

Supporting Statement for Paperwork Reduction Act Submissions
Public Housing Reform; Change in Admission and Occupancy Requirements
(OMB# 2577-0230)

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.**

This information collection revises a currently approved requirement for public housing agencies (PHAs) to maintain and make available their admission and occupancy policies for the Department of Housing and Urban Development (HUD) and public review. HUD uses this information to ensure that PHA policies comply with statutory and regulatory requirements governing the public housing program, the Annual Contributions Contract, and all HUD-approved funding applications.

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) (Title V of the FY 1999 HUD Appropriations Act, Public Law 105–276), which amended the United States Housing Act of 1937 (42 U.S.C. 1437, et seq. “the 1937 Act”), first established the requirements for public housing agencies (PHAs) to maintain and make available to the public their admission and occupancy policies. QHWRA provides PHAs flexibility in structuring admission and occupancy policies but mandates that such policies address key areas including eligibility, rent determination, preferences, waiting list management, income reviews, and community service requirements. These requirements are codified at 24 CFR part 903 and 960.

The Housing Opportunity Through Modernization Act of 2016 (HOTMA), Section 103, further amended the 1937 Act by creating new Federal requirements related to over-income families, including (1) establishing the “over-income family” threshold, (2) limitations on continued tenancy, and (3) mandatory annual reporting on the number of over-income families and public housing waiting list totals. PHAs were required to update their written policies to reflect these statutory changes.

HUD does not regularly collect and review this information to verify that PHAs have established compliant admission and occupancy policies, ensured program accountability, and responded to public, Congressional, and Freedom of Information Act (FOIA) inquiries. PHAs must also make their policies available upon request, and HUD may review these documents during monitoring or when responding to questions about waiting list procedures, eligibility determinations, or occupancy rules.

The collection is supported by the following statutory and regulatory authorities:

- United States Housing Act of 1937, 42 U.S.C. §§ 1437, 1437c-1, 1437d, and 1437n §§ 3, 5, 6, and 16
- QHWRA, Public Law 105-276
- HOTMA, Public Law 114-201, Section 103
- 24 CFR part 960 (Admission to and Occupancy of Public Housing)

- 24 CFR part 903 (Public Housing Agency Plans)

HUD is revising this collection to reflect updated estimates based on the current number of active PHAs. Since the last approval, the number of active PHAs has decreased from 2,774 to 2,667 due to mergers and program conversions, including through the Rental Assistance Demonstration (RAD).

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.**

This is a revision of a currently approved collection. PHAs establish admission and occupancy policies to operate their public housing programs, and these written policies must be made available to HUD and the public upon request. HUD field staff use this information during Rental Integrity Monitoring reviews and other oversight activities to assess compliance with statutory and regulatory requirements, including the accuracy of rent determinations and eligibility decisions. HUD also uses the information to respond to inquiries from tenants, legal-aid organizations, Congress, and the public, including FOIA requests.

PHAs rely on these policies to guide eligibility determinations, continued occupancy, rent calculations, local admission preferences, and waiting list procedures, as required under QHWRA. HOTMA requires PHAs to maintain written policies related to over-income families. The information collected through these requirements ensures that PHAs have adopted and applied policies consistent with QHWRA, HOTMA, and HUD regulations.

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.**

This collection does not require automated or electronic submission; PHAs primarily maintain their own written admission and occupancy policies and must make them available to HUD and the public upon request. Many PHAs voluntarily post their policies on their websites to facilitate access, but this is not required.

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.**

There is no duplication. This information collection does not duplicate information under any other approved HUD information collections. Admission and Occupancy policy information is unique to each PHA and is specific to the management of its public housing programs.

5. **If the collection of information impacts small businesses or other small entities describe any methods used to minimize burden.**

The collection does not impact small businesses. The requirements do not exceed statutory mandates, no alternative submission methods are available, and the collection does not impose significant economic impacts on a substantial number of small PHAs.

Additionally, the Housing and Economic Recovery Act of 2008 reduces burden for small agencies by exempting qualified PHAs from the Annual PHA Plan submission, which typically incorporates admission and occupancy policies. Qualified PHAs—those with 550 or fewer combined public housing units and/or housing choice vouchers, not designated as troubled under the Public Housing Assessment System (PHAS), and not failing the Section 8 Management Assessment Program (SEMAP) in the prior 12 months—submit only a certification instead of a full plan. These PHAs must still maintain required policies, hold the annual public hearing, and make their policies available upon request, but the exemption significantly limits the administrative workload for small entities.

6. Describe the consequences 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.

Any reduction to this collection requirement would violate QHWRA and HOTMA and weaken a PHA's ability to withstand legal challenges, including fair housing issues, with respect to their admissions and occupancy policies and procedures. Furthermore, reduction of this collection requirement would reduce the public's access to information directly related to the access and procurement of public benefits.

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;** Not applicable.
- **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 3 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 study;** Not applicable.
- **requiring the use of a 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. A pledge of confidentiality is supported by the statutory authority established at Section 6 of the United States Housing Act of 1937 (42 U.S.C. 1437d(q)(5)).
- **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. Not applicable.

