



[Docket No. FR-7040-N-02; OMB Control No. 2577-0161]

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60-Day Notice of Proposed Information Collection:

Public Housing Contracting with Resident-Owned Business/Application Requirements

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, HUD.

ACTION: Notice.

SUMMARY: HUD is seeking approval from the Office of Management and Budget (OMB) for the information collection described below. In accordance with the Paperwork Reduction Act, HUD is requesting comment from all interested parties on the proposed collection of information. The purpose of this notice is to allow for 60 days of public comment.

DATES: Comments Due Date: **[Insert date that is 60 days after the date of publication in the Federal Register.]**

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000; telephone 202-402-5564 (this is not a toll-free number) or email at Colette.Pollard@hud.gov for a copy of the proposed forms or other available information. Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Relay Service at (800) 877-8339.

FOR FURTHER INFORMATION, CONTACT: Dacia Rogers, Office of Policy, Programs and Legislative Initiatives, PIH, Department of Housing and Urban Development, 451 7th Street, SW., (Room 3178), Washington, DC 20410; telephone 202-402-3374, (this is not a toll-free number). Persons with hearing or speech impairments may access this number via TTY by

calling the Federal Relay Service at (800) 877-8339. Copies of available documents submitted to OMB may be obtained from Ms. Rogers.

SUPPLEMENTARY INFORMATION: This notice informs the public that HUD is seeking approval from OMB for the information collection described in Section A.

A. Overview of Information Collection

Title of Information Collection: Public Housing Contracting with Resident-Owned Businesses / Application Requirements.

OMB Approval Number: 2577-0161.

Type of Request: Revision of a currently approved collection.

Form Numbers: N/A.

Description of the need for the information and proposed use:

PHAs that enter contracts with resident-owned businesses prior to December 26, 2014 must comply with the requirements/procedures set forth in, 24 CFR §85.36(h) and 24 CFR §85.36(i). Contracts with resident-owned businesses entered after December 26, 2014 must also comply with 24 CFR part 963, 2 CFR §200.325, 2 CFR §200.326 and other such contract terms that may be applicable to procurement under the Department's regulations. These requirements include:

- Certified copies of any State, county, or municipal licenses that may be required of the business to engage in the type of business activity for which it was formed. Where applicable, the PHA must obtain a certified copy of its corporate charter or other organizational document that verifies that the business was properly formed in accordance with State law.
- Certification that shows the business is owned by residents, disclosure documents that indicate all owners of the business and each owner's percentage of the business along with sufficient evidence that demonstrates to the satisfaction of the

PHA that the business has the ability to perform successfully under the terms and conditions of the proposed contract.

- Certification as to the number of contracts awarded, and the dollar amount of each contract award received under the alternative procurement process; and
- Contract award documents, proof of bonding documents, independent cost estimates and comparable price analyses.

Members of Affected Public: Public Housing Agencies and Applicable Resident Entrepreneurs.

Estimation of the Total number of hours needed to prepare the information collection

including number of respondents, frequency of response, and hours of response: Estimated

number of respondents: 76. The calculation for burden hours is as follows: Calculation for

number of respondents: 76 (estimated number of PHAs contracting with resident owned

businesses) x 24 (number of hours for procurement process) = 1,824 total hours. The Department

estimates that out of a total of 3,775¹ PHAs only 2 percent or 76 PHAs contract with resident

owned business. This number is less than the previous request due to several PHAs choosing to

leave the program.

The national average PHA staff salary = \$51,000² per year or \$24.00³ per hour.

The calculation for costs is as follows: 76 PHAs x 24 hours = 1,824 hours x \$24 = \$43,776

Information Collection	Number of Respondents	*Average Number of Responses per Respondent	Total Annual Responses	Burden Hours/Minutes per Response	Total Hours	Hourly Cost	Total Annual Cost
2577-0161	76	1	76	24	1,824	\$24.00	\$43,776

¹ Inventory Management/Public Housing Information Center (IMS/PIC) system, 10/26/2020

² ziprecruiter.com, <https://www.ziprecruiter.com/Salaries/Public-Housing-Authority-Salary>

³ Computed Hourly Rates of Pay Using the 2,087-Hour Divisor, <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/factsheets/computing-hourly-rates-of-pay-using-the-2087-hour-divisor/>

Status of the Proposed Information Collection: Meeting HUD Regulation requirements

B. Solicitation of Public Comment

This notice is soliciting comments from members of the public and affected parties concerning the collection of information described in Section A on the following:

- (1) 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) The accuracy of the agency's estimate of the burden of the proposed collection of information;
- (3) Ways to enhance the quality, utility, and clarity of the information to be collected; and
- (4) Ways to 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.

HUD encourages interested parties to submit comment in response to these questions.

C. Authority: Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35.

Dated: January 8, 2021. _____

Merrie Nichols-Dixon, Director,
Office of Policy, Program and Legislative Initiatives.

Billing Code: 4210-67

[FR Doc. 2021-01479 Filed: 1/22/2021 8:45 am; Publication Date: 1/25/2021]