

**Supporting Statement for Paperwork Reduction Act Submissions**  
**Consolidated Public Housing Certification of Completion**  
**OMB No: 2577-0021**

**A. Justification**

1. Why is this 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/authorizing the collection of information.

The Certification of Completion is required for projects developed under the Public Housing Development Regulations 24 CFR 905. This Certification is necessary to establish that a contractor or developer has satisfactorily completed a construction project. The Certificate certifies that all work covered in the contract, originally required to be completed on a specific date was actually completed

2. How is the information collected and how is the information to be used?

The Certification is submitted by a Public Housing Agency (PHA) to indicate to HUD that contract requirements have been satisfied for a specific project. The information is supplied by the project architect to assure the PHA and HUD that construction, which meets codes and HUD standards, has been incorporated into the project.

Upon determining a proposed project is completed and that all contract requirements have been satisfied., HUD returns the certification to the PHA authorizing payment to the contractor.

3. Describe whether, and to what extent, the collection of information is automated (item 13b1 of OMB form 83-i). If it's not automated, explain why not. Also describe any other efforts to reduce burden.

This information collection does not involve the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology. There are no plans to automate this collection because the PHAs submit this information with documentation regarding payments to the contractor(s). Automating this process would not be cost effective due to the low volume of respondents / responses.

4. Is this information collected elsewhere? If so, why cannot any similar information already available be used or modified.

There is not duplication of information. The information provided in the Certificate is applicable only to the specific project being developed. The variations and unique elements of individual projects make duplication or re-use of the information impossible

5. Does the collection of information impact small businesses or other small entities (item 5 of OMB form 83-i)? Describe any methods used to minimize burden.

This information collection will have no significant economic impact on small PHAs.

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 submission of the Certificate is required only once in a project. The submission of this information is essential to enable HUD to advise a PHA to pay a contractor or developer amounts due upon completion of a project.

If this information were not submitted, settlement of the project could not proceed.

**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;
- requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;

Signature of Senior Officer or Designee:

Date:

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

- requiring respondents to submit more than an original and two copies of any document;
- requiring respondents to retain records other than health, medical, government contract, grant-in-aid, or tax records for more than three years;
- 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;
- requiring the use of statistical data classification that has not been reviewed and approved by OMB;
- 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
- 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.

There are no special circumstances related to this collection.

8. Identify the date and page number of the *Federal Register* notice (and provide a copy) soliciting comments on the information. Summarize public comments and describe actions taken by the agency in response to these comments. Describe all efforts to consult with persons outside the agency to obtain them.

HUD published a Notice of Proposed Information Collection for Public Comments in the Federal Register, Volume 88; No 90; Page 30152, on May 10, 2023. The public was given until July 10, 2023, to submit comments on the proposed information 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 payment or gift is provided to the respondents.

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

The Certification does not contain any personal information that would require assurance of confidentiality.

11. Justify any questions of a sensitive nature, such as sexual, religious beliefs, and other matters that are commonly considered private

The Certification does not include questions of a sensitive nature.

12. Estimate public burden: number of respondents, frequency of response, annual hour burden. Read the complete instructions on the form 83i. Explain how the burden was estimated. Generally, estimates should not include burden hours for customary and usual business practices. Provide a table to describe the elements of the burden. Break out each form used.

- if this collection uses more than one form, provide separate estimates for each form and aggregate the hour burdens in item 13 of OMB Form 83i; 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.

No. of Respondents	Responses Per Respondent	Total Annual Responses	Hours per Response	Total Annual Hours
58	1	1	1	58

The estimated annual cost for this collection is \$40.00 per hour X 58 = \$2,320.

13. Estimate of the annual cost to respondents or recordkeepers (do not include the cost of hour burden shown in Items 12 and 14). Read the complete instructions on the form 83i.

There will be no additional costs to the PHAs resulting from the collection of this information.

14. Estimate annualized costs to the Federal government.

There will be no additional costs to the Federal Government resulting from the collection of this information.

15. Explain any program changes or adjustments reported in items 13 and 14 of the OMB Form 83i.

There is no change in the reporting burden.

16. If the information will be published, outline plans for tabulation and publication.

The reporting requirement information will not be published.

17. Explain any request to not display the expiration date.

The expiration date for OMB approval of the information collection will be displayed.

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

There are no exceptions to the certification statement identified in Item 19 of the SF-83-i.

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**B. Collections of Information Employing Statistical Methods**

This information will not be collected using statistical methods.