

# 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. 2577-0269      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 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:  
**Choice Neighborhoods**

8. Agency form number(s): (if applicable)  
 SF-424, SF-LLL, HUD 2880, HUD 96010, HUD 96011, other forms (pending approval/HUD numbers)

9. Keywords:  
 Housing, Choice Neighborhoods, housing, public housing, assisted housing, grant funding, neighborhood revitalization, transformation plan

10. Abstract:  
 The information is required to allow HUD to conduct a competition to award and obligate Choice Neighborhood grant funds in accordance with the FY 2010 HUD Appropriations Act, which permits HUD to use up to \$65M of the HOPE VI appropriation for a Choice Neighborhoods Initiative.

11. Affected public: (mark primary with "P" and all others that apply with "X") a. <b>P</b> Individuals or households      e. <b>X</b> Farms b. <b>P</b> Business or other for-profit      f. <b>F</b> Federal Government c. <b>P</b> Not-for-profit institutions      g. <b>P</b> State, Local or Tribal Government	12. Obligation to respond: (mark primary with "P" and all others that apply with "X") a. Voluntary b. <b>P</b> Required to obtain or retain benefits c. Mandatory
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13. Annual reporting and recordkeeping hour burden: a. Number of respondents <b>150</b> b. Total annual responses <b>150</b> Percentage of these responses collected electronically <b>100%</b> c. Total annual hours requested <b>6,864</b> d. Current OMB inventory <b>9368</b> e. Difference (+,-) <b>-2,504</b> f. Explanation of difference: 1. Program change: <b>+400</b> 2. Adjustment: <b>-2904</b>	14. Annual reporting and recordkeeping cost burden: (in thousands of dollars) a. Total annualized capital/startup costs <b>0</b> b. Total annual costs (O&M) <b>0</b> c. Total annualized cost requested <b>0</b> d. Total annual cost requested <b>0</b> e. Current OMB inventory <b>0</b> f. Explanation of difference: 1. Program change: <b>0</b> 2. Adjustment: <b>0</b>
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15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X") a. <b>P</b> Application for benefits      e. <b>X</b> Program planning or management b. <b>X</b> Program evaluation      f. <b>R</b> Research c. General purpose statistics      g. <b>X</b> 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 type="checkbox"/> On occasion      2. <input type="checkbox"/> Weekly      3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly      5. <input 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: <b>Leigh van Rij</b> Phone: <b>(202) 402-5788</b>
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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 the Chief Information Officer	Date:

# Supporting Statement for Paperwork Reduction Act Submissions

## Information Collection: Choice Neighborhoods

### A. Justification

1. The Department of Housing and Urban Development Appropriations Act, 2010 (part of the Consolidated Appropriations Act, Public Law 111-117, enacted on December 16, 2009) permits the HUD Secretary to use up to \$65,000,000 of the HOPE VI appropriations for a Choice Neighborhoods Initiative demonstration. Thus, except as otherwise specified in the appropriations act, the HOPE VI program requirements and selection criteria will apply to Choice Neighborhoods grants for FY 2010, including the authorization to collect information in order for HUD to award and manage grants. Accordingly, the information collection will collect similar information to that collected in the past for HOPE VI. Many of the existing HOPE VI forms will be revised slightly to be useable for Choice Neighborhoods (e.g., changing titling, etc.).

Building upon the successes achieved and the lessons learned from the HOPE VI program, Choice Neighborhoods is a program that employs a comprehensive approach to community development centered on housing transformation. The program aims to transform neighborhoods of poverty into viable mixed-income neighborhoods with access to economic opportunities by revitalizing severely distressed public and assisted housing and investing and leveraging investments in well-functioning services, effective schools and education programs, public assets, public transportation, and improved access to jobs.

Choice Neighborhoods grants will primarily fund the transformation of public and/or HUD-assisted housing developments through preservation, rehabilitation, and management improvements as well as demolition and new construction. In addition, these funds can be used on a limited basis (and combined with other funding) for improvements to the surrounding community, public services, facilities, assets and supportive services. Choice Neighborhoods grant funds are intended to catalyze other investments that will be directed toward necessary community improvements.

In contrast to the HOPE VI program, the eligible applicants are local governments, public housing authorities, nonprofits, and for-profit developers that apply jointly with a public entity.

Choice Neighborhoods grants will be governed by the Notice of Funding Availability (NOFA) and the Grant Agreements executed between each grant recipient and HUD.

