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.

Agency/Subagency Originating Request: U.S. Department of Housing and Urban Development Community Planning and Development	2. OMB Control Number: a. 2506-0166 b. None				
Community Planning and Development					
 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 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: Application for Technical Assistance for Community Plan	nning and Development (CPD) Programs				
	g and zoosephion (c. z). regiane				
8. Agency form number(s): (if applicable) SF-424, HUD-424CB, HUD-424CBW, SF-424 Supplement; S	SF-LLL, HUD-2880, HUD-2994-A; SF-269A				
Keywords: Housing, community development, technical assistance					
resources into effective, coordinated, neighborhood and socially and economically strengthen their communitie					
 Affected public: (mark primary with "P" and all others that apply with "X") Individuals or households e. Farms 	 Obligation to respond: (mark primary with "P" and all others that apply with "X") a. Voluntary 				
b. X Business or other for-profit f. Federal Government c. P Not-for-profit institutions g. X State, Local or Tribal Government	b. P Required to obtain or retain benefils c. Mandatory				
13. Annual reporting and recordkeeping hour burden: a. Number of respondents b. Total annual responses Percentage of these responses collected electronically c. Total annual hours requested d. Current OMB inventory e. Difference (+,-) f. Explanation of difference: 1. Program change: 2. Adjustment: 8,70	a. Total annualized capital/startup costs b. Total annual costs (O&M) c. Total annualized cost requested \$0.00 d. Current OMB inventory e. Difference f. Explanation of difference:				
15. Purpose of Information collection: (mark primary with "P" and all others that with "X") a. P Application for benefits e. X Program planning or manage b. X Program evaluation f. Research c. General purpose statistics g. Requiatory or compliance d. Audit	a. Recordkeeping b. Third party disclosure				
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: Patricia C. Felton Phone: 202/708-3176 x2577				

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;

Wayne Eddins, Departmental Reports Management Officer,

Office of the Chief Information Officer

(iii) Burden estimate;

Signature of Program Official:

- (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.

X Mark A. Horwath, Director, Technical Assistance Division, Office of Technical Assistance and Management	
Signature of Senior Officer or Designee:	Date:

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification

1. This information collection provides for an application for grants to fund technical assistance for five Community Planning and Development (CPD) program areas: HOME, Community Housing Development Organization (CHDO), McKinney-Vento Homeless Assistance, Community Development Block Grant (CDBG), and HOPWA. The information is necessary to determine competition winners and to monitor expenditures of grant funds. Sufficient information is required for the Department to base a judgment as to the technical capability of the prospective providers in providing technical assistance to CPD grantees.

Quarterly reports are required to: 1) monitor the eligibility of their activities, 2) evaluate their performance, and 3) measure performance in achieving program objectives. HOME TA activities undertaken by the awardee must be in compliance with 24CFR Part 92.400 of the HOME regulations. CHDO TA activities undertaken must be in compliance with 24CFR Part 92.302 of the HOME regulations. CDBG TA activities undertaken by the awardee must be in compliance with 24CFR Part 570.402 of the CDBG regulations. McKinney-Vento Homeless Assistance TA activities undertaken by the awardee must be in compliance with 24CFR Part 583.140 of the Supportive Housing Program TA regulations.

Regulations covering HUD's requirements to monitor non-profit providers' program and financial performance are found in 24 CFR Part 84, Sections 84.51 and 84.52. State and local government technical assistance providers are covered by 24 CFR Part 85, Sections 85.40 and 85.41.

2. The information is used to determine the most qualified technical assistance providers best able to offer local jurisdictions the ability to shape their CPD resources and other available resources into effective, coordinated, neighborhood and community development strategies to revitalize and physically, socially and economically strengthen their communities. Since that time, the information collected from these providers has been used to evaluate their performance and their progress in achieving their objectives. It has also been used to support payment requests from the providers.

The providers develop workplans with headquarters and individual field offices for each program area in which they are providing services. As a result of the FY 2006 competition, approximately 179 workplans are in place, which require quarterly reports and monthly recordkeeping.

