD-VA Supportive Housing Program" (FR 6091-N-01) or future notices.

**Renewal Application Program Update and Overview:** The grantee must report how it has utilized its current funding to administer the demonstration program, including the grantee's progress towards meeting the program's goals, current and projected program enrollment, challenges faced, measures taken to address issues, conducting interim/annual reexaminations, and the grantee's community involvement strategies.

**Renewal Application-Renewal Funding Information:** A completed Leasing Performance Report (HUD-XXXX). The Excel spreadsheet collects information about lease dates, type of assistance, rent amount, source of funds, and veteran status.

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3. **Describe whether, and to what extent, the collection of information is automated?** None of these items are automated by HUD.
  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 that would cause an information to be collected in a manner:**
- requiring respondents to report information to the agency more than quarterly;  
Recipients of IHBG funds are required to submit SF-425s quarterly and within 90 days of project completion.
  - requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;  
**Not Applicable**
  - requiring respondents to submit more than an original and two copies of any document;  
**Not Applicable**
  - requiring respondents to retain records other than health, medical, government contract, grant-in-aid, or tax records for more than three years;  
**Not Applicable**
  - in connection with a statistical survey, that is not designed to produce valid and reliable results than can be generalized to the universe of the study;  
**Not Applicable**
  - requiring the use of statistical data classification that has not been reviewed and approved by OMB;  
**Not Applicable**
  - that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or  
**Not Applicable**
  - requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.
8. **Identify date and page number of the Federal Register notice soliciting comments on the information. (to be updated on publication of notice)**  
HUD published a Notice of Proposed Information Collection for Public Comments in the *Federal Register*, Volume 83, No. 102; Page 24333, on May 25, 2018. The public was given until July 24, 2018, to submit comments on the proposed collection. HUD received no comments on this proposed collection.
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, including the Tribal HUD-VASH program, is recorded on the Family Report (form HUD-50058) and stored in the Information Management System (IMS). Information stored in the IMS (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 IMS system and Family Report detailed above.

**12. Estimated Burden Hours**

Description	Number of Respondents	Responses per Respondent	Total Annual Responses	Hours per Response
Application (HUD -52515)	300.00	1.00	300.00	5.00
Application for Federal Assistance (SF-424)	300.00	1.00	300.00	0.75
Applicant/Recipient Disclosure/Update Report (HUD-2880)	300.00	1.00	300.00	0.00
Acknowledgement of Application Receipt (HUD-2993)	300.00	1.00	300.00	0.00
Certification of Consistency with the Consolidated Plan (HUD-2991)	300.00	1.00	300.00	0.00
Disclosure of Lobbying Activities (SF-LLL)	300.00	1.00	700.00	0.08
Tenant-Furnished Utilities (HUD-52667)	2,192.00	350.00	767,200.00	0.25
Inspection Forms (HUD-52580 and 52580-A)	2,192.00	950.00	2,082,400.00	0.50
Request for Tenancy Approval (HUD-52517)	2,192.00	55.00	120,560.00	0.50
Notice of Unit Approval/Denial	2,192.00	55.00	120,560.00	0.50
Voucher (HUD-52646)	2,192.00	60.00	131,520.00	0.05
Information Packet	2,192.00	55.00	120,560.00	1.00
PHA Information to Owner about tenant	2,192.00	55.00	120,560.00	0.50
Portability Information (HUD-52665)	2,192.00	10.00	21,920.00	0.50
PHA Notification to Field Office of Insufficient Funds for portability moves	400.00	1.00	400.00	0.50
HAP Contracts (HUD-52641, 52641-A, 52642, 52642)	2,192.00	65.00	142,480.00	0.50
Statement of Homeowner Obligation (HUD-52649)	100.00	10.00	1,000.00	0.25

