

Supporting Statement for Information Collection: Application for Indian Community Development Block Grant (ICDBG) Programs Grant Assistance

**A. Justification.**

1. The ICDBG program regulations can be found in 24 CFR Part 1003. The ICDBG Grant Program for Indian tribes and Alaska Native villages requires eligible applicants to submit information to enable HUD to select the best projects for funding during annual competitions. Additionally, the requirements are essential for HUD in monitoring grants to ensure that grantees are making proper use of Federal dollars.

Attached are copies of applicable HUD regulations (24 CFR 1003) and the Notice of Funding Availability (NOFA).

Eligible applicants are invited to submit grant applications through a NOFA, which is published in the Federal Register. The following HUD forms contain the information collection:

SF-424, Application for Federal Assistance. The use of this form is required.

SF-424 SUPP, Supplement Survey on Ensuring Equal Opportunity for Applicants

HUD-2880, Applicant/Recipient Disclosure/Update Report. Applicant provides information in accordance with Section 102 of the HUD Reform Act. The use of this form is required.

HUD-2993, Acknowledgment of Application Receipt. (Only for applicants granted a waiver of the electronic submission requirements and who are submitting a paper application).

HUD- 2994 A, You are our Client! This form is optional. It welcomes client comments and suggestions.

HUD-4123, Cost Summary. It enables the applicant to provide cost information for each separate project including specific activity costs, administration, planning, technical assistance and total HUD share. The use of this form is required.

HUD-4125, Implementation Schedule. It enables the applicant to present a time schedule for the execution and completion of major project tasks. The use of this form is required.

HUD-96010, Logic Model ICDBG. Grant recipients use this form for progress reporting.

2. HUD uses the information to determine whether applications meet minimum screening eligibility requirements and application submission requirements. They provide general information about the project and are preliminary to the review of the applicant's response to the criteria for rating the application. HUD needs this information for grantee selection.
3. All federal agencies are required to implement Public Law 106-107, stream lining of grants. HUD has implemented Public Law 106-107, and as of fiscal year 2005 has required all grants be submitted electronically through the Grants.gov system. All ICDBG applications

are submitted through the grants.gov website unless a waiver of this requirement has been granted to the recipient.

4. There is no duplication of project information.
5. The collection of information does not impact small businesses or other small entities.
6. The information is collected at the time of grant application and is required to identify the applicant, describe the project, and comply with requirements of law or regulation.
7. There are no special circumstances that require the collection of information to be conducted as required by this item.
8. A *Federal Register* Notice was published on June 20, 2006, page 35442 for this information collection, which allowed the public a 60-day, comment period. No public comments were received.
9. No payment or gifts will be provided to respondents.
10. There is no assurance of confidentiality. This information is available under the Freedom of Information Act.
11. There are no questions of a sensitive nature included in the information collection.
12. Estimate of the total number of hours needed to prepare the information collection including estimated number of respondents, frequency of response, and estimated hours of response: 225 respondents based on the Department's prior competition experience for this program, once each time the applicant decides to compete, an average of 40 hours per application, for a total reporting burden of 9,325 hours. The estimated burden hours are based on field office experience.

**Estimated Number of Respondents, Responses, and Burden Hours Per Annum**

	Respondents	Frequency of Response	Total Responses	Burden Hours	Total Hours
Grant Application (includes SF-424, HUD-2880, HUD- 2993, SF-424 Supp, HUD 96010, HUD 2994-A) and additional HUD forms – HUD-4123, HUD-4125	225	1	225	40	9,000
LOCCS Payment Vouchers	50	12	600	0.25	150
Federal Cash Transaction Report, SF-272	50	4	200	0.25	50
Financial Status Reports, SF-269	50	1	50	0.50	25
Final Status and Evaluation Report, narrative	50	1	50	2	100
<b>Total</b>	<b>225</b>		<b>1,125</b>		<b>9,325</b>

## Estimates of Annualized Cost to Respondents

	# Hours	Cost Per Hour*	Total Cost
Grant Application	9,000	\$18.00	\$162,000
LOCCS Vouchers	150	\$18.00	\$2,700
SF-272	50	\$18.00	\$900
SF-269	25	\$18.00	\$450
Final Status and Evaluation Report	100	\$18.00	\$1,800
<b>Total</b>	<b>9,325</b>	<b>\$18.00</b>	<b>\$167,850.00</b>

\*The hourly cost is based on an average annual salary of \$37,000.

13. HUD does not expect the applicant will incur any additional cost resulting from collection of the information.
14. The review of the application information will not constitute an additional staff burden. This is a routine servicing and technical assistance function already being performed.
15. Two of the previous grant forms have been eliminated in an effort to streamline the application requirements. The deleted forms are HUD-50070, Drug Free Workplace Certification, HUD-4126, and Certifications. Additionally, the HUD-2993, Acknowledgment of Application Receipt, is only required if a grantee has received a waiver of the electronic submission requirements. The number of respondents and burden hours remain the same as the previous submission.
- 16.
17. The 1989 Reform Act requires that all funding awards be published in the Federal Register.
18. The OMB approval number and the expiration date will be shown on all the HUD forms.
19. There are no exceptions to the certification statement, item 19 of OMB Form 83-I.

### **B. Collections of Information Employing Statistical Methods.**

The information collection will not use statistical methods.