

# Paperwork Reduction Act Submission

Please read the instruction before completing this form. For additional forms or assistance in completing this forms, contact your agency's Paperwork Reduction Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 Seventeenth St. NW, Washington, DC 20503.

<p>1. Agency/Subagency Originating Request: <b>U.S. Department of Housing and Urban Development</b> Office of Housing</p>	<p>2. OMB Control Number: a. 2502-0476      b. <input type="checkbox"/> None</p>
<p>3. Type of information collection: (check one)</p> <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> New Collection</li> <li>b. <input type="checkbox"/> Revision of a currently approved collection</li> <li>c. <input type="checkbox"/> Extension of a currently approved collection</li> <li>d. <input type="checkbox"/> Reinstatement, <b>without change</b>, of previously approved collection for which approval has expired</li> <li>e. <input type="checkbox"/> Reinstatement, <b>with change</b>, of previously approved collection for which approval has expired</li> <li>f. <input type="checkbox"/> Existing collection in use without an OMB control number</li> </ul> <p>For b-f, note item A2 of Supporting Statement instructions.</p>	<p>4. Type of review requested: (check one)</p> <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Regular</li> <li>b. <input type="checkbox"/> Emergency - Approval requested by</li> <li>c. <input type="checkbox"/> Delegated</li> </ul> <p>5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>6. Requested expiration date: a. <input type="checkbox"/> Three years form approval date      b. <input type="checkbox"/> Other (specify)</p>

7. Title:  
**Federally-Assisted Low-Income Housing Drug Elimination Grant Program**

8. Agency form number(s): (if applicable)  
HUD 50080-DF2B, SF-269-A

9. Keywords:  
Housing, Drug Abuse, Crime, Drug Elimination, Grant Programs, Assisted Housing

10. Abstract:  
HUD requires recipients of the Federally Assisted Low-Income Drug Elimination Grant Program to provide periodic reports that include the obligation and expenditure of grant funds. These reports include semi-annual Financial Status Reports (Standard Form 269-A) and quarterly Payment Vouchers (form HUD-58808-DF2B). HUD also requires grantees to submit narrative reports that detail progress made in implementing the grant plan and any change in the incidence of drug-related crime in the project. HUD uses the information to evaluate the effectiveness and efficacy of grant-funded activities.

<p>11. Affected public: (mark primary with "P" and all others that apply with "X")</p> <ul style="list-style-type: none"> <li>a. Individuals or households</li> <li>b. <b>P</b> Business or other for-profit</li> <li>c. <b>X</b> Not-for-profit institutions</li> <li>e. Farms</li> <li>f. Federal Government</li> <li>g. State, Local or Tribal Government</li> </ul>	<p>12. Obligation to respond: (mark primary with "P" and all others that apply with "X")</p> <ul style="list-style-type: none"> <li>a. Voluntary</li> <li>b. <b>P</b> Required to obtain or retain benefits</li> <li>c. Mandatory</li> </ul>
<p>13. Annual reporting and recordkeeping hour burden:</p> <ul style="list-style-type: none"> <li>a. Number of respondents: 37</li> <li>b. Total annual responses: 296</li> <li>Percentage of these responses collected electronically: 25%</li> <li>c. Total annual hours requested: 888</li> <li>d. Current OMB inventory: 2,550</li> <li>e. Difference (+,-): -1,662</li> <li>f. Explanation of difference: <ul style="list-style-type: none"> <li>1. Program change:</li> <li>2. Adjustment: -1,662</li> </ul> </li> </ul>	<p>14. Annual reporting and recordkeeping cost burden: (in thousands of dollars)</p> <ul style="list-style-type: none"> <li>a. Total annualized capital/startup costs: \$0</li> <li>b. Total annual costs (O&amp;M): \$0</li> <li>c. Total annualized cost requested: \$0</li> <li>d. Total annual cost requested: \$0</li> <li>e. Current OMB inventory: \$0</li> <li>f. Explanation of difference: <ul style="list-style-type: none"> <li>1. Program change:</li> <li>2. Adjustment:</li> </ul> </li> </ul>
<p>15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X")</p> <ul style="list-style-type: none"> <li>a. <b>P</b> Application for benefits</li> <li>b. Program evaluation</li> <li>c. General purpose statistics</li> <li>d. Audit</li> <li>e. Program planning or management</li> <li>f. Research</li> <li>g. <b>X</b> Regulatory or compliance</li> </ul>	<p>16. Frequency of recordkeeping or reporting: (check all that apply)</p> <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Recordkeeping      b. <input type="checkbox"/> Third party disclosure</li> <li>b. <input type="checkbox"/> Reporting: <ul style="list-style-type: none"> <li>1. <input type="checkbox"/> On occasion      2. <input type="checkbox"/> Weekly      3. <input type="checkbox"/> Monthly</li> <li>4. <input type="checkbox"/> Quarterly      5. <input type="checkbox"/> Semi-annually      6. <input type="checkbox"/> Annually</li> <li>7. <input type="checkbox"/> Biennially      8. <input type="checkbox"/> Other (describe)</li> </ul> </li> </ul>

