

# 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.

<b>1. Agency/Subagency Originating Request:</b> <b>U.S. Department of Housing and Urban Development</b> Office of Housing – Office of Housing Assistance & Grant Administration		<b>2. OMB Control Number:</b> a. <b>2502-0520</b> b. None	
<b>3. Type of information collection: (check one)</b> a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input checked="" type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, <b>without change</b> , of previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, <b>with change</b> , of previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note item A2 of Supporting Statement instructions.		<b>4. Type of review requested: (check one)</b> a. <input checked="" type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by c. <input type="checkbox"/> Delegated  <b>5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>6. Requested expiration date:</b> a. <input checked="" type="checkbox"/> Three years from approval date      b. <input type="checkbox"/> Other (specify)	
<b>7. Title:</b> <b>New Approach to the Anti-Drug Program</b>			
<b>8. Agency form number(s): (if applicable)</b> HUD-50080-SNGP, SF-269A			
<b>9. Keywords:</b> Housing, Assisted Housing, Security, Drug Abuse, Crime			
<b>10. Abstract:</b> The New Approach to the Anti-Drug Program (formerly known as the Safe Neighborhood Action Grant Program) was authorized through yearly appropriations. Owners were eligible to apply for grants to fund security and crime elimination activity in Federally assisted low-income housing projects. Funding for this program has not been appropriated since fiscal year 2001, but quarterly and semi-annually reporting is still required until all grant funds are expended.			
<b>11. Affected public: (mark primary with "P" and all others that apply with "X")</b> a. Individuals or households b. Business or other for-profit c. <b>X</b> Not-for-profit institutions e. Farms f. Federal Government g. <b>P</b> State, Local or Tribal Government		<b>12. Obligation to respond: (mark primary with "P" and all others that apply with "X")</b> a. Voluntary b. <b>P</b> Required to obtain or retain benefits c. Mandatory	
<b>13. Annual reporting and recordkeeping hour burden:</b> a. Number of respondents      40 b. Total annual responses      280 Percentage of these responses collected electronically      0% c. Total annual hours requested      100 d. Current OMB inventory      488 e. Difference (+,-)      -388 f. Explanation of difference: 1. Program change:      -388 2. Adjustment:		<b>14. Annual reporting and recordkeeping cost burden: (in thousands of dollars)</b> Do not include costs based on the hours in item 13. a. Total annualized capital/startup costs b. Total annual costs (O&M) c. Total annualized cost requested d. Total annual cost requested e. Current OMB inventory f. Explanation of difference: 1. Program change: 2. Adjustment:	
<b>15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X")</b> a. Application for benefits b. Program evaluation c. General purpose statistics d. Audit e. <b>P</b> Program planning or management f. Research g. <b>X</b> Regulatory or compliance		<b>16. Frequency of recordkeeping or reporting: (check all that apply)</b> a. <input type="checkbox"/> Recordkeeping      b. <input type="checkbox"/> Third party disclosure c. <input checked="" type="checkbox"/> Reporting: 1. <input checked="" type="checkbox"/> On occasion      2. <input type="checkbox"/> Weekly      3. <input type="checkbox"/> Monthly 4. <input checked="" type="checkbox"/> Quarterly      5. <input checked="" type="checkbox"/> Semi-annually      6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially      8. <input type="checkbox"/> Other (describe)	
<b>17. Statistical methods:</b> Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. Agency contact: (person who can best answer questions regarding the content of this submission)</b> Name: Alicia Anderson Phone: 202-708-2866 ext. 5787	

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**19. Certification for Paperwork Reduction Act Submissions**

On behalf of the U.S. Department of Housing and Urban Development, 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) appears 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.

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Signature of Program Official:	Date:
Kevin B. Perkins, Director, Organizational Policy, Planning and Analysis Division, HROA	

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Signature of Senior Officer or Designee:	Date:
X Lillian Deitzer, Departmental Reports Management Officer, Office of the Chief Information Officer	

## Supporting Statement for Paperwork Reduction Act Submissions

### New Approach to the Anti-Drug Program OMB Control Number 2502-0520 (Forms HUD-50080-SNGP, SF-269A)

#### A. Justification

1. The New Approach to Anti-Drug Program (NAAD Program) (formerly known as the Safe Neighborhood Action Grant Program) was authorized through yearly appropriations. Applications for this program are no longer being solicited due to the fact that funding for this program has not been appropriated since fiscal year 2001, however, quarterly and semi-annually reporting is still required for the forty (40) active grants.

Under this program, owners were eligible to apply for grants to fund Security and Crime elimination activity in Federally assisted low-income housing projects. Grant funds to owners were limited to the following activities: increased law enforcement, security services investigation and prosecution, and capital improvements.

