

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 Rural Housing and Economic Development

2. OMB Control Number:

a. **2506-0169** b. None

3. Type of information collection: (check one)

- a. New Collection
b. Revision of a currently approved collection
c. Extension of a currently approved collection
d. Reinstatement, **without change**, of previously approved collection for which approval has expired
e. Reinstatement, **with change**, of previously approved collection for which approval has expired
f. 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. Regular
b. Emergency - Approval requested by
c. Delegated

5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities?

- Yes No

6. Requested expiration date:

- a. Three years from approval date b. Other (specify)

7. Title:

Rural Housing and Economic Development Program Application and Semi-Annual Reporting

8. Agency form number(s): (if applicable)

SF 424; SF424 Supplement; HUD 424CB; HUD 424-CBW; SF-LLL; HUD 2880; HUD 2990; HUD 2991; HUD 2993; HUD 2994A; HUD 96010; HUD 27061; HUD 27300; and HUD 96011 SF 269a

9. Keywords:

Housing, Economic Development, Rural areas, and Grant management

10. Abstract:

The purpose of this submission is for the application for the Rural Housing and Economic Development Program grant process. Information is required to rate and rank competitive applications and to ensure eligibility of applicants for funding. Semiannual reporting is required to monitor grant management.

11. Affected public: (mark primary with "P" and all others that apply with "X")

- a. Individuals or households e. Farms
b. Business or other for-profit f. Federal Government
c. **P** Not-for-profit institutions g. **X** 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

13. Annual reporting and recordkeeping hour burden:

- a. Number of respondents 749
b. Total annual responses 1,215
Percentage of these responses collected electronically 100
c. Total annual hours requested 41,960
d. Current OMB inventory 43,590
e. Difference (+,-) -1,630
f. Explanation of difference:
1. Program change: 0
2. Adjustment: -1,630

14. Annual reporting and recordkeeping cost burden: (in thousands of dollars)
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. Current OMB inventory
e. Difference
f. Explanation of difference:
1. Program change:
2. Adjustment:

15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X")

- a. **P** Application for benefits e. **X** Program planning or management
b. Program evaluation f. Research
c. General purpose statistics g. Regulatory or compliance
d. **X** Audit

16. Frequency of recordkeeping or reporting: (check all that apply)

- a. Recordkeeping b. Third party disclosure
c. Reporting:
1. On occasion 2. Weekly 3. Monthly
4. Quarterly 5. Semi-annually 6. Annually
7. Biennially 8. Other (describe)

17. Statistical methods:

Does this information collection employ statistical methods?

- Yes No

18. Agency contact: (person who can best answer questions regarding the content of this submission)

Name: Jackie L. Williams
Phone: (202) 708-2290

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), 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

Date:

Signature of Senior Officer or Designee:

X
Wayne Eddins, Departmental Reports Management Officer,
Office of the Chief Information Officer

Date:

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification

1. Why is this information necessary? Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating/authorizing the collection of information.

The Department of Veterans Affairs and The Department of Housing and Urban Development and Independent Agencies Appropriations Act, 1998 (Public Law 105-276, October 27, 1997).

2. How is this information to be used?

First, the information collected through the annual one-time application is essential so that HUD staff may determine the eligibility, qualification, and capability of applicants to implement HUD's Rural Housing and Economic Development (RHED) program purpose. Second, RHED grantees must establish and maintain records to allow the Secretary to determine whether or not their programs are being carried out in accordance with applicable laws and requirements and to facilitate the review and audit of grant management.

3. Describe whether, and to what extent, the collection of information is automated (item 13b1 of OMB form 83-i). Also describe any consideration of using information technology to reduce burden.

Since FY2005, HUD has required applicants to submit applications electronically through Grants.gov. Data such as semi-annual reports will continue to be submitted in paper form.

4. Is this information collected elsewhere? If so, why cannot any similar information already available be used or modified.

No duplication of efforts is caused by this collection.

5. Does the collection of information impact small businesses or other small entities (item 5 of OMB form 83-i)? Describe any methods used to minimize burden.

The collection of information does not adversely impact small businesses or other small entities. Applicants must be local rural nonprofits, community development corporations, State housing finance agencies, State economic development or community development agencies, or federally recognized Indian tribes.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Under the HUD Reform Act, discretionary funds must be awarded on a competitive basis. Without collecting this information funds could not be awarded.

