

King (Ctr), Dawn L

From: Myhre, Marina L
Sent: Wednesday, December 29, 2010 12:47 PM
To: King (Ctr), Dawn L
Cc: Pollard, Colette
Subject: FW: Expedited Clearance Request: HCV Program Administrative Fee Study, Draft of 1st Federal Register Notice

The email is below.

Marina

-----Original Message-----

From: Rutledge, Ross A. [mailto:Ross_A._Rutledge@omb.eop.gov]
Sent: Thursday, November 04, 2010 11:41 AM
To: Myhre, Marina L
Cc: Harris-Kojetin, Brian A.; Star, Carol S; Pollard, Colette
Subject: RE: Expedited Clearance Request: HCV Program Administrative Fee Study, Draft of 1st Federal Register Notice

Thanks. I concur that HUD may forego the 60-day public comment period.

-----Original Message-----

From: Myhre, Marina L [mailto:Marina.L.Myhre@hud.gov]
Sent: Thursday, November 04, 2010 11:38 AM
To: Rutledge, Ross A.
Cc: Harris-Kojetin, Brian A.; Star, Carol S; Pollard, Colette
Subject: RE: Expedited Clearance Request: HCV Program Administrative Fee Study, Draft of 1st Federal Register Notice

30 days would be great.

Thanks, Marina

Marina L. Myhre, Ph.D.
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-----Original Message-----

From: Rutledge, Ross A. [mailto:Ross_A._Rutledge@omb.eop.gov]
Sent: Thursday, November 04, 2010 11:37 AM
To: Myhre, Marina L
Cc: Harris-Kojetin, Brian A.; Star, Carol S; Pollard, Colette

Subject: RE: Expedited Clearance Request: HCV Program Administrative Fee Study, Draft of 1st Federal Register Notice

If you were to have the package complete by Dec. 3rd, in your opinion, what is the maximum length of public comment period that you could afford? Thanks.

-----Original Message-----

From: Myhre, Marina L [mailto:Marina.L.Myhre@hud.gov]
Sent: Thursday, November 04, 2010 11:33 AM
To: Rutledge, Ross A.
Cc: Harris-Kojetin, Brian A.; Star, Carol S; Pollard, Colette
Subject: Expedited Clearance Request: HCV Program Administrative Fee Study, Draft of 1st Federal Register Notice
Importance: High

Hi Ross,

I just wanted to follow up on my email requesting an expedited clearance for the HCV Program Administrative Fee Study, which we believe applies under the third condition "(iii) The use of normal clearance procedures is reasonably likely to prevent or disrupt the collection of information or is reasonably likely to cause a statutory or court ordered deadline to be missed." I am attaching the project schedule so you can see that on-site reconnaissance data collection at the sample of 60 PHAs needs to start data collection in February 2011.

Thanks,

Marina

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-----Original Message-----

From: Myhre, Marina L
Sent: Tuesday, November 02, 2010 1:44 PM
To: 'Rutledge, Ross A.'
Cc: Harris-Kojetin, Brian A.; Star, Carol S; Pollard, Colette
Subject: HCV Program Administrative Fee Study: Draft of 1st Federal Register Notice
Importance: High

Hi Ross,

Per our conference call with you yesterday morning, I wanted to send you a brief description of the study and the draft 1st Federal Register Notice. My understanding is that OMB may grant expedited or emergency review if one of three conditions is met. We believe the third condition applies here -- "(iii) The use of normal clearance procedures is reasonably likely to prevent or disrupt the collection of information or is reasonably likely to cause a

statutory or court ordered deadline to be missed." Our scheduled collection of information is to start February 4, 2011. We expect to have the complete PRA package to you by December 3, 2011. The contract was awarded to Abt Associates on 9/30/10. We have gathered most of the administrative data needed to screen for high-performing and efficient PHAs, but It will until November 24 to draft the 1st PRA package with all of the on-site data collection instruments and then we need to get Expert Panel and Industry Panel feedback on the draft PRA package by November 26 and make any edits to the data collection instruments by December 1. We can send you the PRA package while it is in clearance at HUD, but I don't see how we could get it to you earlier than that.

Please let me know if we can have a call to discuss the possibility of an expedited review because the use of normal clearance procedures is reasonably likely to prevent or disrupt the collection of information for this critical study.

Housing Choice Voucher (HCV) Program Administrative Fee Study Task Order 1 Summary:

The overall objective of this study is to ascertain how much it costs a public housing agency (PHA) to run an efficient Housing Choice Voucher (HCV) program for the purpose of developing a formula for allocating administrative fees. The Department expects this study to be conducted as part of two Task Orders. Task Order 1 has two main purposes: (1) to identify a sample of up to 60 public housing agencies (PHAs) that operate high-performing and efficient Housing Choice Voucher (HCV) programs, and (2) to test three alternative methods of collecting information on staff time spent HCV program administration. This information will be used to create a design for measuring the tasks and activities associated with administering the HCV program and developing a formula for allocating administrative fees in the HCV program.

Task Order 1 includes several types of data collection. First, the Abt team will assemble and analyze administrative data related to HCV program performance and available from HUD headquarters in order to identify a sample of 200 PHAs that appear to operate high-performing and efficient HCV programs. The Abt team will then vet this list with the HUD field offices. The list will then become the basis for recruiting 60 PHAs to participate in the study. The Abt team will conduct site visits to the 60 PHAs to further evaluate whether their HCV programs are high-performing and efficient. While on site, the Abt team will interview HCV program administrators and staff, review a sample of client files, and hold focus groups with landlords participating in the HCV program. At 5 of the 60 sites, the Abt team will also test three alternative methods of measuring the staff time spent on the range of tasks and activities required for voucher program administration. The three time measurement methods to be tested are: direct observation, time sheets, and random moment measurement via a hand held device.

The findings from the site visits will be used to develop a research design for an evaluation of the tasks and activities associated with administering a high-performing and efficient HCV program. The research design will identify the optimal time measurement method from among the three methods identified above. The final component of this task order will be a pre-test of the research design and the selected time measurement method at up to 10 PHAs.

Best,

Marina

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