2. In accordance with 24 CFR Parts 84 (non-profits) and 24 CFR Parts 85 (State and Local Governments) grantees are required to provide the local HUD Office with a semi-annual financial status report (SF-269A). The report must be submitted to the local HUD office no later than 30 days after the date of the specified reporting date. No grant payments will be released for projects with overdue financial reports. Regulations 24 CFR 84 and 24 CFR 85 are attached.

As stated in the Grant Agreement, grantees are required to submit a final report. In addition, 24 CFR Part 84 prescribes uniform closeout procedures for Federal grants and other agreements. The final report will be a cumulative summary of expenditures to date and must indicate the exact balance of unexpended funds. The report shall cover the period from grant start date to termination date. When the Final SF-269A is approved, HUD will establish the amount due to HUD or cancel (recapture) any unused grant funds as applicable.

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

HUD Field staff review semi-annual Financial Status Reports, SF-269A, to monitor the proper use of grant funds. The Field staff use the report information to evaluate funds expenditure both during program activity and in cumulative form at program conclusion. If the staff finds 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. In February 2006, HUD instructed all applicable field offices to contact NAAD grantees with undisbursed obligations and provide Headquarters with an explanation as to why the remaining funds have not been disbursed and the grants closed out. Through field office efforts, HUD successfully closed out numerous grants and recaptured a sizable amount of unwanted funds. As of November 1, 2006, the account has a balance of \$789,003.97 in unobligated obligations. All grantees have been contacted and the funds are to be expended; or costs have already been incurred against the undisbursed balances and the grantees have yet to submit invoices. HUD has determined that it is in the best of the NAAD program, the developments, and the residents to extend the term of the grants beyond the 24-month period, thereby allowing for the drawdown of all undisbursed

obligations before closing out the grants. All grants are expected to be closed out by the end of fiscal year 2007.

HUD Field staff also review the LOCCS Payment Voucher in order to monitor the use of funds on eligible activities. Grantees submit these forms before funds can be drawn down from LOCCS. This allows the Field Office staff to track expenses and drawdown 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. Although quarterly submission of the SF-269 is a requirement under this program, grantees have access to their funds throughout the year. Each drawdown request must be approved by the field office before funds can be transferred to a grantee's account.

3. This information is not collected electronically. Due to the termination of this program and the steadily declining number of active grants, it would not be cost effective to automate this collection.
4. There will be no duplication of information.
5. This collection of information does not involve small business or other small entities.
6. The required reports provide the minimum information needed to enable HUD 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. Although quarterly submission of the SF-269 is a requirement under this program, grantees have access to their funds throughout the year.
8. The agency's notice soliciting public comments was published in the Federal Register on September 21, 2006 (Volume 71, Number 183, Pages 55209-55210). No comments about the collection were received. As a result of the Federal Register notice, HUD did receive several telephone calls inquiring if a new grant is being funded.
9. There are payments or gifts to respondents.
10. No assurance of confidentiality, statute, regulation or agency policy is provided.
11. No questions of a sensitive nature are part of this program.
12. Annual Burden Estimate:

Information Collection	Number of Respondents	Frequency of Response	Total Annual Responses	Burden Hours per Response	Total Annual Burden Hours	Hourly Cost	Total Annual Cost
Final Performance Report	40	1	40	.50	20	21.00	\$420
HUD-50080-SNGP	40	4	160	.25	40	21.00	\$840
SF-269A	40	2	80	.50	40	21.00	\$840
<b>TOTAL</b>	40		<b>280</b>	1.15	100		\$2,100

\*Estimated cost based on estimate of annual salary of respondent's staff of \$43,000.

13. There are no additional costs to respondents.
14. Annual Cost to the Federal Government:

Information Collection	Number of Responses	Hours Per Response	Total Annual Hours	Hourly Cost	Total Annual Cost
HUD-50080-SNGP	160	.50	80	\$27.00	\$2,160
SF-269	80	.25	20	\$27.00	540
Final Performance Report	40	.50	80	\$27.00	2,160
<b>TOTAL</b>	<b>280</b>	<b>1.15</b>	<b>180</b>	<b>\$27.00</b>	<b>\$4,860</b>

\*Estimate based on the average annual salary of a GS-12 Loan Servicer to receive and prepare the information

15. This is an extension of a currently approved collection.. Applications for this program are no longer being solicited because funding for this program has not been appropriated since fiscal year 2001; however, the LOCCS Payment Voucher (form HUD-50080-SNGP) and the Financial Status Report (SF-269A) are still needed for all active grants, as well as a final performance report. As of July 2006, there were a total of 40 active grants with unobligated balances. Field Office staff are diligently working with grantees to get all funds disbursed and expended as well as to initiate closeout proceeding no later than June of 2007.
16. The results of this collection will not be published.
17. HUD is not seeking approval to avoid displaying the OMB expiration date.
18. There are no exceptions to the certification statement identified in item 19 of the OMB 83-I.

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

This information collection does not employ statistical methods.