
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:
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Signature of Senior Officer or Designee: X Wayne Eddins, Departmental Reports Management Officer, Office of the Chief Information Officer	Date:
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Supporting Statement for Paperwork Reduction Act Submissions

A. Justification

1. In keeping with the provisions of Public Law 106-107, The Federal Financial Assistance Management Improvement Act of 1999, which requires the Federal agencies to streamline and develop common grant application requirements to ease burdens on the public, HUD supplements the Standard Form series 424 established under Circular A-102.
2. The subject information collection is required to rate and rank competitive grant applications and to ensure eligibility of applicants for funding. The Grant Application forms are the standard within the Department for submitting Federal Financial Assistance application budget information. HUD's method for electronic collection of Federal Financial Assistance application budget data standardizes the format for information collection requirements for the applicants.

It provides a breakdown by specific program and Fiscal Year. It allows the collection of budget data for multiple programs and multiple Fiscal Years via a single form. It will be used to make the determination as to whether the proposed budget information is reasonable, allowable and allocable.

This format:

- Provides for parsing of information to allow the agency to better convert applicant data to an electronic grants management system;
 - Consolidates a variety of OMB approved versions of applicant budget data forms into a single information collection format for all formula and competitive grant programs within the Department. Use of the forms will be optional for formula programs and mandatory for discretionary/competitive programs;
 - Allows applicants the ability to provide proposed budget data for multiple programs via a single form.
3. The information collected through grant applications is submitted electronically. These forms may be downloaded via the internet. Calculations are automated.
 4. The necessary information is not available except through this submission process.
 5. This collection does not have a significant economic impact on small businesses or entities.
 6. The Statute, regulations, and the Department's grant application processes all mandate application selection criteria and content. If application content was 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 required in the collection of the information.
 8. This information is collected in a manner consistent with guidelines of 5 CFR 1320.8(d). The Notice announcing the collection of information appeared in the *Federal Register* on Friday, August 17, 2007, Volume 72, No. 159, page 46233. No comments were received.
 9. No payments or gifts are provided to respondents.
 10. There is no assurance of confidentiality provided to the respondents; however respondents are covered by the Privacy Act of 1974.
 11. The collection does not contain information of a sensitive nature about sexual behavior or attitudes, religious beliefs, or private matters.

12. Estimated burden:

Form	Burden hours per form
HUD-424-B Applicant Assurances and Certifications	0.05
HUD-424-CB Grant Application Detailed Budget	2.6
HUD-424-CBW Grant Application Detailed Budget Worksheet CBW-I Instructions	3.2
HUD-424-M Funding Matrix	0.5
Total per submission	6.35

The estimated total of all grant applications in all the Department's current grant programs is approximately 11,100. The actual burden is assessed against each individual grant program submission.

13. There are no additional costs associated with the collection of this information.
14. The costs to the Federal government is assessed on each individual grant program submission.
15. This is an extension of a currently approved collection.
16. The information will not be published.
17. The information collection instruments will display the expiration date for OMB approval of the information collection.
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

There are no statistical methods used in this collection.