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 the Chief Procurement Officer

2. OMB Control Number:
A 2535-0091
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. **X** 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:
HUD Acquisition Regulation (HUDAR) (48 CFR 24)

8. Agency form number(s): (if applicable)

HUD-770 , the following forms have separate OMB clearance SF 85, SF85P, OF 306

9. Keywords:

Housing, Government procurement

10. Abstract:
The HUDAR supplements the Federal Acquisition Regulation (FAR). Information collection required of the public is solely in connection with the acquisition process.

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

13. Annual reporting and recordkeeping hour burden:

a. Number of respondents	1078
b. Total annual responses	1915
Percentage of these responses collected electronically	75%
c. Total annual hours requested	23972
d. Current OMB inventory	???
e. Difference (+,-)	0
f. Explanation of difference:	
1. Program change:	0
2. Adjustment:	0

14. Annual reporting and recordkeeping cost burden: (in thousands of dollars)

a. Total annualized capital/startup costs	$0.00
b. Total annual costs (O&M)	$0.00
c. Total annualized cost requested	$0.00
d. Total annual cost requested	$0.00
e. Current OMB inventory	$0.00
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. 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. ☐ 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: Dawn M. Resling
Phone: 303-315-5286

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, 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 collect (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 Investment Strategies, Policy, and Management, Office of the Chief Information Officer	Date:

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

   The HUDAR (48 CFR 24) contains the Department's supplement to the Federal Acquisition Regulations (FAR) 48 CFR Chapter 1. The FAR sets forth uniform policies and procedures applicable to Federal agencies in the procurement of personal property and non-personal services (including construction) and the procurement of real property by lease.

2. Indicate how, by whom and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

   Proposed HUDAR requirements for the collection of information are:

   HUDAR 2452.204-70, Preservation of, and Access to, Contract Records (Tangible and Electronically Stored Information (ESI) Formates), in the instance of litigation concerning matters related to records maintained or generated by the contractor in the performance of the contract, the contractor must provide the names of all individuals who may possess tangible materials and ESI, document efforts to preserve tangible materials and ESI, and complete the certification of compliance with the preservation hold notice. The contractor must describe any records that are known or believed to be unavailable and provide an explanation why they are unavailable. This information is collected only in instances of litigation.

   HUDAR 2452.209-70, Potential Organizational Conflicts of Interest, is inserted in solicitations if the HUD contracting officer has information that indicates that the requirements of the proposed contract may lead to organizational conflicts of interest. The contracting officer provides a specific description of those portions of the contract's requirements that are considered to present potential conflicts of interest. Offerors only address potential conflicts with those specific portions and not with the entire solicitation. All offerors must submit a written statement describing any past, present or planned interests (financial, contractual, organizational, or otherwise) relating to the specific portions of the proposed contract cited in the provision and bearing on whether the offeror has a possible organizational conflict of interest. Offerors are not required to provide any information unless the contracting officer identifies any area(s) of potential conflict of interest. This information is collected once from offerors during the contract proposal solicitation process.

   HUDAR 2452.209-72, Organizational Conflict of Interest, in part, requires contractors to provide a written description of potential or actual conflicts of interest which arise during contract performance and their plan for mitigating or eliminating the conflict. This information is required infrequently, approximately two submissions annually.

   HUDAR 2452.215-70, Proposal Content, is included in all solicitations for negotiated contracts. It provides standard instructions on proposal preparation (e.g., contents and format) and submission. If the proposed contract requires contractor employees to have access to Departmental information systems, the provision is used with its Alternate I. This Alternate requires offerors to describe the security measures they propose to use to protect the systems and data to which they will have access, as required by HUDAR clause 2452.239-70. This information is collected once during the contract proposal solicitation process.

   HUDAR 2453.215-72, Evaluation of Small Business Participation, is included in solicitations for contracts that require the use of FAR 52.219-9 "Small Business Subcontracting Plan", that will be awarded using the tradeoff source selection process. It requires offerors to include small businesses proposed as subcontractors for evaluation under the subcontracting provision. This information is collected once during the contract proposal solicitation process.