- 3. In accordance with the requirements stated in the SuperNOFA, applicants have been able to submit their applications electronically through Grants.gov since 2004. In addition, HUD accepts electronic transmission of quarterly reports from our grantees.
- 4. This information collection does not duplicate any existing collection. No similar information is available.
- 5. This information collection does not have a significant economic impact on a substantial number of small entities.
- 6. If the application information was not collected, the Department would not be available to evaluate the potential providers' ability to efficiently and effectively provide technical assistance to CPD grantees. If post-award information is not collected, the Department would not be able to evaluate the providers' activities to determine the adequacy of their efforts and justify payments.
- 7. While no reports are required to be submitted on less than a quarterly basis, it is possible that an awardee would choose to be reimbursed for expenses on a more frequent basis than quarterly. If so, then recordkeeping (to support a payment request) would occur more frequently, most likely on a monthly basis. It is also estimated that even if payment reimbursement requests are made on a quarterly basis, recordkeeping on a monthly basis would be necessary to keep current with expenditures.
- 8. On November 28, 2007, a Notice of Proposed Information collection for Public Comment was published. No comments were received.
- 9. There are no decisions to provide any payment or gift to respondents. .
- 10. There are no assurances of confidentiality provided to the respondents.

- 11. There are no questions asked of respondents that are of a sensitive nature.
- 12. Estimated Burden. Based on past experience, we estimate 286 applications. There are a total of 179 ongoing grants. Approximately 40 grants will be closed out during the period.

Description of Information Collection (Application Submission Requirements)	No. of Respondent s	Annual Responses	Total Annual Responses	Hrs per Response	Total Hours
SF-424 – Application for Federal Assistance	286	1	286	.75	214.5
HUD 424-CB – Grant Application Detailed Budget	286	1	286	3	858
HUD-424-CBW – Detailed Budget Worksheet for Non-Construction Projects	286	1	286	3	858
SF-424 Supplement, Survey on Equal Opportunity for Applicants	286	1	286	0.2	57.2
SF LLL- Disclosure of Lobbying Activities (if engaged in Lobbying)	286	1	286	0.3	85.8
HUD-2994-A You Are Our Client! Grant Applicant Survey (2535-0116)	286	1	286	0	0
HUD-2880 – Applicant/Recipient Disclosure/Update Report (2510-0011)	286	1	286	0	0
Application narratives/including cover page	286	1	286	42.0	12,012
Residual grantees plus new awardees					
Workplan	179	1	179	2	358
Quarterly Reports and SF-269A					
HUD-96010-1 – Logic Model (2535- 0114)	179	4	716	6.75	4,833
Final Report	40	1	40	1.5	60
Recordkeeping	179	12	2,148	0.50	1,074
TOTAL			3,369	60	20,410.5

Estimated hourly costs of \$37 X 20,410.5 hrs. will total \$755,188.50 annually.

- 13. No additional costs to the respondents.
- 14. Estimated cost to the Government:

	No. of staff	No. of Hours per staff	Annual Frequency	Total Annual Hrs	Cost per Hr	Total Annual Cost
Application retrieval and Dissemination	4	40	1	160	\$51	\$8,160
Application Review	140	30	1	4200	\$36	\$151,200
Quarterly Report Review	50	4	4	800	\$30	\$24,000
Recordkeeping	50	1	12	600	\$30	\$18,000
TOTAL						\$201,360

- 15. Data included in this submission is based on the Department's experience as a result of FY 2006 grant applications. The burden has been recomputed and does not include the burden of those collections with a separate OMB approval. No program or information collection changes have been made.
- 16. The information submitted is not published. Notice of the competition winners are published in the *Federal Register* approximately six months after receipt of applications.
- 17. There are no reasons to not display the expiration date for OMB approval of the information collection.

18. There are no exceptions to certification statement.

B. Collections of Information Employing Statistical Methods

N/A