<p>17. Statistical methods: Does this information collection employ statistical methods? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: Carissa Janis Phone: 202-708-3944</p>
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### 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

**Note:** The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320/8(b)(3). Appear at the end of the instructions. The certification is to be made with reference to those regulatory provisions as set forth in the instructions.

The following is a summary of the topics, regarding the proposed collections of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (i) Why the information is being collected;
  - (ii) Use of the information;
  - (iii) burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to collected (see note in item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in item 18 of the Supporting Statement.

Signature of Program Official:  X Kevin B. Perkins, Director, Organizational Policy, Planning and Analysis Division, HROA 2502-0476	Date:
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Signature of Senior Officer or Designee:  X Lillian Deitzer, Departmental Reports Management Officer, Office of the Chief Information Officer	Date:
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# Supporting Statement for Paperwork Reduction Act Submissions

## Federally-Assisted Low-Income Housing Drug Elimination Grant Program

OMB Control Number 2502-0476  
HUD 50080-DF2B, SF-269A,

### A. Justification:

1. The Federally Assisted Low-Income Housing Drug Elimination Grant (DEG) program is authorized by Chapter 2, Subtitle C, Title V of the Anti-Drug Abuse Act of 1988 (42 U.S.C. 11901 et seq), as amended by Section 581 of the National Affordable Housing Act of 1990 (NAHA) approved November 28, 1990, Public Law 101-625.

Section 5128 contains reporting requirements as follows: “The Secretary shall require grantees to provide periodic reports that include the obligation and expenditure of grant funds.” The DEG regulations at 24 Code of Federal Regulations (CFR) Part 761.35 provide periodic grantee reporting requirements. Section 761.35(c) requires the submission of semi-annual Financial Status Reports and discusses both the use of the Standard Form 269A and provides the required reporting periods. This section also explains what action the Department will take if this report is not submitted in a timely manner. For this requirement, the Department requires grantees to submit semi-annual Financial Status Reports (Standard Form 269-A) and quarterly Payment Vouchers (form HUD-58808-DF2B).

Section 761.35(d) provides the requirement for a cumulative Financial Status Report, which presents program expenses and income for the entire grant term. This section also gives the required reporting period and due date of the report to the Department. The Section also requires grantees to submit reports that detail “. . . the progress made by the grantee in implementing the plan described in section 5125(a), and any change in the incidence of drug-related crime in projects assisted under this chapter. [42 U.S.C. 11907]”. Section 761.35(b) requires a final performance report as follows:

- “(b) Final performance report. For purposes of both the Assisted Housing Program and the Public Housing Program, the following provisions in paragraph (b) of this section apply:
- (1) Evaluation. Grantees are required to provide the local HUD Office or the local HUD Office of Native American Programs, as applicable, with a final cumulative performance report that evaluates the grantee’s overall performance against its plan. This report shall include (but is not limited to) the information listed in paragraphs (a) (1)(i) through (a)(1)(vi) of this section, in summary form.
  - (2) Reporting period. The final performance report shall cover the period from the date of the grant agreement to the termination date of the grant agreement. The report is due to the local HUD Office or the local HUD Office of Native American Programs, as applicable, within 90 days after termination of the grant agreement.

For this requirement, HUD will require grantees to submit a program-end Performance Report that will provide this information.

The DEG Grant Agreement implements the statutory, regulatory, and administrative reporting requirements.