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 announcing this collection of information appeared in the Federal Register Volume 91, No. 32, Page 7508, on February 18, 2026. The public was given until April 20, 2026, to submit comments on the proposed information collection. HUD received 2 comments on this proposed collection.

Discussion of Revisions: HUD did not make changes in response to public comments received during the 60-day notice-and-comment period.

Comment 1: The first comment appears to be erroneous as it was addressed to the Department of Energy.

HUD Response 1: Thank you for your comment.

Comment 2: An anonymous commenter recommended that OMB not approve this collection as submitted and that HUD should be required to: (1) identify the specific activities constituting a response under this collection; (2) provide separate burden estimates for policy maintenance, HOTMA reporting, and request-driven disclosure; and (3) supply a methodology for any burden component attributable to externally triggered requests, including the volume and frequency assumptions underlying that estimate.

HUD Response 2: HUD appreciates the comment submitted on OMB Information Collection Request 2577-0230 and has carefully considered the concerns raised. HUD will not revise the burden estimate or disaggregate the collection as recommended, for the reasons set forth below.

Scope of this collection. This information collection covers a single, well-defined activity: the requirement that PHAs maintain written admission and continued occupancy policies and make them available to HUD and the public upon request. It is a recordkeeping requirement, not a multi-component reporting system. The 24 burden hours per respondent reflects the estimated annual labor associated with maintaining and updating those policy documents, which is consistent with how HUD estimated the recordkeeping burden for this collection for multiple prior OMB approvals.

The HOTMA reference does not expand collection scope. The commenter argues that HOTMA reporting obligations must be treated as a separate burden component of this collection. This reflects a misreading of the supporting statement. HOTMA is cited to explain the statutory basis for certain policy content PHAs must address, specifically, policies related to over-income families. The *reporting* requirements introduced by HOTMA (annual counts of over-income families and waiting list data) are covered under separate information collections and are explicitly excluded from this burden calculation. The supporting statement notes that PHAs may use data already submitted through the Inventory Management System/PIH Information Center (IMS/PIC), resulting in no additional burden attributed to this collection. There is no analytical basis for requiring this information collection to estimate a burden component that belongs to a different collection.

Disaggregation is not required and would not be practicable. The Paperwork Reduction Act (PRA) and OMB's guidance require agencies to provide reasonable, supported estimates of burden, not exhaustive itemization of every policy topic or triggering event covered by a broad recordkeeping requirement. The burden activities here—reviewing, updating, and making available written policies—are sufficiently similar in kind to be estimated as a unified recordkeeping burden. Requiring separate estimates for every policy area addressed in an Admissions and Continued Occupation Policy, or for every possible request that might prompt disclosure, would impose a methodological standard that neither the PRA nor OMB guidance requires and that is not applied to comparable recordkeeping collections government wide.

Conclusion. The burden estimate in this collection is reasonable, consistent with prior approvals, and appropriately scoped to the recordkeeping activity it covers. HUD will not revise the estimate or restructure the collection in response to this comment.

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

There are no payments or gifts provided to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation or agency policy. If the collection requires a system of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

Assurance of confidentiality is neither provided nor needed for this information collection. No SORN or PIA applies.

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.

The collection does not involve any 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 chart below; 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.**

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
Written policies on admission and continued occupancy	2,667	1	2,667	24	64,008	\$42.50*	\$2,720,340

* Hourly cost estimates are based on Bureau of Labor Statistics, Occupational Employment and Wage Statistics, most recent (May 2025) National Occupational Employment and Wage Estimates, SOC 13-1041 Compliance Officers reflecting the regulatory analysis, documentation, and federal compliance functions required to prepare and maintain written policies.

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 already reflected on the burden worksheet shown in Items 12 and 14).

There are no additional costs to respondents other than the costs shown in Question 12.

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.

As mentioned in the response to question #1, HUD does not regularly collect and review this information to verify that PHAs have established compliant admission and occupancy policies, ensured program accountability, and responded to public, Congressional, and FOIA inquiries. However, PHAs must make their policies available upon request, and HUD may review these documents during monitoring or when responding to questions about waiting list procedures, eligibility determinations, or occupancy rules. There is no additional cost to HUD for the collection of this information.

15. Explain the reasons for any program changes or adjustments reported in Items 12 and 14 of the Supporting Statement.

This is a revision of a currently approved collection. Adjustments made to this collection reflect changes in calculations based on the total number of current, active PHAs to date, and to the hourly cost per response estimate. The number of active public housing agencies (respondents) has changed from 2,774 to 2,667 since the last approved information collection request. In general, the number of PHAs can fluctuate due to many factors, including but not limited to the merging of two or more PHAs or the termination of the public housing programs due to RAD. HUD increased the estimate of the total annual cost burden to respondents due to an increase in the hourly cost per response estimate. The burden table for respondents (item 12) are updated to the most recent data available from BLS.

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.

This collection of information is not required to be published.

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.

The collection of information will not be recorded on any HUD form. As such, it is not necessary to display the assigned OMB number and expiration date.

18. Explain each exception to the certification statement.

There are no exception to the certification statement.