

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.

1. Agency/Subagency Originating Request: U.S. Department of Housing and Urban Development Office of Housing, Office of Housing Assistance and Grant Administration	2. OMB Control Number: a. 2502-0447 b. <input type="checkbox"/> None
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3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input checked="" type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change , of previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change , 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.	4. Type of review requested: (check one) a. <input type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by c. <input type="checkbox"/> Delegated 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 6. Requested expiration date: a. <input checked="" type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other (specify)
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7. Title:
Multifamily Housing Service Coordinator Program

8. Agency form number(s): (if applicable)
SF-424, SF-424-Supp, SF-LLL, HUD-2880, HUD-2993, HUD-2994-A, HUD-96010, HUD-92456, HUD-50080-SCMF, HUD-91186, SF-269-A, HUD-91186-A

9. Keywords:
Housing, Services, Service Coordination, Elderly, Disabled

10. Abstract:
Housing project owners/managers apply for grants under the Housing Service Coordinator Program. The requested information will assist HUD in evaluating grant applicants and to determine how well grant funds meet stated program goals and how well the public was served.

11. Affected public: (mark primary with "P" and all others that apply with "X") a. Individuals or households b. X Business or other for-profit c. P Not-for-profit institutions e. Farms f. Federal Government g. State, Local or Tribal Government	12. Obligation to respond: (mark primary with "P" and all others that apply with "X") a. Voluntary b. P Required to obtain or retain benefits c. Mandatory
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13. Annual reporting and recordkeeping hour burden: a. Number of respondents: 3,200 b. Total annual responses: 17,210 Percentage of these responses collected electronically: 98% c. Total annual hours requested: 42,848 d. Current OMB inventory: 50,980 e. Difference (+,-): -8,132 f. Explanation of difference: 1. Program change: -8,132 2. Adjustment:	14. Annual reporting and recordkeeping cost burden: (in thousands of dollars) 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:
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15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X") a. P Application for benefits b. X Program evaluation c. General purpose statistics d. Audit e. X Program planning or management f. Research g. Regulatory or compliance	16. Frequency of recordkeeping or reporting: (check all that apply) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure b. <input type="checkbox"/> Reporting: 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe)
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17. Statistical methods: Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: Carissa Janis Phone: (202) 708-2866, ext. 2487
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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) 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.

Signature of Program Official:

X
Michael E. Winiarski, Acting Director, Organizational Policy, Planning and Analysis Division, HROA

Date:

Signature of Senior Officer or Designee:

2

X
Lillian Deitzer, Departmental Reports Management Officer
Office of Investment Strategies, Policy, and Management, Office of the Chief Information Officer

Date:

Supporting Statement for Paperwork Reduction Act Submissions

Multifamily Housing Service Coordinator Program

OMB Control Number 2502-0447

(HUD-92456, HUD-50080-SCMF, HUD-91186, SF-269-A, SF-424, SF-424-Supp, HUD-2880, SF-LLLH, HUD-96010, HUD-91186-A)

A. Justification

1. Section 671 of the Housing and Community Development Act of 1992 refers to applications for Service Coordinator grants as follows: “Application and Selection - The Secretary shall provide for the form and manner of applications for grants under this section and for selection of applicants to receive such grants.”

Regulation for the Service Coordinator Program is found at sections 24 CFR 84 and 24 CFR 85. Copies are attached for reference. The information presented in this paperwork burden package is required, for the most part, by administrative decision and written directive.

The collection of information is necessary to ensure efficient and proper use of funds for eligible activities. Without this information, HUD staff would not be able to assess the need for funds, and effectively monitor grantees’ program performance and administration. In addition, the information collection will assist applicants in better determining their need for funds. The information will also enable grantees to more effectively evaluate their program performance; account for funds, and maintain appropriate program records.

This request seeks revision and extension of a currently approved collection for the Service Coordinator Program. Changes to the previous submission include exclusion of the HUD-424-B, and the addition of the SF 424 Supp and HUD-96010.

2. Respondents are the owners/managers of projects designed/designated for the elderly or persons with disabilities. These projects must also have frail or at-risk elderly residents and/or non-elderly residents with disabilities who together total at least 25 percent (25%) of the project’s residents. HUD Field office staff use grant applications to determine an applicant’s need for and capacity to administer grant funds. Field staff evaluate applications based on an administratively designated selection process. HUD staff must receive eligible and complete applications in order to award grant funds. Likewise, Field staff receive, review, and approve requests for extension funding once a grant term has expired.

