

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 Public and Indian Housing		2. OMB Control Number: a. 2577-0258 b. None	
3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input checked="" 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 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 x No 6. Requested expiration date: a. Three years from approval date b. Other (specify)	
7. Title: Disaster Housing Assistance Program-Ike (DHAP-Ike)			
8. Agency form number(s): (if applicable) 5251 (DHAP-Ike Disaster Rent Subsidy Contract), 5256 (DHAP-Ike Grant Agreement)			
9. Keywords: Housing, DHAP-Ike, Hurricane Gustav, Hurricane Ike			
10. Abstract: In August and September 2008, Hurricanes Ike and Gustav struck the United States causing catastrophic damage. On September 23, 2008, HUD and FEMA executed an Interagency Agreement under which HUD shall act as the servicing agency of DHAP-Ike. The paperwork involved in this action involves all activities related to DHAP-Ike from execution of the grant agreement to case management.			
11. Affected public: (mark primary with "P" and all others that apply with "X") a. P Individuals or households e. Farms b. Business or other for-profit f. Federal Government c. Not-for-profit institutions g. P 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 120 b. Total annual responses 383,520 Percentage of these responses collected electronically 75 c. Total annual hours requested 1,838,520 d. Current OMB inventory 1,042,800 e. Difference (+,-) +795,720 f. Explanation of difference: 1. Program change: 2. Adjustment: 795,720		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) 0 c. Total annualized cost requested 0 d. Current OMB inventory 0 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. Application for benefits e. Program planning or management b. <input checked="" type="checkbox"/> Program evaluation f. Research c. General purpose statistics g. Regulatory or compliance d. Audit		16. Frequency of recordkeeping or reporting: (check all that apply) a. Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input checked="" type="checkbox"/> Reporting: 1. On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input checked="" type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input checked="" 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 x No		18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: Phyllis Smelkinson Phone: 202-402-4138	

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. **Reason for collection.** In August and September 2008, Hurricanes Ike and Gustav struck the United States causing catastrophic damage. On September 23, 2008, HUD and FEMA executed an Interagency Agreement under which HUD shall act as the servicing agency of the Disaster Housing Assistance Program-Ike (DHAP-Ike). DHAP-Ike provides a monthly rent subsidy to assist eligible families displaced by Hurricane Gustav or Hurricane Ike. PHAs that currently administer the Housing Choice Voucher (HCV) program will be designated by HUD to administer DHAP-Ike in their jurisdiction. If the PHA is willing to do so, these PHAs will enter into Grant Agreements with FEMA to administer the DHAP Ike. Rental assistance payments under the DHAP-Ike will commence on November 2008. DHAP-Ike is a 17-month temporary housing assistance program that terminates on April 1, 2010. In order to prepare the family for this eventuality, case management services are provided for the entire duration of DHAP-Ike. These case management services include assisting participants to identify non-disaster supported housing solutions. DHAP-Ike is similar to DHAP except that the population served and the number of families served will be different. Under DHAP-Ike, PHAs may provide security and utility deposits to eligible families and must determine continued eligibility for DHAP-Ike assistance.

2. **Use of information.** The requested information requirements (how, by whom and for what purpose the information is to be used) for DHAP-Ike consists of the following:

Information Collections Required of PHAs

Grant Agreement. Pursuant to FEMA's grant authority, grants will be provided to local PHAs to administer DHAP-Ike on behalf of FEMA for a period not to exceed 17 months commencing November 2008 and ending by April 1, 2010. Purpose of collection is program compliance.

Disaster Information System (DIS). The PHA will access the DIS to verify the family's eligibility status which is determined by FEMA. The DIS is the reporting mechanism by which PHAs record family participation in DHAP-Ike and provide leasing information to HUD once the family is placed under a Disaster Rent Subsidy Contract and starts receiving DHAP-Ike assistance. All program funding, accounts and records, including case management, are maintained in DIS.

Family Briefing. The PHA briefs the family on DHAP-Ike. The briefing includes topics such as the subsidy calculation, security and utility deposit assistance, the incremental rent transition, the requirements for continued eligibility, case management requirements and the term of the assistance.

Certification of Family Obligations. The family must sign this certification which specifies that, as a condition of participation in DHAP-Ike, the family must receive on-going case management services.

Family Unit Search. The PHA is responsible for providing housing search assistance to the family. Once the unit to be leased is located and approved for tenancy, the PHA may help facilitate execution of the lease.

Security Deposit and Utility Deposit Assistance. If a family requests and certifies the family needs assistance with security deposits and utility deposits when a family first leases a unit under DHAP-Ike, the PHA may provide these deposits.

Owner Contact. For those families currently receiving FEMA rental assistance, the PHA must contact the owner of the private rental unit where the family currently receives FEMA rental assistance at the earliest opportunity, explain the DHAP-Ike to the owner and determine if the owner is willing to participate in DHAP-Ike. The PHA will inform the owner of any changes in the portion of the rent to owner paid by the PHA and the family, including the incremental rent transition that will become effective May 1, 2009.

DHAP Disaster Rent Subsidy Contract (DRSC). For both unassigned families from shelters and temporary housing and pre-assigned families currently receiving FEMA rental assistance that agree to participate in DHAP-Ike, the PHA will require the owner to execute a DRSC which will include the monthly rental portion paid by the PHA.