HUDAR 2452.216-72, Determination of Award Fee Earned, is included in solicitations and contracts when the Contracting Officer has determined that use of a cost-plus-award-fee type contract is appropriate in accordance with FAR Subpart 16.4. This clause permits contractors to provide a self-evaluation in support of their award fee to be earned. Submission is solely at the contractor's discretion. This information is provided when the award fee for each contract period is determined, usually no more frequently than annually.

HUDAR 2452.216-75, Unpriced Task Orders, requires the contractor to begin work prior to final agreement on cost or price. The contractor is required to submit a price proposal within 15 days of receipt of the Contracting Officers authorization to begin work. HUD does not award a significant number of unpriced task orders. Therefore, the incidence of use for this clause is quite low.

HUDAR 2452.216-78, Ordering Procedures, Alternate II, requires contractors to submit information when competing for competitive type task orders under multiple-award indefinite-quantity contracts other than GSA Schedule contracts, in accordance with FAR 16.505. Typically, such information may include pricing, past performance information and the qualifications of proposed key staff. This information is collected once for each task order competition. Only those contractors wishing to compete for the immediate order are required to submit the information. HUD does not award a significant number of its own multiple-award indefinite-quantity contracts. Rather, it issues the vast majority of its competitive task orders under GSA Federal Supply Schedule contracts. Therefore, the incidence of use for this clause is quite low.

HUDAR 2452.219-70, Small Business Subcontracting Plan Compliance, requires other than small businesses to submit with their initial offers the subcontracting plan required by FAR clause 52.219-9. This enables HUD to make a timely review of the plans and negotiate an acceptable plan with the successful offeror by contract award. This information is collected during the contract proposal solicitation process. Revisions to the plan may be required during this process.

HUDAR 2452.219-74, Small Business Subcontracting Goals, requires large businesses that are unable to propose subcontracting that meets HUD's established subcontracting goals to provide the rationale for their proposed level of subcontracting, usually no more than one proposal annually.

HUDAR 2452.227-70, Government Information, requires contractors to notify the Contracting Officer if they are provided information that is not in a condition suitable for its intended use. If the Government fails to provide information identified by the contractor, or the remedial action taken to correct defective information causes an increase or decrease in the contractor's cost of the time required for or the performance under the contract, the contractor will provide a statement describing the general nature and amount of the equitable adjustment proposal. This information is required only when defective information is sent to the contractor usually no more than two contracts per year and once per contract action.

HUDAR 2452.237-70, Key Personnel, is included in contracts when the Contracting Officer determines it is necessary to ensure contract performance by identifying the contractor's key personnel who will be assigned to the contract. The clause prohibits contractors from diverting any of the individuals named in the clause from working on the contract without prior notification to the Contracting Officer. The notification must include the justification for the individual's removal, replacement or reduction in hourly effort. The contractor normally submits a curriculum vitae or other similar documentary evidence of the replacement personnel' s qualifications. This information is collected initially during the contract proposal solicitation process and once per individual replacement during the contract's performance period.

HUDAR 2452.237-75, Access to HUD Facilities, is included in contracts when contractor employees will have access to HUD facilities. It requires contractors to submit existing standard forms which have separate OMB clearance and no burden is included (Standard Form (SF) 85, "Questionnaire for Non-sensitive Positions via e-QIP;" and a partially-completed Optional Form (OF) 306, "Declaration for Federal Employment") providing information needed by the Department to perform background investigations of such contractor employees in accordance with Federal Information Processing (FIPS) Standards 201, Department of Homeland Security Presidential Directive (HSPD) 12, and Office of Management and Budget Memorandum M-05-24, Implementing Guidance for HSPD-12. Principal collection is made once at the beginning of the contract. Information on additional contractor employees is collected as needed (e.g., new employee hires or assignments to the contract). A quarterly report listing the status of each employee who is required to work in a HUD facility is required each calendar quarter. If the contract also includes HUDAR clause 2452.239-70, these forms will be collected only once for use in conducting the background investigation required by both clauses, i.e., there will be no duplication of collection for the two clauses.