7. Explain any special circumstances requiring:

- respondents to report information more than quarterly;
- a written response in fewer than 30;
- more than an original and two copies of any document;
- respondents to retain records other than health, medical, government contract, grant-in-aid, or tax records for more than three years;
- a statistical survey not designed to produce results that can be generalized to the universe of study;
- the use of a statistical data classification that has not been reviewed and approved by OMB;
- a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- respondents to submit proprietary trade secret, or other confidential information.

There are no special circumstances that would cause any information collection to be conducted in a manner as explained in the Special Instruction. Generally, federal grant administration requirements of 24 CFR part 84 addresses the maintenance of the appropriate files.

8. Identify the date and page number of the *Federal Register* notice (and provide a copy) soliciting comments on the information. Summarize public comments and describe actions taken by the agency in response to these comments. Describe all efforts to consult with persons outside the agency.

Public notice of HUD’s request for approval to collect the subject information was published in the *Federal Register* on December 27, 2006 (Volume 71, Number 248). No comments were received.

9. Explain any payments or gifts to respondents, other than reenumeration of contractors or grantees.

Information collection does not involve any payments or gifts to respondents other than reenumeration of contractor or grantee.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation or agency policy.

Submissions are covered by the Privacy Act. Information that may be released under the Freedom of Information Act will be released in accordance with the mandates of that Act.

11. Justify any questions of a sensitive nature, such as sexual, religious beliefs, and other matters that are commonly considered private

The information collected does not include information on specific individuals benefiting from the RHED program.

12. Estimate public burden: number of respondents, frequency of response, annual hour burden. Read the complete instructions on the form 83i. Explain how the burden was estimated. Generally estimates should not include burden hours for customary and usual business practices;
 - if this collection uses more than one form, provide separate estimates for each form and aggregate the hour burdens in item 13 of OMB Form 83i; and
 - provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.
 - The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead this cost should be included in Item 13.

Estimated Burden

	Respondents	Annual responses	Total responses	Burden per response	Total annual hours
New Applicants	395	1	395	100	39,500
Awardees (SF269a)	56	2	112	3	336
Current Grantees (SF269a)	354	2	708	3	2,124
	749		1,215		41,960

Annualized Cost @ \$15/hr: \$629,400

Explanation of burden hours: Number of responses is based on average number of applications received and number of applications funded. Number of applications received for fiscal years 1999, 2000, 2001, 2002, 2003, 2004, 2005, and 2006 are 700, 649, 331, 272, 305, 404, 306, and 192 (= 3,159/8) respectively. Number of applications funded for the same fiscal years are 91, 103, 111, 101, 90, 105, 103, and 56 (=760/8) respectively. The number of burden hours is based on information gathered from RHED applicants. Applicants estimated the application process takes between 80 to 120 hours total and the semi-annual reporting process takes 3 hours.

13. Estimate of the annual cost to respondents or recordkeepers (do not include the cost of hour burden shown in Items 12 and 14). Read the complete instructions on the form 83i.

There are no additional costs other than those shown in #12.

14. Estimate annualized costs to the Federal government.

The annualized cost to the Federal Government for a review of RHED applications, selection of grant recipients, and administration of oversight of the grants is an hourly estimated at \$107,877. The details are provided below.

Employee Grade	Hourly Rates	Hourly Rate x 320 hours (8 weeks)
GS 9-1	\$22.60	\$7,232
GS 9-1	\$22.60	\$7,232
GS 11-1	\$26.69	\$8,541
GS 12-2	\$33.06	\$10,580
GS 12-3	\$34.13	\$10,922
GS 12-5	\$37.32	\$11,942
GS 13-3	\$40.58	\$12,986
GS 14-10	\$58.44	\$18,701
GS 15-6	\$61.69	\$19,741
	TOTAL	\$107,877

15. Explain any program changes or adjustments reported in items 13 and 14 of the OMB Form 83i.

This is an extension of a currently approved collection. There is a decrease in Item 13 as a result of a decrease in application submissions.

16. If the information will be published, outline plans for tabulation and publication.

Results of the Fiscal Years 1999 through 2006 grantees are accessible on the HUD website.

17. Explain any request to not display the expiration date.

Expiration date for OMB approval will be displayed.

18. Explain each exception to the certification statement identified in item 19.

There are no exceptions to the certifications.

B. Collections of Information Employing Statistical Methods