

# 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> Public and Indian Housing	2. OMB Control Number: a. <b>2577-0208</b> b. <input type="checkbox"/> None
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3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input checked="" 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)
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7. Title:  
**HOPE VI program**

8. Agency form number(s): (if applicable)  
 HUD 52825-A, HUD 52860-A, HUD-52774, HUD-52780, HUD-52785, HUD-52787, HUD 52861, HUD-52790, HUD-52797, HUD-52798, HUD-52799, HUD-52800, HUD-53001-A, SF-424, SF-LLL, HUD 2880, HUD 96010, HUD 96011, HUD-52861

9. Keywords:  
 'Housing, public housing, public housing authorities, HOPE VI, grant funding, demolition

10. Abstract:  
 The information is required to allow HUD to obligate grant funds in accordance with the HOPE VI program authorizing statute, and to manage the grants that are awarded.

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. Not-for-profit institutions      g. <input checked="" type="checkbox"/> State, Local or Tribal Government	12. Obligation to respond: (mark primary with "P" and all others that apply with "X") a. Voluntary b. <input checked="" type="checkbox"/> Required to obtain or retain benefits c. Mandatory
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13. Annual reporting and recordkeeping hour burden: a. Number of respondents: 286 b. Total annual responses: 1,496 Percentage of these responses collected electronically: 100% c. Total annual hours requested: <b>26,515.50</b> d. Current OMB inventory: 26,262.93 e. Difference (+,-): +252.57 f. Explanation of difference: 1. Program change: +177.57 2. Adjustment: +75	14. Annual reporting and recordkeeping cost burden: (in thousands of dollars) a. Total annualized capital/startup costs: 0 b. Total annual costs (O&M): 0 c. Total annualized cost requested: 0 d. Total annual cost requested: 0 e. Current OMB inventory: 0 f. Explanation of difference: 1. Program change: 0 2. Adjustment: 0
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15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X") a. <input checked="" type="checkbox"/> Application for benefits      e. <input checked="" type="checkbox"/> Program planning or management b. <input checked="" type="checkbox"/> Program evaluation      f. Research c. General purpose statistics      g. <input checked="" type="checkbox"/> Regulatory or compliance d. Audit	16. Frequency of recordkeeping or reporting: (check all that apply) a. <input type="checkbox"/> Recordkeeping      b. <input type="checkbox"/> Third party disclosure b. <input checked="" type="checkbox"/> Reporting: 1. <input checked="" type="checkbox"/> On occasion      2. <input type="checkbox"/> Weekly      3. <input type="checkbox"/> Monthly 4. <input checked="" type="checkbox"/> Quarterly      5. <input checked="" type="checkbox"/> Semi-annually      6. <input checked="" type="checkbox"/> Annually 7. <input type="checkbox"/> Biannually      8. <input type="checkbox"/> Other (describe)
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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: Lar Gnessin or James Ashford Phone: Lar: (202) 402-2676, James: (202) 402-4801
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## 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, 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 Dominique Blom, Deputy Assistant Secretary, Office of Public Housing Investments	Date:
Signature of Senior Officer or Designee:  X Colette Pollard, Departmental Reports Management Officer Office of Chief Information Officer	Date:

# Supporting Statement for Paperwork Reduction Act Submissions

## Information Collection:

### Revitalization of Severely Distressed Public Housing (HOPE VI)

#### A. Justification

1. The following information collections are required to administer the HOPE VI program. The Notices of Funds Availability (NOFA) for the program announce approximately \$200,000,000 annually available to public housing agencies (PHAs) (for Revitalization and Demolition grants) and units of local government (for Main Street). The HOPE VI Program, through its Revitalization funding component, assists PHAs in improving the living environment for public housing residents of severely distressed public housing projects through the demolition, rehabilitation, reconfiguration, or replacement of severely distressed public housing projects (or portions thereof); in revitalizing sites in which public housing sites are located, and contributing to the improvement of the surrounding community; in providing housing that avoids or decreases the concentration of very low-income families; and in building sustainable communities. The Demolition funding component of the HOPE VI program enables PHAs to expedite the demolition of severely distressed public housing units. The Main Street funding component of the HOPE VI program assists units of local government in furnishing affordable housing in Main Street, or Downtown, rejuvenation efforts.

The HOPE VI program was created by the Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 1993 (Pub.L. 102-389), approved on October 6, 1992 (the 1993 Appropriations Act) and was originally know as the Urban Revitalization Demonstration (URD).