HUDAR 2451.237-81, Labor Categories, Unit Prices Per Hour and Payment. This clause is included in solicitations and subsequent contracts for an indefinite quantity or requirements contract when level of effort task orders will be issued as prescribed in HUDAR 2437.110(e)(6). The contractor is required to provide individual labor categories and price per category for payment purposes under the contract. This information is collected once for each competition. Only those contractors wishing to compete contract are required to submit the information. HUD does not award a significant number of its own multiple-award indefinite-quantity contracts. Rather, it issues the vast majority of its competitive task orders under GSA Federal Supply Schedule contracts. Therefore, the incidence of use for this clause is quite low.

HUDAR 2452.239-70, Access to HUD Systems, is included in contracts that involve work on, or access to, sensitive Departmental automated information systems or applications. The clause requires contractors to submit standard forms which have separate OMB clearance and no burdens are included, (Standard Form (SF) 85, "Questionnaire for Non-sensitive Positions;" via e-QIP, Questionnaire for Public Trust Positions via e-QIP; a partially-completed Optional Form (OF) 306, "Declaration for Federal Employment") providing information needed by the Department to perform background investigations of such contractor employees in accordance with Federal Information Processing (FIPS) Standards 201, Department of Homeland Security Presidential Directive (HSPD) 12, and Office of Management and Budget Memorandum M-05-24, Implementing Guidance for HSPD-12. Principal collection is made once at the beginning of the contract. Information on additional contractor employees is collected as needed (e.g., new employee hires or assignments to the contract). A quarterly report listing the status of each employee who is required to work in a HUD facility is required each calendar quarter. If the contract also includes HUDAR clause 2452.237-75, only those additional forms required by this clause will be collected from contractor employees, i.e., there will be no duplication of collection for the two clauses.

HUDAR 2452.242-71, Contract Management System, requires all contracts of an analytical nature (e.g., applied social science research) exceeding $500,000, requiring the delivery of an overall end product (e.g., evaluation, study, model) to include a requirement for the use of contract management baseline planning and progress reporting. Collection of the initial plan information is made once at the beginning of the contract. Revisions may be required if and when there is a change to the contract requirements or to the contractor’s approach to performing the work. Reporting is no more frequent than monthly.

HUDAR 2453.227-70, Form HUD-770, Report of Inventions and Subcontracts, is required in contracts under which the work may require the development of inventions by the prime contractor or any subcontractor. This information is collected once at contract completion.

Contractor’s Release is required from all contractors under cost-reimbursement type contracts upon contract completion as part of the administrative closeout process in accordance with FAR Subpart 4.8. It releases HUD from any liabilities, claims and demands with noted exceptions. This information is collected once at contract completion.

Contractor’s Assignment of Refunds, Rebates, Credits and Other Amounts is required from all contractors under cost-reimbursement type contracts upon contract completion as part of the administrative closeout process in accordance with FAR Subpart 4.8. This assigns to HUD all rights, title and interest to all refunds, rebates, etc. arising out of performance of the contract. This information is collected once at contract completion if applicable.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

Information and access to information collection instruments (forms) for likely respondents is provided at our websites. A single automated response process is not practicable. It is not cost effective to automate at this time.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

   Procurements of services and products are conducted on a discrete, as-needed basis. HUD program officials are required to conduct formal planning for their procurement requirements, which includes ensuring that services and products to be procured are not already being provided via an existing contract, or are otherwise available within the Government. All of the reporting requirements listed in 2 above are contract specific, and therefore, cannot be duplicative.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I) describe any methods used to minimize burden.

   HUD seeks to not impose any more burden on small businesses or other small entities than is minimally required to meet the data collection requirements of the Federal Acquisition Regulation and other Federal contracting-related guidance (e.g., OMB Circulars). The Department has eliminated all of its existing non-statutorily based solicitation certifications.

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.

   The minimum amount of information is collected to avoid waste, abuse and fraud and comply with Federal regulations.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:
   - requiring respondents to report information to the agency more than quarterly; N/A
   - requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it; N/A
   - requiring respondents to submit more than an original and two copies of any document; N/A
   - requiring respondents to retain records other than health, medical, government contract, grant-in-aid, or tax records for more than three years; N/A
   - in connection with a statistical survey, that is not designed to produce valid and reliable results than can be generalized to the universe of study; N/A
   - requiring the use of a statistical data classification that has not been reviewed and approved by OMB; N/A
   - 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; N/A or
   - 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. N/A

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.
   - Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping disclosure, or reporting format (if any) and the data elements to be recorded, disclosed, or reported.
   - Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection of information activity is the same as in prior periods. There may be circumstances that preclude consultation in a specific situation. These circumstances should be explained.