Forms specific to this collection of information:

Form HUD-91186, Multifamily Housing Service Coordinator First-Time Funding Request, is used by applicants to estimate the supportive service needs of the residents. The level and type of services will indicate the need for a Service Coordinator and the number of work hours appropriate for the individual’s employment.

Form HUD-91186-A, Multifamily Housing Service Coordinator One Year Budget, outlines the applicant’s funding needs. Grantees must project program costs for a one-year term when preparing an extension request. This activity will help the grantee to assess the scale and costs of the program. They can maintain or reduce the scale of their program and request a suitable dollar amount for the next year.

Form HUD-50080-SCMF, LOCCS/VRS Payment Voucher, Service Coordinators for Multifamily Housing, is used by HUD to protect disbursement data from fraudulent actions, and to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. Grantees submit these forms on a quarterly basis. This allows the Field staff to track expenses and drawdown 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.

The grantee will use the Financial Status Report and LOCCS Payment Voucher to set up or modify separate accounting procedures for Service Coordinator funds. Developing such procedures is essential for meeting accounting and reporting requirements of 24 CFR Part 84 and 85. Doing so will also help both the grantee and HUD better monitor use of funds.

Form HUD-96010, Logic Model for the Service Coordinator Program, is used for periodic reporting. Applicants submit this form with the initial application and semi-annually thereafter.

Form HUD-92456, Semi-Annual Performance Report, is required for each housing project that has Service Coordinators paid for with HUD funds. HUD requires one report semi-annually for each Service Coordinator position.

HUD Field staff will review semi-annual Performance Reports (HUD 92456) and Logic Models (HUD-96010) to evaluate the effectiveness and efficacy of grant-funded activities. The staff will compare proposed programs and objectives with realized results. If Performance Reports and Logic Models 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 Field staff may take enforcement action. Such action may require sanctions including recapturing of funds or levying other administrative or legal penalties.

Using the Semi-Annual Performance Report and Logic Model form will encourage Service Coordinators and grantee organizations to develop and maintain consistent record keeping and program evaluation procedures. Using the Performance report, all Service Coordinators will collect, record, and report the same information in a consistent manner over time. These procedures will better enable Service Coordinators to track the needs of their residents and assess their own effectiveness. They will also allow Service Coordinators to compare their work with their peers, for purposes of program evaluation and self-education. Consistent procedures will also enable HUD staff and other interested parties to collect comparable information over time from a number of Service Coordinators.

3. Applicants can only submit applications electronically through www.grants.gov. Required reports can be submitted in hard copy or electronic form. Grantees can submit extension requests in hard paper copy or by electronic mail. Only the Grant Agreement requires an actual signature.
4. This information is not available through any other source and so must be collected. In the grant application, the applicant must indicate and describe the need for a Service Coordinator and the number of hours that would be appropriate for the individual's employment. The applicant must gather this information through informal or formal assessments. It is not available through any other source, primarily because the needs of the residents continually change. Grantees provide information in their Extension Requests based on their projections of program expenses in the year to come. This information is not available through any other mechanism. The information provided in the financial status and performance reports, and LOCCS payment voucher is also not discreetly available for the Service Coordinator program at particular sites. Applicants and grantees use Logic Model forms for self-evaluation, to identify and report on program performance measures.
5. This collection will not have a significant economic impact on small businesses or other small entities.
6. 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. If application content and extension request information were reduced, HUD staff's

ability to select those applicants most in need of funds and most capable of administering funds could be impaired.

7. There are no special circumstances involved in this collection.
8. In accordance with 5 CFR 1320.8(d), the notice soliciting public comments was published in the *Federal Register* on September 28, 2006, Volume 71, Number 188, pages 57001-57002). HUD received one comment from a grant recipient asking to be able to submit four of the required periodic reports electronically rather than printing and mailing them. The forms requested are HUD-50080-SMF, HUD-92456, HUD-91186-A, and SF-269-A. All of the forms are available on HUDClips, and HUD is working to make all of its forms savable. At the present time only the HUD-91186-A can be completed and saved on the computer (this form is an Excel file). The HUD-91186-A can be submitted via email. The other three forms may be printed, scanned, and emailed. Form HUD-50080-SMF requires supporting documentation, but if those documents can be scanned and emailed, they will be acceptable to HUD.
9. There has been no decision to provide any payment or gift to respondents.
10. There have been no assurances of confidentiality provided to respondents.
11. No questions of a sensitive nature are part of the Service Coordinator Program.