Program authority for the HOPE VI program is provided by Section 24 of the U.S. Housing Act of 1937, as added by section 535 of the Quality Housing and Work Responsibility Act of 1998 (Pub.L. 105-276, 112 Stat. 2461, approved October 21, 1998) and the HOPE VI Program Reauthorization and Small Community Mainstreet Rejuvenation and Housing Act of 2003 (Pub.L.108-186, 117 Stat. 2685, approved December 16, 2003). This authorization was renewed by the Consolidated Appropriations Act, 2010 (Pub. L. 111-117, approved December 16, 2009), which extends the program until September 30, 2011. Under this requirement, the Department only has a few months to award and obligate the 2011 funds or they will be returned to the Treasury. The statutory reference for program authorization applies to all HOPE VI information collections. The statute authorizes the collection of information in order for HUD to award and manage grants.

Funding authority for HOPE VI Revitalization, Demolition, and Main Street grants has been provided annually by Congress. The last Appropriations Act that funded the HOPE VI Program was the Consolidated Appropriations Act, 2011 (Pub. L. 111-117, approved December 16, 2009). The program does not have regulations. Rather, grants are governed by each Fiscal Year's NOFAs, as published in the Federal Register, and the Grant Agreements executed between each grant recipient and HUD.

2. Eligible PHAs and units of local government interested in obtaining HOPE VI grant funds are required to submit applications to HUD, as explained in the NOFAs. The information collection covers the information needed from applicants to determine which applicants should be funded. The information provided demonstrates the applicants' plans to implement the grant requirements, and includes related applicant history. The information will be used by HUD Office of Public Housing Investments staff to evaluate threshold requirements and rate and rank grant applications. Applicants that receive grant funds are required to report to HUD quarterly on their progress, enabling HUD to manage and monitor the programs. The information collection also covers the

data needed to fulfill this reporting requirement.

- 3. Technology applied to the collection:** This information collection is automated in order to improve data quality and to reduce the public reporting burden. Since FY 2005, the Department has required NOFAs to be submitted electronically via Grants.gov. The grant management reporting – for grants that are awarded – is wholly automated via an internet-based reporting system. Automation supports 100% of the application process; 100% of the Quarterly reporting; 100% of the Budget Revisions (except where original signatures are required).

**4. Duplication of Effort:**

There is no duplication of effort. Information collected is unique to each type of collection and does not duplicate any similar information or method.

**5. Impact on Small Business and Small Entities:**

These information collections have no impact on small businesses or other entities.

**6. Consequence of Less Frequent Collection:**

The Federal statutory mandate would not be met if the collection is not conducted. The information collection is necessary to the continuation of the HOPE VI program and so that the available funds may be awarded to successful applicants for HOPE VI program grants. The statute also requires reporting on the HOPE VI program.

**7. Special Circumstances for Information Collection:**

There are no special circumstances that would cause these information collections to be conducted inappropriately.

**8. Federal Register Notice and Public Comments:**

For the overall HOPE VI Program collection requirements, a Notice was published in the *Federal Register*, Volume 76; page 18570, on April 4, 2011, to solicit comments on the HOPE VI information collections, which includes: HOPE VI Revitalization Application Requirements as stated in the NOFA, HOPE VI Demolition Application Requirements, HOPE VI Main Street Application Requirements, HOPE VI Quarterly Reporting, HOPE VI Budget form, HOPE VI Relocation Plan Guide, HOPE VI CSS Workplan, and the Actual HOPE VI Cost Certificate. No public comment was received in response to the Federal Register notice.

**9. Payment/Gifts to Respondents:**

No payments or gifts are provided to respondents for any of these information collections.

**10. Assurances of Confidentiality:**

Assurance of confidentiality is neither provided nor needed for any of these information collections.

**11. Questions of a Sensitive Nature:**

No sensitive questions are being asked for any of these information collections.

- 12. Estimate of Annual Burden Hours for Information Collection:** The chart below outlines the burden associated with the various aspects of the HOPE VI grants program and a breakout of the forms associated with each portion of that burden.

Costs to the respondents to complete these information collections will not exceed those incurred by regular grant administration, planning and management. Under Non-NOFA Collections in the

chart, the number of respondents performing Quarterly Progress Reporting includes all respondents in the HOPE VI Revitalization program (this excludes HOPE VI Demolition grantees). Other respondents listed are subsets of the 207 that are reporting.