   In accordance with 5 CFR 1320.8(d), the agency’s notice soliciting public comments was announced in the *Federal Register* April 2, 2018, 83 FR 14022. No comments were received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

   No payment is provided.

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

    In accordance with FAR 3.104-4, it is agency policy that all offers received for contract awards are kept confidential. No information contained in offers is provided to the public or HUD staff without a need to know prior to award. Prior to award, no information contained in offers is disclosed to the general public or to HUD personnel who do not have a need to know. HUD employees who serve on contractor selection panels must certify in writing their compliance HUD's confidentiality policy in writing. After award, HUD strictly follows the release of information rules provided for under the Freedom of Information Act and FAR Subpart 24.2.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

    None of the information collection described herein includes questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:
    - indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices;
    - if this request covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I; and
    - provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead this cost should be included in Item 13.

    Estimate of burden: (burden computed using hourly rate equivalent to GS-12, step 5. This is an average rate considering that submissions require varying degrees of expertise in their completion.)

Information Collection	10	Freq of Response	Responses per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly cost per response	Annual Cost
HUDAR:						44.28	
2452.204-70	20.00	1.00	20.00	16.00	320.00	44.28	$ 14,169.60
2452.209-70	10.00	1.00	10.00	0.50	5.00	44.28	$ 221.40
2452.209-72	2.00	1.00	2.00	1.00	2.00	44.28	$ 88.56
2452.215-70	150.00	1.00	150.00	80.00	12000.00	44.28	$ 531,360.00
2452.215-70, Alt I	25.00	1.00	25.00	40.00	1000.00	44.28	$ 44,280.00
2452.215-72	25.00	4.00	100.00	2.00	200.00	44.28	$ 8,856.00
2452.216-72	2.00	4.00	8.00	2.00	16.00	44.28	$ 708.48

2452.216-75	2.00	4.00	8.00	40.00	320.00	44.28	$ 14,169.60
2452.216-78, Alt II	5.00	1.00	5.00	4.00	20.00	44.28	$ 885.60
2452.219-70	50.00	1.00	50.00	0.50	25.00	44.28	$ 1,107.00
2452.219-74	1.00	1.00	1.00	16.00	16.00	44.28	$ 708.48
2452.227-70	5.00	1.00	5.00	40.00	200.00	44.28	$ 8,856.00
2452.237-70	150.00	1.00	150.00	1.00	150.00	44.28	$ 6,642.00
2452.237-75 (initial)	100.00	1.00	100.00	8.00	800.00	44.28	$ 35,424.00
2452.237-75 (report)	100.00	4.00	400.00	8.00	3200.00	44.28	$ 141,696.00
2452.237-81	20.00	1.00	20.00	0.50	10.00	44.28	$ 442.80
2452.239-70	100.00	1.00	100.00	8.00	800.00	44.28	$ 35,424.00
2452.239-70 (report)	100.00	4.00	400.00	8.00	3200.00	44.28	$ 141,696.00
2452.242-71 (plan)	40.00	4.00	160.00	8.00	1280.00	44.28	$ 56,678.40
2452.242-71 (report)	10.00	4.00	40.00	6.00	240.00	44.28	$ 10,627.20
2452.227-70	1.00	1.00	1.00	8.00	8.00	44.28	$ 354.24
Contractor Release	150.00	1.00	150.00	1.00	150.00	44.28	$ 6,642.00
Contractor Assignment of Rebates, Credits	10.00	1.00	10.00	1.00	10.00	44.28	$ 442.80
	1078.00		1915.00		23972.00		$ 1,061,480.16

*The following forms have separate OMB clearance – no burden included here:

SF-85 Questionnaire for Non-Sensitive Positions

SF-85P questionnaire for Public Trust Positions

OF-306 Declaration for Federal Employment

**Total number of respondents is difficult to quantify as there is significant duplication among the various information collection populations.

