



**[Docket No. FR-7093-N-02]**

**60-Day Notice of Proposed Information Collection; HUD Correspondence Tracking System Correspondence Portal; OMB Control No: 2501-NEW**

**AGENCY:** Office of Administration, 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 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].**

**ADDRESSES:** Interested persons are invited to submit comments regarding this proposal. Written comments and recommendations for the proposed information collection can be sent within 60 days of publication of this notice to [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). Find this particular information collection by selecting "Currently under 60-day Review - Open for Public Comments" or by using the search function. Interested persons are also invited to submit comments regarding this proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 8210, Washington, DC 20410; telephone (202) 402-3577 (this is not a toll-free number) or e-mail: [PaperworkReductionActOffice@hud.gov](mailto:PaperworkReductionActOffice@hud.gov).

**FOR FURTHER INFORMATION CONTACT:** Colette Pollard, Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410; e-mail Colette Pollard at [Colette.Pollard@hud.gov](mailto:Colette.Pollard@hud.gov) or telephone (202) 402-3400.

This is not a toll-free number. HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech or communication

disabilities. To learn more about how to make an accessible telephone call, please visit: <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

Copies of available documents submitted to OMB may be obtained from Ms. Pollard.

**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:* HUD Correspondence Tracking System Correspondence Portal.

*OMB Approval Number:* 2501-NEW.

*Type of Request:* Modified collection.

*Form Number:* N/A.

*Description of the need for the information and proposed use:*

HUD collects information about customers for mission-related use that contact the Agency with questions and/or comments. Respondents have the ability to submit their electronic requests through the Public Access Link. The HUD staff then enters the information into the system to support answering the public question/comment. If the inquiry can be answered immediately, then HUD addresses the request. If the inquiry requires follow-up, then the customer's information is collected for a future response. Minimum data is collected to create an interaction history between the individual and HUD, name, home address, email address, or phone number. HUD accepts electronic submissions from respondents through the Public Access Link, which reduces the burden on the public.

*Respondents:* Individuals who wish to contact the Agency with questions and/or comments.

*Estimated Number of Respondents:* 582.

*Frequency of Response:* 1.

*Estimated Number of Responses:* 582.

*Average Hours per Response: 0.33.*

*Total Estimated Burdens: 192.06.*

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
Office of the Executive Secretariat	582	1	582	0.33	192.06	\$29.76	\$5,715.71

## **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.

*Brittani Groomes,  
Associate Executive Secretary for Correspondence.*

Billing Code: 4210-67