	Respondents	Annual responses	Total responses	Burden per Response	Total burden hours
<b>Revitalization Application</b>					
Narrative Exhibits	30	1	30	100.75	3,022.50
52860-A Revitalization Application form	30	1	30	15	450
52800 Application Checklist	30	1	30	0.25	7.5
52825-A HOPE VI Budget	30	1	30	3	90
52799 TDC Grant Limitations Wrksht	30	1	30	1	30
52797 Leverage Resources	30	1	30	4	120
52785 Training/Meeting Certification	30	1	30	0.5	15
52787 Readiness Certification	30	1	30	0.5	15
52515 Funding Application Section 8	30	1	34	0	0
Extraordinary Site Costs Certification	30	1	30	2	60
Certification of Severe Physical Distress	30	1	30	2	60
City Map	30	1	30	3	90
Program Schedule	30	1	30	4	120
Photographs of site & neighborhood	30	1	30	5	150
Preliminary Market Assessment Letter	30	1	30	4	120
Documentation of Site Control	30	1	30	20	600
Land Use Certification or Documentation	30	1	30	3	90
Evaluation Commitment Letter	30	1	30	4	120
Current Site Plan	30	1	30	5	150
Conceptual Site Plan	30	1	30	5	150
Conceptual Building Elevations	30	1	30	5	150
HOPE VI Revitalization Application Certification	30	1	30	3	90
Capital Fund Financing Certification	30	1	30	2	60
Assurances for a HOPE VI Application	30	1	30	.5	15
Workforce Partnerships, Green Jobs and Green Training	30	1	30	1	30
Early Childhood Education	30	1	30	1	30
Green Development and Energy Efficiency Strategies	30	1	30	1	30
96010 Logic Model (2535-0114)	30	1	30	0	0
96011 Third Party Facsimile Report	30	1	30	0	0
<b>Sub Total</b>	<b>30</b>	<b>1</b>	<b>30</b>	<b>195.5</b>	<b>0.00</b>
<b>Demolition Application</b>					
Narrative Exhibits	34	1	34	38.25	1,300.50
52780 Demo Grant Limitations Wrksht	34	1	34	1	34
52790 Demolition Application Checklist	34	1	34	1	34
52515 Funding Application Section 8	34	1	34	0	0
96010 Logic Model	34	1	34	0	0

(2535-0114)					
96011 Third Party Facsimile Report	34	1	34	0	0
<b>Sub Total</b>	<b>34</b>	<b>1</b>	<b>34</b>	<b>40.25</b>	<b>0</b>
<b>Main Street Application</b>					
Narrative Exhibits	15	1	15	40	600
52861 Application Data Sheet	15	1	15	5	75
96010 Logic Model	15	1	15	0	0
96011 Third Party Facsimile Report	15	1	15	0	0
<b>Sub Total</b>	<b>15</b>	<b>1</b>	<b>15</b>	<b>48.67</b>	<b>0</b>
<b>Non-NOFA Collections</b>					
On-line Quarterly Reporting	207	4	828	20	16,560.00
52825-A Budget updating	207	2	414	3	1,242.00
52798 Supportive Svcs Workplan	5	1	5	15	75
52774 Relocation Guide Plan	30	1	30	15	450
53001-A Cost Certificate	20	1	20	2	40
CSS Annual Report	120	1	120	2	240
<b>Sub Total</b>	<b>207</b>	<b>4</b>	<b>1,417</b>	<b>57</b>	<b>0607</b>
<b>Total Burden</b>	<b>286</b>	<b>4</b>	<b>1,496</b>	<b>337.75</b>	<b>26,515.50</b>

### 13. Cost Burden of Information Collection:

There are no start-up or additional costs to the respondents. The GS-14-1 wage was used for most collections, at \$50 per hour. One collection requires a GS-15-1, at \$59 per hour. A few collections have to be completed by licensed Architect at \$100 per hour.

	Total burden hours	Cost per Hour	Burden Cost
<b>Revitalization Application</b>			
Narrative Exhibits	3,022.50	\$50	\$151,125
52860-A Revitalization Application form	450	\$50	\$22,500
52800 Application Checklist	7.5	\$50	\$375
52825-A HOPE VI Budget	90	\$50	\$4,500
52799 TDC Grant Limitations Wrksht	30	\$50	\$1,500
52797 Leverage Resources	120	\$50	\$6,000
52785 Training/Meeting Certification	15	\$50	\$750
52787 Readiness Certification	15	\$50	\$750
52515 Funding Application Section 8	0	\$0	\$0
Extraordinary Site Costs Certification	60	\$50	\$3,000
Certification of Severe Physical Distress	60	\$50	\$3,000
City Map	90	\$50	\$4,500
Program Schedule	120	\$50	\$6,000
Photographs of site & neighborhood	150	\$50	\$7,500
Preliminary Market Assessment Letter	120	\$50	\$6,000
Documentation of Site Control	600	\$50	\$30,000
Land Use Certification or Documentation	90	\$50	\$4,500
Evaluation Commitment Letter	120	\$100	\$12,000
Current Site Plan	150	\$100	\$15,000