- 13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information (do not include the cost of any hour burden shown in Items 12 and 14).
- The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s) and the time period over which costs will

be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities;

- If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10) utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- generally, estimates should not include purchases of equipment or services, or portions thereof made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table. Burden hourly rate used for this estimate for technical/program staff (average grade GS-12, step 5) is $44.28, the Contract Specialist (average grade GS-13, step 5) is $52.66 and the Contracting Officer (average grade 14, step 5) is $62.23.

Information Collection	Responses per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly cost per response	Annual Cost
Pre-award:					
Proposal Evaluation	150.00	12.00	1800.00	$ 44.28	$ 79,704.00
	150.00	4.00	600.00	$ 52.66	$ 31,596.00
	150.00	4.00	600.00	$ 62.23	$ 37,338.00
2452.209-70	10.00	2.00	20.00	$ 52.66	$ 1,053.20
	10.00	2.00	20.00	$ 62.23	$ 1,244.60

2452.209-72	1.00	1.00	1.00	$ 44.28	$ 44.28
	1.00	1.00	1.00	$ 52.66	$ 52.66
2452.215-70	150.00	40.00	6000.00	$ 52.66	$ 315,960.00
2452.215 -70, Alt I	25.00	20.00	500.00	$ 52.66	$ 26,330.00
2452.215-72	25.00	1.00	25.00	$ 52.66	$ 1,316.50
2452.216-72	2.00	2.00	4.00	$ 62.23	$ 248.92
2452.216-75	2.00	16.00	32.00	$ 52.66	$ 1,685.12
2452.216 -78, Alt II	5.00	2.00	10.00	$ 44.28	$ 442.80
	5.00	2.00	10.00	$ 52.66	$ 526.60
	5.00	2.00	10.00	$ 62.23	$ 622.30
2452.219-70	50.00	1.00	50.00	$ 52.66	$ 2,633.00
2452.219-74	1.00	1.00	1.00	$ 62.23	$ 62.23
2452.237-81	20.00	0.50	10.00	$ 52.66	$ 526.60
Post-award Collection					
2452.204-70	10.00	16.00	160.00	$ 52.66	$ 8,425.60
2452.209-72	1.00	1.00	1.00	$ 44.28	$ 44.28
	1.00	1.00	1.00	$ 52.66	$ 52.66
2452.216-72	8.00	9.00	72.00	$ 62.23	$ 4,480.56
2452.237-70	150.00	0.50	75.00	$ 62.23	$ 4,667.25
	150.00	1.00	150.00	$ 52.66	$ 7,899.00
2452.237-75	500.00	4.00	2000.00	$ 52.66	$ 105,320.00
2452.239-70	500.00	4.00	2000.00	$ 44.28	$ 88,560.00
	500.00	1.00	500.00	$ 52.66	$ 26,330.00
2452.242-71	50.00	1.00	50.00	$ 44.28	$ 2,214.00
	50.00	1.00	50.00	$ 52.66	$ 2,633.00
2452.227-70	5.00	8.00	40.00	$ 44.28	$ 1,771.20
	5.00	8.00	40.00	$ 52.66	$ 2,106.40
2453.227-70	1.00	1.00	1.00	$ 52.66	$ 52.66
	1.00	1.00	1.00	$ 44.28	$ 44.28
Vouchers	500.00	1.00	500.00	$ 44.28	$ 22,140.00
	500.00	1.00	500.00	$ 52.66	$ 26,330.00
Invoices	5000.00	1.00	5000.00	$ 44.28	$ 221,400.00
	5000.00	1.00	5000.00	$ 52.66	$ 263,300.00
Contractor Release of Claims	10.00	1.00	10.00	$ 44.28	$ 442.80
Total	6799.00		25845.00		$ 1,289,600.50

15. Explain the reasons for any program changes or adjustments reported in Items 13 and 14 of the OMB Form 83-I.

    This is a reinstatement with changes on a previously approved collection. The current number reflect a reduction in the numbers of contractual actions performed by OCPO due to the establishment of multi year contracts and the utilization of more streamlined methods of procurement.

16. For collection of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

HUD has no plans to publish any of the information collected.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

    HUD is not seeking to not display the OMB expiration date.

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

    None

B. Collections of Information Employing Statistical Methods

None