12. Estimated burden and cost to respondents:

Respondents	Already Counted	Number
HUD anticipates 200 new grant applicants annually		200
Of the 200 applicants, HUD expects 70 new grantees. Only these new grantees will be required to sign the Grant Agreement and submit the HUD-96010 Logic Model semi-annually.	70	
There are currently 1,700 grantees.		1,700
Of the 1,700 current grantees, HUD estimates 1,000 will submit annual requests for extension.	1,000	
There are 1,300 projects that are not grantees of this program but that have Service Coordinators paid for with HUD funds, and must file the Performance Report.		1,300
Total Respondents		3,200

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hours Per Response	Annual Burden Hours	Hourly Cost	Total Annual Cost
Grant Applicants							
SF-424	200	1	200	1.00	200	\$19	\$3,800
SF-424 Supp	200	1	200	0.08	16	\$19	304
SF-LLL	200	1	200	0.16	32	\$19	608
HUD-2880 (2510-0011)	200	1	200	0.00	0	\$19	0
HUD-2993	200	1	200	0.00	0	\$19	0
HUD-2994-A (2535-0116)	200	1	200	0.50	100	\$19	1,900
HUD-96010 (2535-0114)	200	1	200	0.00	0	\$19	0
HUD-91186	200	1	200	11.00	2,200	\$19	41,800
Rating Factor/Narrative 1	200	1	200	7.50	1,500	\$19	28,500
Rating Factor/Narrative 2	200	1	200	7.50	1,500	\$19	28,500
Rating Factor/Narrative 3	200	1	200	7.50	1,500	\$19	28,500
Rating Factor/Narrative 4	200	1	200	7.50	1,500	\$19	28,500
Rating Factor/Narrative 5	200	1	200	7.50	1,500	\$19	28,500
Subtotal (Application)	200		200		10,048		\$190,912
Grant Agreement	70	1	70	6.00	420	\$19	7,980
HUD-91186-A	1,000	1	1,000	2.00	2,000	\$19	38,000
HUD-96010	70	2	540	2.00	1,080	\$19	20,520
HUD-50080-SCMF LOCCS Payment Voucher	1,700	4	6,800	0.25	1,700	\$19	32,300
SF-269-A Financial Status Report	3,000	2	6,000	2.00	12,000	\$19	228,000
HUD-92456	1,300	2	2,600	6.00	15,600	\$19	296,400
Subtotal (Reports)	3,200		17,010		32,800		\$623,200
Totals	3,200		17,210		42,848		\$814,112

The estimated number of burden hours is based on discussions with Service Coordinators, their supervisors, and industry advocates. The hourly cost is based on an average annual salary for Service Coordinators of \$40,000.

13. There are no additional costs to respondents.

14. Estimated cost to the Federal government:

Information Collection	Responses	Hrs per Response	Total Hours	Cost per Hour*	Total Cost
Grant Application	200	4.0	800	\$29.00	23,200
Grant Agreement	70	6.0	420	\$29.00	12,180
HUD-91186-A Grant Extension Request form	1,000	1.0	1,000	\$29.00	29,000
HUD-96010 Logic Model semi-annually	540	0.5	270	\$29.00	7,830
LOCCS Payment Voucher HUD-50080-SCMF	6,800	0.5	3,400	\$29.00	98,600
Financial Status Report SF-269-A	6,000	0.5	3,000	\$29.00	87,000
HUD-92456 Performance Report	2,600	1.0	2,600	\$29.00	75,400
Totals	17,210		11,490		333,210

Hourly cost is based on an average annual salary of a GS-11.

15. This is a revision of a currently approved collection. Changes to the previous submission include withdrawal of the SF 424-B, addition of the SF 424 Supplement and HUD-96010 Logic Model forms to the grant application, and the addition of semi-annual HUD-96010 Logic Model reports. The burden hours on form HUD-91186 were reduced because the previous number included the rating factors/narratives, which are broken out separately in this submission. The numbers of grant applicants and grantees seeking extension funds have decreased. However, the number of current grantees has increased and we are adding a new report for 70 new grantees and including the Grant Agreement.

16. HUD has no plans to publish the results of this collection except for the names of grant recipients as required by the Department of Housing and Urban Development Reform Act of 1989.

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.