Conceptual Site Plan	150	\$100	\$15,000
Conceptual Building Elevations	150	\$100	\$15,000
HOPE VI Revitalization Application Certification	90	\$50	\$4,500
Capital Fund Financing Certification	60	\$50	\$3,000
Assurances for a HOPE VI Application	15	\$100	\$1500
Workforce Partnerships, Green Jobs and Green Training	30	\$50	\$1,500
Early Childhood Education	30	\$50	\$1,500
Green Development and Energy Efficiency Strategies	30	\$50	\$1,500
96010 Logic Model	0	\$0	\$0
96011 Third Party Facsimile Report	0	\$0	\$0
<b>Sub Total</b>	<b>5,865.00</b>		<b>\$322,500</b>
<b>Demolition Application</b>			
Narrative Exhibits	1,300.50	\$50	\$65,025
52780 Demo Grant Limitations Wrksht	34	\$50	\$1,700
52790 Demolition Application Checklist	34	\$50	\$1,700
52515 Funding Application Section 8	0	\$0	\$0
96010 Logic Model	0	\$0	\$0
96011 Third Party Facsimile Report	0	\$0	\$0
<b>Sub Total</b>	<b>1,368.50</b>		<b>\$68,425.00</b>
<b>Main Street Application</b>			
Narrative Exhibits	600	\$50	\$30,000
52861 Application Data Sheet	75	\$50	\$3,750
96010 Logic Model	0	\$0	\$0
96011 Third Party Facsimile Report	0	\$0	\$0
<b>Sub Total</b>	<b>675</b>		<b>\$33,750</b>
<b>Non-NOFA Collections</b>			
On-line Quarterly Reporting	16,560.00	\$38	\$629,280
52825-A Budget updating	1,242.00	\$50	\$62,100
52798 Supportive Svcs Workplan	75	\$50	\$3,750
52774 Relocation Guide Plan	450	\$50	\$22,500
53001-A Cost Certificate	40	\$50	\$2,000
CSS Annual Report	240	\$50	\$12,000
<b>Sub Total</b>	<b>18,607.00</b>		<b>\$731,630</b>
<b>Total Burden</b>	<b>26,515.00</b>		<b>\$1,156,305.00</b>

#### 14. Annualized Cost to Federal Government:

We do not estimate that there will be any additional costs to the Federal government for any of these information collections.

#### 15. Changes or Adjustments to OMB Form 83-I:

Program Change:

1. The documentation for Workforce Partnerships, Green Jobs and Green Training is new in FY 2010 and was added to reflect the Department's increased emphasis on green jobs and workforce partnerships. This documentation is provided by the applicant. It represents 30 hours and \$3,000.
2. The documentation for Early Childhood Education was added in FY09. The intent is to give points to applicants who demonstrate, among other things, a commitment to implement and/or form a significant partnership with a comprehensive, high-quality, results oriented early childhood education program that utilizes best practices. This documentation is provided by the applicant. It represents 30 hours and \$3,000.
3. The documentation for Green Development and Energy Efficiency Strategies was revised in FY09 In order to further emphasize green and energy efficiency principles, the Energy Star rating factor was replaced by and expanded upon a new rating factor titled. "Green Development and Energy Efficiency Strategies." This documentation is provided by the applicant. It represents 30 hours and \$3,000.
4. CSS Annual Report. Through the CSS Annual Report, grantees report on their progress in accomplishing their Supportive Services Plan (52798). It represents 240 hours and \$12,000.
5. Removed 27061 Race and Ethnic Data Reporting Form as it is not used by the program. It represents 0 hours and \$0.
6. Removed 27300 America's Affordable Communities Initiative as it is not used by the program. It represents 0 hours and \$0.
7. Removed Documentation of Environmental and neighborhood standards as it is not used by the program. It represents 60 hours and \$3,000.

Adjustments:

1. The form HUD-52800, Application Checklist has been changed to reflect changes in the NOFA. There is no change in burden or cost.
2. Assurances for a HOPE VI Application. It was previously part of the burden for 52860 A. It is now broken out and represents 15 hours and \$1,500.
3. Certification of Severe Physical distress. It was previously part of the burden for 52860 A. It is now broken out and represents 60 hours and \$3,000.

**16. Publication of Information Collection Results:**

Information collection results will not be published.

**17. Expiration Date:**

The OMB approval number and date will appear on the HUD-prescribed forms.

**18. Exceptions to Certification Statement:**

There are no exceptions to the certification statement identified in item 19.

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

There are no collections of information that employ statistical methods.