2. HUD Field staff will review program-end Performance Reports, to evaluate the effectiveness and efficacy of grant-funded activities. The staff will compare proposed programs and objectives with realized results. If Performance Reports indicate poor administration of funds or activities, funds spend on ineligible activities, or failure to comply with terms and conditions of the Grant Agreement, the Field staff may take enforcement action. Such action may require sanctions including recapturing funds or levying other administrative or legal penalties.

HUD Field staff will review semi-annual Financial Status Reports, SF-269-A, in order to monitor the proper use of grant funds. Applicants will submit two to three of these reports over the term of the grant. The Field

staff will then use the report to evaluate funds expenditure both during program activity and in cumulative form at program conclusion. If the staff find that funds have been improperly used, they may impose sanctions including funds recapture or repayment. If reports indicate poor accounting practices, the staff will work with the Grantee to improve accounting procedures according to appropriate OMB Circulars and Government Accounting Office (GAO) standards.

HUD Field staff will also review the LOCCS Payment Voucher in order to monitor use of funds on eligible activities. Grantees submit these forms on a quarterly basis. This allows the Field staff to track expenses and draw-down of funds for eligible activities at intervals within the grant term. These funds are taken as reimbursements and are obtained through use of a telephone voice response system. Grantees normally submit this form following their call to and receipt of funds from the voice response system. If this form indicates unusual, delinquent, or improper use of funds, the staff can block the Grantee from obtaining future grant funds until such problems are corrected.

3. Grantees may submit program-end performance reports by electronic file, attached to an electronic mail message or on compact disk. Grantees will continue to submit SF 269-A and form HUD-50080-DF2B in hard copy. There is no plan to provide for electronic submission of these two forms.
4. Generally this information is not available through any other source and so must be collected.
5. This collection will not have a significant economic impact on small businesses or entities.
6. Since both the DEG statute and regulations require the submission of periodic financial and performance reports, these are a significant legal obstacle to reducing burden. The required reports provide the minimum information needed to enable HUD staff to effectively monitor program operation. Without these reports, the Department's program management capability would be seriously impaired.
7. There are no special circumstances involved in this collection.
8. In accordance with 5 CFR 1320.8(d), the agency's notice soliciting comments from the public was published in the *Federal Register* on July 31, 2006 (Vol. 71, No. 146, pages 43206-43207). No comments were received.
9. There are no gifts or payments to the respondents other than disbursement of grant funds.
10. There are no assurances of confidentiality.
11. No questions of a sensitive nature are part of the DEG program.
12. Estimate of public burden:

	Number of Respondents	Responses per Annum	Total Responses	Burden Hours	Total Hours	Hourly Cost	Total Cost
Financial Status Report, SF-269-A	37	2	74	1.50	111	\$18	\$1,998
LOCCS Payment Voucher HUD-50080-DE2B	37	4	148	0.25	37	\$18	\$666
Program end Performance Report	37	1	37	8.00	296	\$18	\$5,328
Recordkeeping	37	1	37	12.00	444	\$18	\$7,992
<b>Total</b>	<b>37</b>	<b>7</b>	<b>296</b>		<b>888</b>		<b>\$15,984</b>

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

13. There are no additional costs to participants.

14. Annual cost to the Federal government

	Responses	Hours per Response	Total Hours	Cost per Hour*	Total Cost
Financial Status Report, SF-269-A	74	0.50	37	\$26.00	962
LOCCS Payment Voucher	148	0.50	74	\$26.00	1,924
Program end Performance Report	37	2.00	74	\$26.00	\$1,924
Total	259		185		\$4,810

\* Based on an average annual salary of \$54,000.

15. A grant application is no longer included in this package. The Department last awarded new grants for this program in FY 2001 and does not plan to resume grant-making because we have received no appropriation for this purpose.

The number of respondents has decreased to 37. This number represents the number of grants with undisbursed grant funds in their HUD LOCCS account as of July 19, 2006. All other grants made in the past have expended all grant funds and so the programs are terminated. Because the number of respondents has decreased, the total numbers of burden hours and costs for both the public and HUD staff have also decreased.

16. The results of this collection will not be published.

17. HUD is not seeking approval not to display the expiration date.

18. There are no exceptions to the certification statement identified in item 19.

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

The collection of information does not employ statistical methods.