

**Supporting Statement for Paperwork Reduction Act Submissions
Sustainable Communities Regional Planning Grant Program
2501-XXXX**

A. Justification:

1. Why is this information necessary?

The Consolidated Appropriations Act, 2010 (Public Law 111-117, approved December 16, 2009) (Appropriations Act), made \$100 million for the Sustainable Communities Regional Planning Grant Program to support metropolitan and multijurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of 1) economic competitiveness and revitalization; 2) social equity, inclusion, and access to opportunity; 3) energy use and climate change; and 4) public health and environmental impact.

As part of HUD's Office of Sustainable Housing and Communities Notice of Funding Availability (NOFA) we hope incorporating Rating Factor forms to achieve the following:

- 1) Facilitate the submission of information as part of the applicants grant application.
- 2) Ensure that the information submitted is consistent and uniform amongst all applicants.
- 3) Facilitate the review process when applications are being reviewed, ranked and rated.

2. How is this information to be used?

This information will be used to review, rank at rate SCRP grant program applicants.

3. Describe whether, and to what extent, the collection of information is automated?

The data will be collected utilizing a form. The form will be accessible via HUD's web site and Grants.gov. The electronic form is a fill-able MS Word document or Adobe.pdf (available in both versions) that the user will need to save as a separate file.

4. Duplication of Information

This information is not being collected elsewhere. The information being collected is specific to current funding, therefore the information has not been previously collected.

5. Does the collection of information impact small businesses or other small entities?

This collection of information does not significantly impact small businesses or entities.

6. Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently.

The Department would not be able to ensure that funds were distributed in a fair and impartial manner if this collection was not conducted.

7. Explain any special circumstances

There are no special circumstances.

8. Identify the date and page number of the Federal Register notice soliciting comments on the information.

A notice of proposed information collection for HUD Recovery Act Programs was published in the Federal Register on May 25, 2010, Volume 75, Page 29358 to solicit public comment.

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

No payments or gifts to respondents are provided.

10. Describe any assurance of confidentiality provided to respondents.

The information provided is not of a confidential nature.

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 contain questions of a sensitive nature.

12. Annual Reporting Burden

The annual reporting burden hours for reporting are based on the requirement that each applicant submits one form per application. We estimate that on average, a response time of 2 hours will be required.

Form/Document	No. of Respondents	Average # of Responses	Total Responses	Hours per Response	Total Hours	Cost per hour	Total Cost
OSHC Rating Factor Form	300	1	300	2	600	\$40	\$24,000

13. Additional Cost to Respondents

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

14. Annualized cost to the Federal Government

Estimated annualized cost for collection of information is \$24,000 (600 x \$40 estimate hourly cost). The estimated hourly cost figure of \$ 40 is determined for an experienced professional that approximates the hourly (mid-range) salary of a GS-13 employee.

15. Explain any program changes or adjustments.

This is a new data collection action.

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

The results of this information collection will not be published.

17. OMB Expiration Date

HUD is not seeking approval to avoid displaying the OMB expiration date.

18. Certification of Paperwork Reduction Act Submission There is no exception to Item # 19 "Certification of Paperwork Reduction Act Submission."

B. Collections of Information Employing Statistical Methods.

The collection of information does not employ statistical methods.