

# 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: <b>U.S. Department of Housing and Urban Development</b> Department of Housing and Urban Development/ Congressional Grants Division		2. OMB Control Number: a. <b>2506</b> b. <input type="checkbox"/> None	
3. Type of information collection: (check one) a. <input checked="" type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input 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.		4. Type of review requested: (check one) a. <input checked="" 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 checked="" type="checkbox"/> No 6. Requested expiration date: a. <input checked="" type="checkbox"/> Three years from approval date    b. <input type="checkbox"/> Other (specify)	
7. Title: <b>Congressional Earmark Grants</b>			
8. Agency form number(s): (if applicable) SF424; SFLLL; SF1199A; HUD27053; HUD27054; SF269A; SF 424 B; HUD27056			
9. Keywords: Housing, Earmarks, Economic Development Initiative-Special Project; Neighborhood Initiative, EDI-SP, NI.			
10. Abstract: The Department of Housing and Urban Development's Congressional Grants Division will administer congressionally mandated grants known as earmarks. These projects will be identified in HUD's annual appropriation legislation and accompanying committee reports. These earmarks generally fall into two categories: Economic Development Initiative-Special Project (EDI-SP) and Neighborhood Initiative (NI) grants. Grantees are non-profit organizations, Tribal entities and local governments.			
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. <b>P</b> Not-for-profit institutions    g. <b>X</b> State, Local or Tribal Government		12. Obligation to respond: (mark primary with "P" and all others that apply with "X") a. Voluntary b. <b>X</b> Required to obtain or retain benefits c. <b>P</b> Mandatory	
13. Annual reporting and recordkeeping hour burden: a. Number of respondents                      777 b. Total annual responses                      777 Percentage of these responses collected electronically                      99% c. Total annual hours requested                      3,885 d. Current OMB inventory                      0 e. Difference (+,-)                      +3,885 f. Explanation of difference: 1. Program change:                      3,885 2. Adjustment:                      0		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                      \$0 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. <b>P</b> Application for benefits    e. <b>X</b> Program planning or management b. Program evaluation    f. Research c. General purpose statistics    g. <b>X</b> Regulatory or compliance d. Audit		16. Frequency of recordkeeping or reporting: (check all that apply) a. <input checked="" 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 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)	
17. Statistical methods: Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: <b>Francis P. McNally</b> Phone: <b>(202) 402-7100</b>	

---

## 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 Paperwork Reduction Act 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 Housing and Urban Development will administer congressionally mandated grants known as earmarks. These projects will be identified in HUD's annual appropriation legislation and accompanying committee reports. Applicable grantees must follow 24 CFR part 85. This information is collected in order to make grant funds available to entities that will be identified in the applicable annual appropriation legislation.**

2. How is the information collected and how is the information to be used?

**HUD's Congressional Grants Division in headquarters and Field Offices will use the information collected to make grant funds available to appropriated entities. The information is used to collect, receive, review, and monitor the program activities through application, semi-annual and close-out reports. The information that is collected will be used to assess performance. The grantees will be non-profit organizations, Tribal entities and local governments. The respondents will be identified by congress. The grants may fall into two categories: Economic Development Initiative-Special Project and Neighborhood Initiative grants.**

3. Describe whether, and to what extent, the collection of information is automated (item 13b1 of OMB form 83-i). If it's not automated, explain why not. Also describe any other efforts to reduce burden.

**Organizations will have the option of submitting applications electronically through Grants.gov**

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

**Each funded project is a new program and the information collected is unique to that program.**

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 information collected does not impact small businesses or other small entities.**

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.

**All information collected is used to carefully consider application for funding; if HUD collect less information, or collected it less frequently, the Department could not determine the eligibility of applicants for grant funds. Without the information collection process, grantees would not be able to apply for funds, report progress, request funds or closeout grants.**

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 than 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 require information collection to be conducted in the manners listed in item #7.**

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 to obtain their.

**HUD published a notice in the *Federal Register* on July 2, 2008 on page 37983 soliciting public comment on this request for approval of the revised information collection. HUD received no comments from the public.**

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

**Information collection does not involve any payments or gifts to respondents.**

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

**No assurance of confidentiality is promised.**

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

**No requests are made for information of a sensitive nature.**

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. Provide a table to describe the elements of the burden. Break out each form used.

- 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.

Respondent	Responses Per Annum	Total Responses	Hrs Per Response	Total Hours	Hourly Rate	Total Cost
777	1	777	5	3,885	\$33.5	\$130,147

**Application includes the following forms. SF 424, SFLLL, SF 1199A, HUD 27053, HUD 27054, HUD 424 B, HUD 27056**

**Annual submission=777x2hours=1,554 hours**

**Semi-Annual/drawdown submission=777x1hourx2 (times per year)=1,554 hours**

**Closeout submission-777x1hour=777 hours**

**Total hours=3,885**

**Annualized cost (@GS12/1=\$33.5)=\$130,147**

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.

**We do not estimate that there will be any additional costs to the Federal government for this information collection.**

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

**This is a new collection.**

16. If the information will be published, outline plans for tabulation and publication.  
**Information collected will not be published.**
17. Explain any request to not display the expiration date.  
**The expiration date for OMB approval may be displayed.**
18. Explain each exception to the certification statement identified in item 19.  
**There are no exceptions to the certification statement.**

---

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