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:	2. OMB Control Number:
U.S. Department of Housing and Urban Development Office of Sustainable Housing and Communities	a. **2501-0026** b. ☐ None

3. Type of information collection: (check one)
   - a. ☐ New Collection
   - b. ☐ Revision of a currently approved collection
   - c. ☒ Extension of a currently approved collection
   - d. ☐ Reinstatement, **without change**, of previously approved collection for which approval has expired
   - e. ☐ Reinstatement, **with change**, of previously approved collection for which approval has expired
   - f. ☐ 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. ☒ Regular
   - b. ☐ Emergency - Approval requested by
   - c. ☐ Delegated

5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities?
   ☐ Yes ☒ No

6. Requested expiration date:
   - a. ☒ Three years from approval date b. ☐ Other (specify)

7. Title:

Capacity Building for Sustainable Communities Program Notice of Funding Availability

8. Agency form number(s): (if applicable)

   HUD-96011, HUD-424CBW, HUD-2880, SF-424, SF-424 Supplement, SF-LLL

9. Keywords:

10. Abstract:

The Capacity Building for Sustainable Communities Program (Program), through a Notice of Funding Availability, will identify intermediary organizations that can provide capacity building support for communities engaged in planning efforts that support community involvement and integrate housing, land use, land cleanup and preparation for reuse, economic and workforce development, transportation, and infrastructure investments.

11. Affected public: (mark primary with "P" and all others that apply with "X")
   - a.   Individuals or households   e.   Farms
   - b. **X** Business or other for-profit   f.   Federal Government
   - c. **P** Not-for-profit institutions   g.   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 — 100
   - b. Total annual responses — 100
     - Percentage of these responses collected electronically — 100%
   - c. Total annual hours requested — 600
   - d. Current OMB inventory — 600
   - e. Difference (+,-) — 0
   - f. Explanation of difference:
     - 1. Program change: — 0
     - 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) — 0
   - c. Total annualized cost requested — 0
   - d. Current OMB inventory — 0
   - e. Difference — 0
   - f. Explanation of difference:
     - 1. Program change: — 0
     - 2. Adjustment: — 0

15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X")
   - a. **P** Application for benefits   e.   Program planning or management
   - b.   Program evaluation   f.   Research
   - c. **X** General purpose statistics g.   Regulatory or compliance
   - d.   Audit

16. Frequency of recordkeeping or reporting: (check all that apply)
   - a. ☒ Recordkeeping   b. ☐ Third party disclosure
   - c. ☒ Reporting:
     - 1. ☐ On occasion 2. ☐ Weekly   3. ☐ Monthly
     - 4. ☐ Quarterly   5. ☐ Semi-annually 6. ☐ Annually
     - 7. ☐ Biannually   8. ☐ Other (describe)

17. Statistical methods:
   Does this information collection employ statistical methods?
   ☐ Yes ☒ No

18. Agency contact: (person who can best answer questions regarding the content of this submission)
   Name: Thaddeus Wincek
   Phone: 202-402-6617

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:	Date:
X	

Signature of Senior Officer or Designee:	Date:
X Wayne Eddins, Departmental Paperwork Reduction Act Officer, Office of the Chief Information Officer	

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification:

1. Why is this information necessary?

On December 16, 2009, the President signed the Consolidated Appropriations Act, 2010 (Public Law 111-117), which provided a total of $150 million in fiscal year 2010 to HUD for a Sustainable Communities Initiative to improve regional planning efforts that integrate housing and transportation decisions, and increase the capacity to improve land use and zoning. Of that total, $2 million was reserved in FY 2010, and up to $3 million will be reserved in FY 2011, if available, to build the capacity of metropolitan and multijurisdictional planning efforts that support community involvement and integrate housing, land use, land cleanup and preparation for reuse, economic and workforce redevelopment, transportation, and infrastructure investments. Up to $700,000 may be available from the EPA as authorized in the Clean Air Act, Section 103(b)(2). Clean Water Act, Section 104(b)(2), and CERCLA, Section 104(k)(6), subject to Congress appropriating FY2011 funding.

The Capacity Building for Sustainable Communities Program (Program), through a Notice of Funding Availability, will identify intermediary organizations that can provide capacity building support for communities engaged in planning efforts that support community involvement and integrate housing, land use, land cleanup and preparation for reuse, economic and workforce development, transportation, and infrastructure investments.

2. How is this information to be used?

This information will be used to review, rank at rate applications for the **Capacity Building for Sustainable Communities Program** Notice of Funding Availability.

This NOFA is part of a cross-agency collaboration between HUD, the U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (EPA), known as the Partnership for Sustainable Communities. HUD confers regularly with these partners.

The Capacity Building for Sustainable Communities Program (Program), through this NOFA, will identify intermediary organizations that can provide capacity building support for communities engaged in planning efforts that support community involvement and integrate housing, land use, land cleanup and preparation for reuse, economic and workforce development, transportation, and infrastructure investments. Each grantee will be expected to deliver capacity building support to communities across the United States.

The first purpose of the Program is to assemble a collection of capacity building service providers to work directly with the FY2010 and FY 2011 HUD Sustainable Communities Regional Planning and Community Challenge grant recipients, HUD Preferred Sustainability Status Communities, and EPA Sustainable Community Technical Assistance recipients and Brownfield Area Wide Planning grant recipients (collectively —Sustainable Communities Grantees‖), and enable them to fulfill their anticipated outcomes. HUD and other Partnership agencies will work regularly with all selected intermediary service providers to maintain a coordinated and leveraged delivery approach that ensures the maximum benefit to local governments, regions, and planning entities and partners engaged in the prescribed activities.

The second purpose of the Program is to build a national coalition and leadership network of the Sustainable Communities Grantees. The purpose of the network is to facilitate the exchange of successful strategies, lessons learned, emerging tools and public engagement strategies, and approaches for avoiding or minimizing pitfalls. HUD will work with the selected intermediaries to develop a robust evaluation component for the network.

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

The information is automated through http://grants.gov/. The information will be provided with the use of http://grants.gov/ and regular electronic email.

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 was published in the Federal Register on September 14, 2011, page 56779 to solicit public comment. No comments were received.

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 6 hours will be required.

	Form/Document	No. of Respondents	Average # of Responses	Total Responses	Hours per Response	Total Hours	Cost per hour	Total Cost
	Application	**100**	**1**	**100**	**6**	**600**	**$40**	**$24,000**
	TOTAL							**$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 an extension of a currently approved collection.

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.