



FOR PUBLIC AND INDIAN HOUSING

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-5000

**MEMORANDUM FOR:** Nicholas Bilka, Chief, Office of Policies, Programs, and Legislative Initiatives, PEVC

**FROM:** Danielle Bastarache, Deputy Assistant Secretary, Office of Public Housing and Voucher Programs, PE

**SUBJECT:** Paperwork Reduction Act Submission:  
Public Housing Agency (PHA) Lease and Grievance Requirements  
OMB Control Number 2577-0006

### **Summary**

Attached for your review is the Public Housing Agency (PHA) Lease and Grievance Requirements Information Collection Request (ICR). With this current proposed information collection, The Department of Housing and Urban Development (HUD) intends to the number of burden hours based on current data. The previous estimation of 287,609 annual burden hours has been increased to 566,598 hours. The increase in burden hours is due to the increase in the estimated average hours per response from .25 hours to .5 hours. This estimate is based on the one-time updates that will need to be made to the leases to account for the changes required by Section 103 of The Housing Opportunity through Modernization Act of 2016 (HOTMA).

### **Background**

The information collection burden associated with the Lease and Grievance Requirements is required by statute 42 U.S.C. 1437d and 3535(d). The regulations covering the Public Housing Lease and Grievance Procedure are located at 24 CFR Part 966 – Public Housing Lease and Grievance Procedure, Subpart A – Dwelling Leases, Procedures and Subpart B – Grievance Procedures and Requirements. HOTMA implementation created new lease requirements in both section 24 CFR 960.507 and 24 CFR 960.509 and made modifications to section 24 CFR 966.4 (a)(2)(iii). PHAs must now modify the public housing lease to become month-to-month in the period before termination of an over-income family and 24 CFR 960.509 explains the new requirements for Non-Public Housing Over-Income (NPHOI) families. Additional regulations at 24 CFR 960.509 stipulate that over-income families permitted to continue as tenants must pay the alternative rent and sign the lease for NPHOI families no later than the earlier of the next lease renewal or 60 days after receiving the third notification outlined in 24 CFR 960.507(c)(3).

HUD specifies various provisions required in leases for NPHOI families, including details about lease parties, duration, covered costs, renewal or termination procedures, tenant rent and potential charges, usage rights, PHA and tenant responsibilities, repair and access obligations, lease termination processes, grievance procedures, and modification protocols. Grievance or due process rights may be granted in the NPHOI lease if permitted by PHA policy.

There is no form associated with this information collection request and PHAs do not submit this information to HUD. Instead, the Department simply requires that PHA leases be consistent with all legal or administrative obligations required by HUD. The PHAs maintain individual lease documents that conform to local law and grievance procedures are included in or incorporated by reference in all tenant leases.

If you have any questions, please contact Bernita James, Senior Housing Program Specialist, at 202-402-7169 or [Bernita.C.James@hud.gov](mailto:Bernita.C.James@hud.gov) .

Internal HUD Distribution :		

Identification Lines :

Correspondence Code	Originator	Concurrence	Concurrence	Concurrence	Concurrence	Concurrence
Name	Bernita C. James	Kymian D. Ray	Todd Thomas	Danielle Bastarache		
Date	7/26/2024					

Official Record Copy

U.S. Department of Housing and Urban Development  
Previous edition is obsolete.

form HUD-713.1 (02/03)