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DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5603-N-69]

Notice of Submission of Proposed Information Collection to OMB: Public Housing Agency (PHA), Lease Requirements, Recordkeeping Requirements

AGENCY: Office of the Chief Information Officer, HUD

ACTION: Notice.

SUMMARY: The proposed information collection requirement described below has been submitted to the Office of Management and Budget (OMB) for review, as required by the Paperwork Reduction Act. The Department is soliciting public comments on the subject proposal.

The Public Housing lease and grievance procedures are a recordkeeping requirement on the part of Public Housing agencies (PHAs) as they are required to enter into and maintain lease agreements for each individual or family that occupies a Public Housing unit. Also, both PHAs and tenants are required to follow the protocols set forth in the grievance procedures for both an informal and formal grievance hearing. The current revision was needed to correct errors in the 2009 calculation. The earlier calculation had over the amount of time needed to complete the form. The previous submission incorrectly included the number of responding PHAs in the calculation and also incorrectly assumed that 100% of households would be reviewing or initiating a lease. The correction of the errors brought the number of burden hours down from 5,671,800 to 339,822.

DATES: Comments Due Date: **[Insert Date 30 Days after the date of publication.]**

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB approval Number (2577-0006) and

should be sent to: HUD Desk Officer, Office of Management and Budget, New Executive Office Building, Washington, DC 20503; fax: 202-395-5806. Email: OIRA_Submission@omb.eop.gov fax: 202-395-5806.

FOR FURTHER INFORMATION CONTACT: Colette Pollard., Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, DC 20410; e-mail Colette Pollard at Colette.Pollard@hud.gov. or telephone (202) 402-3400. This is not a toll-free number. Copies of available documents submitted to OMB may be obtained from Ms. Pollard.

SUPPLEMENTARY INFORMATION: This notice informs the public that the Department of Housing and Urban Development has submitted to OMB a request for approval of the Information collection described below. This notice is soliciting comments from members of the public and affecting agencies concerning the proposed collection of information to: (1) Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (2) Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information; (3) Enhance the quality, utility, and clarity of the information to be collected; and (4) Minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

This notice also lists the following information:

Title of Proposal: Public Housing Agency (PHA), Lease Requirements, Recordkeeping Requirements.

OMB Approval Number: 2577-0006.

Form Number: None.

DESCRIPTION OF THE NEED FOR THE INFORMATION AND ITS PROPOSED USE:

The Public Housing lease and grievance procedures are a recordkeeping requirement on the part of Public Housing agencies (PHAs) as they are required to enter into and maintain lease agreements for each individual or family that occupies a Public Housing unit. Also, both PHAs and tenants are required to follow the protocols set forth in the grievance procedures for both an informal and formal grievance hearing. The current revision was needed to correct errors in the 2009 calculation. The earlier calculation had over the amount of time needed to complete the form. The previous submission incorrectly included the number of responding PHAs in the calculation and also incorrectly assumed that 100% of households would be reviewing or initiating a lease. The correction of the errors brought the number of burden hours down from 5,671,800 to 339,822.

REPORTING BURDEN: Number of	Annual	Hours per	Burden
<u>Respondents</u>	<u>Responses</u>	x <u>Response</u>	<u>Hours</u>
3,144	1	108.08	339,822

TOTAL ESTIMATED BURDEN HOURS: 339,822

STATUS: Reinstatement with change of a previously approved collection.

AUTHORITY: Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. 35, as amended

Date: September 19, 2012

Colette Pollard
 Department Reports Management Officer
 Office of the Chief Information Officer

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