Incremental Rent Transition. On May 1, 2009, families participating in DHAP-Ike will be required to pay a portion of the rent in preparation towards self-sufficiency when the DHAP-Ike ends on April 1, 2010. PHAs will implement the incremental rent transition by reducing the rental subsidy payment by \$50 for the May 2009 rent subsidy payment and each month thereafter.

Family Eligibility for Continued Assistance. The PHA must determine the family's eligibility for continued assistance the earlier of six months following the effective date of the initial DRSC executed on behalf of the family or July 31, 2009. The PHA must verify that the family's current housing costs exceed 30 percent of the family's current monthly income.

Rent Reasonableness. Generally, in the case of a pre-assigned FEMA rental assistance family that transitions to DHAP-Ike by staying in place, the PHA does not determine if the rent for the unit is reasonable; however, if the owner subsequently wishes to increase the rent in either case while the unit is under the DRSC, the PHA must determine that the proposed new rent is reasonable. For all other families, the PHA must determine that the rent for the unit is reasonable.

Housing Quality Standards (HQS). For those families that lease in place, the PHA must conduct a limited inspection either on or in a reasonable time after the effective date of the DRSC to determine that there are no life-threatening deficiencies. All other units must meet an initial HQS before a DRSC is executed.

Case Management. During the time the family is assisted under DHAP-Ike, each family will participate in case management services provided by the PHA. Case management services are required as part of the DHAP-Ike. PHAs will report case management outputs and resident outcomes through a HUD web-based tracking system, ETO Efforts to Outcomes. The system will track information such as the number of families being served and progress toward self-sufficiency goals. Efforts to Outcomes (ETO) will allow case managers to input data as they work with families. This data will be compiled by the system to create a case management report for the PHA and HUD. PHAs are responsible for the provision of the case management services; reporting outputs and outcomes to HUD; and documenting that case management services are being provided to the family. Case management services must include a needs assessment and individual development plan (IDP) for each family. The assessment and IDP will guide the service provision to the family for the duration of the family's participation in DHAP-Ike. PHAs or their contractors are encouraged to assess if families are already receiving case management or other services and to coordinate efforts with these providers. The objective of the case management program is greater self-sufficiency for participating families. In cases where families may continue to need rental assistance when DHAP-Ike ends, the case management service provider must help the family identify other non-disaster supported housing solutions.

Vacancy Payments. The DRSC provides that if the family requests to terminate the tenancy and vacate the unit during the term of the lease (as opposed to the end of the lease term) in order to end the family's participation in DHAP-Ike to return home to its pre-disaster housing, the PHA may provide the owner with a vacancy payment of up to two months rent if the owner agrees to mutually terminate the lease.

3. **Use of automated collection techniques.** PHAs will report case management outputs and resident outcomes through Efforts to Outcomes, a HUD web-based tracking system. Participant data will also be accessed and input into DIS.
4. **Efforts to identify duplication.** There is no duplication of the subject information.
5. **Methods to minimize the burden on small entities.** No small entities are impacted.
6. **Consequences if collected less frequently.** The burden associated with DHAP-Ike is the minimum required to effectively implement and track case management. The information cannot be collected less frequently because the duration of the program is only 17 months.
7. **Special circumstances.** There are no special circumstances and the guidelines of 5 CFR 1320.6 are not violated.
8. A *Federal Register* was published on February 25, 2009 on page 8563. No comments were received.

9. **Payment to respondents.** No payments were offered.

10. **Assurance of confidentiality.** No assurance of confidentiality is provided, nor is it needed.

11. **Questions of a sensitive nature.** No sensitive questions are asked.

12. Estimated hour burden.

Description	Number of Respondents	Responses per Respondent	Total Annual Responses	Hours per Response	Total Hours
Grant Agreement Disaster Information System	120	250	30,000	0.25	7,500
Family Briefing	120	250	30,000	1	30,000
Certification of Family Obligations	120	250	30,000	1.5	45,000
Family Unit Search	120	250	30,000	0.25	7,500
Security and Utility Deposit Assistance	120	250	30,000	1	30,000
Owner Contact	120	188	22,560	1	22,560
DHAP Rent Subsidy Contract	120	250	30,000	1	30,000
Incremental Rent Transition	120	250	30,000	0.5	15,000
Family Eligibility for Continued Assistance	120	188	22,560	1	22,560
Rent Reasonableness	120	250	30,000	0.5	15,000
Housing Quality Standards Case Management	120	250	30,000	0.5	15,000
Vacancy Payments	120	70	8,400	52	1,560,000
Totals	120		383,520		1,838,520

Estimated annual cost. 1,838,520 annual hours times average hourly costs of \$20 = \$ 36,770,400.

Respondents will not incur any additional costs.

13. There are no additional costs to respondents other than what is reported in item 12.

14. **Federal Government Costs.** There is no additional cost to the government for the DHAP-Ike.

15. **Reason for program changes.** This is an extension of the DHAP-Ike Emergency Package. The numbers have been adjusted to reflect actual families served. Although the number of respondents decreased from 300 to 120, the responses per respondent increased significantly.

16. **Plans for publication of information collected.** Not applicable; information will not be published for

statistical use.

17. **Approval to not display expiration date for OMB approval.** Not applicable.
18. **Exceptions to certification.** There are no exceptions to the certification statement identified in item 19.

B. Collection of Information Employing Statistical Methods:

Section B is not applicable since statistical methods are not used.