Homeownership: Required Contract of Sale Provisions	100. 00	10.00	1,000.0 0	0. 25
PHA PBV Public Notice of RFP	200. 00	1.0 0	200. 00	1. 00
PHA PBV Notice of Owner Selection	200. 00	1.0 0	200. 00	0. 50
PBV Agreement to enter into a HAP Contract (HUD-52531A and B)	100. 00	1.0 0	100. 00	0. 50
PBV NC/R HAP Contract (HUD-52530A)	100. 00	1.0 0	100. 00	2. 00
PBV Existing HAP Contract (HUD-52530B)	100. 00	1.0 0	100. 00	2. 00
PBV Tenancy Addendum (HUD-52530C)	650. 00	33.00	21,450.0 0	0. 25
PBV Statement of Family Responsibilities (HUD-52578B)	650. 00	33.00	21,450.0 0	0. 25
PHA Notice of Intent to Project-Base Vouchers to FO	218. 00	1.0 0	218. 00	1. 00
Owner Request to HUD FO for Approval to Terminate PBV HAP Contract	20. 00	1.0 0	20. 00	1. 00
Owner Notice to FO and tenants to Terminate PBV HAP Contract	20. 00	30.00	600. 00	0. 25
Legal Opinion that PHA's unit/project is no longer PHA-owned	350. 00	1.0 0	350. 00	1. 00
Notification to Field Office of change in ownership if project becomes PHA-owned.	500. 00	1.0 0	500. 00	1. 00
Joint PHA/Independent entity certification regarding no legal, financial, other ties.	90. 00	1.0 0	90. 00	0. 50
Certification regarding previously approved independent entity	800. 00	1.0 0	800. 00	0. 50
Notice of Rent reasonableness determinations completed by independent entity	150. 00	3.0 0	450. 00	2. 00
Notice of Review of PBV selection process by independent entity	90. 00	2.0 0	180. 00	3. 00
Wakolola Maneuver Area public notice	2. 00	25.00	50. 00	0. 50
FUP Statement of Need	300. 00	1.0 0	300. 00	2. 00
FUP Memorandum of Understanding	300. 00	1.0 0	300. 00	5. 00

FUP Evidence of a self-sufficiency program	175.00	1.00	175.00	0.50
HUD-VASH VAMC letter of support	50.00	1.00	50.00	0.00
HUD-VASH signed formal agreement	50.00	1.00	50.00	0.00
HUD-VASH boundary description	50.00	1.00	50.00	0.50
New Inspection Protocol	350.00	1.00	350.00	0.50
Tribal HUD-VASH application materials	26.00	1.00	26.00	0.08
Tribal HUD-VASH Leasing Performance Report (HUD-XXXX)	26.00	1.00	26.00	0.10
<b>Totals</b>	<b>2,244.00</b>	<b>1,853.00</b>	<b>3,680,545.00</b>	<b>56.88</b>

\*Total number of PHAs and Tribal HUD-VASH grantees

**13. Additional cost to respondents.** No additional costs to respondents.

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

HUD Field Staff Review of PHA and Tribal HUD-VASH Requests		
GS-11 Step 1 Hourly Salary	Hours per Response	Total Federal Cost
\$ 26.00	1,000.00	\$ 26,000.00

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

**15. Explain the reason for any program changes or adjustments reported in Item 13 and 14 of the OMB Form 83-I:** Additional paperwork items have been added due to changes implemented by the Housing Opportunities Through Modernization (HOTMA) of 2016. The project-based voucher (PBV) program requires several notices for PHA-owned units. Based on recent history, the number of anticipated applications for voucher assistance has decreased. Since tenant-based voucher units are re-inspected every two years at the PHA's option and only a portion of PBV units are re-inspected every two years, there was a slight decrease in burden hours for inspections. There were other minor changes in the number of respondents and burden hours. There was also a decrease in the number of PHAs from 2,224 to 2,192 since the last submission. Changes have been made to the following forms: PBV HAP Contracts (both for existing housing (HUD-52530 A and B) and new construction/rehab (HUD 52531 A and B); PBV tenancy addendum; (HUD 53530c) and HCV HAP contract (HUD 52641). Changes to these forms are to conform with HOTMA requirements, with new Violence Against Women Act (VAWA) requirements, and other updated requirements relating to the HCV program. Other forms that are being updated are: the funding application (HUD 52515); the request for tenancy approval (HUD-52517); and allowances for tenant-furnished utilities and other services (HUD 52667). Three new forms each have been added for the Family Unification Program application process and the HUD-VASH application process. Additionally, the forms have been updated to remove outdated references (such as those to the certificate program). Such updates do not result in an increase in burden hours. The form HUD-96011 (Third Party Documentation Facsimile Transmittal) is no longer used. The Family Unification Program (FUP) has been added to this PRA and removed from the PRA of its own. Finally, adjustments include the inclusion of the Tribal HUD-VASH collection requirements, based on the Federal Register Notice, "Implementation of

the Tribal HUD-VA Supportive Housing Program” (FR 6091-N-01) and renewal funding criteria established in PIH Notice 2018-10, “Procedural Guidance for Tribal HUD-VA Supportive Housing Renewal Grant Applications.”

- 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.**