2. Eligible applicants interested in obtaining Choice Neighborhoods grant funds will be 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 application will include such information as narrative exhibits, certifications, data forms, supporting documentation, maps, and drawings. The information will be used by HUD staff to evaluate threshold requirements and rate and rank grant applications.
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 applications prepared in response to NOFAs to be submitted electronically via Grants.gov.
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 to award funds competitively would not be met if the collection is not conducted. The information collection is necessary so that the available funds, per the appropriations act, may be awarded to successful applicants for Choice Neighborhoods grants.

**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:**

A Notice was published in the *Federal Register*, Volume 76, page 16437, on March 23, 2011, to solicit comments on the Choice Neighborhoods information collection. No comments were 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 Choice Neighborhoods grants program, Round 1, 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.

For Choice Neighborhoods the burden hours per response total to 68.09 for Implementation Grant applications and 34.59 for Planning Grant applications. The total burden hours, for each grant application type, is 3,405 for Implementation Grants and 3,459 for Planning Grants. Forms such as the SF 424 are not duplicative information. These forms, while authorized under different OMB Control Numbers, are submitted as part of the Choice Neighborhoods applications and used specific to the applications' content.

	Respondents	Annual responses	Total responses	Burden per Response	Total burden hours	Salary	Total Burden Cost
<b>Choice Neighborhoods Application - Implementation Grants</b>							
Application Checklist/Table of Contents	50	1	50	0.25	12.5	\$40	\$500
Narrative Exhibits	50	1	50	20	1,000.00	\$40	\$40,000

Key Eligibility Data Form- Implementation Grants	50	1	50	1	50.00	\$40	\$2,000
Application Data Form: Existing Units, Occupancy, Vacancy	50	1	50	1	50.00	\$40	\$2,000
Application Data Form: Planned Units	50	1	50	1	50.00	\$40	\$2,000
Sources and Uses	50	1	50	1	50.00	\$40	\$2,000
Grant Sizing Worksheet	50	1	50	0.75	37.5	\$40	\$1,500
Extraordinary Site Costs Certification	50	1	50	0.5	25.00	\$40	\$1,000
Site Control Documentation	50	1	50	5	250.00	\$40	\$10,000
Eligible Applicants Documentation - MOU for For-Profit Developer	50	1	50	2	100.00	\$40	\$4,000
Partnership MOU - MOU for Lead Applicant, Co-Applicant(s), and Principal Team Members	50	1	50	2	100.00	\$40	\$4,000
Eligible Neighborhoods Documentation – Eligible Neighborhoods Map	50	1	50	1	50.00	\$40	\$2,000
Eligible Neighborhoods Documentation – Substandard Housing Documentation	50	1	50	1	50.00	\$40	\$2,000
Eligible Neighborhoods Documentation –Severe Distress of Targeted Project Certification	50	1	50	1	50.00	\$40	\$2,000
One-for-One Replacement Certification	50	1	50	0.5	25.00	\$40	\$1,000
Resident and Community Involvement Certification	50	1	50	0.5	25.00	\$40	\$1,000
Capacity - Lead Applicant Implementation Documentation	50	1	50	1	50.00	\$40	\$2,000
Capacity - Housing Implementation Documentation	50	1	50	1	50.00	\$40	\$2,000
Capacity - People Implementation Documentation	50	1	50	1	50.00	\$40	\$2,000
Capacity - Education Implementation Documentation	50	1	50	1	50.00	\$40	\$2,000
Capacity - Neighborhood Implementation Documentation	50	1	50	1	50.00	\$40	\$2,000
Capacity - Overall Community Involvement Documentation	50	1	50	1	50.00	\$40	\$2,000
Capacity - References	50	1	50	1	50.00	\$40	\$2,000
Need - Structural Deficiencies Documentation	50	1	50	1	50.00	\$40	\$2,000
Need - Design Deficiencies Documentation	50	1	50	1	50.00	\$40	\$2,000
Need - Part I Violent Crimes Documentation	50	1	50	1	50.00	\$40	\$2,000
Need - School Form and Supporting Documentation	50	1	50	1	50.00	\$40	\$2,000
Vision - Achievability - Walkscore Documentation	50	1	50	1	50.00	\$40	\$2,000
Vision - Achievability - Preliminary Budget	50	1	50	1.25	62.5	\$40	\$2,500
Vision – Achievability - Development Schedule	50	1	50	1	50.00	\$40	\$2,000

Documentation to Support Consistency with Other Planning Documents	50		50				
		1		0.25	12.5	\$40	\$500
Housing Leverage Documentation	50	1	50	3	150	\$40	\$6,000
Supportive Services Leverage	50	1	50	3	150	\$40	\$6,000
Neighborhood Leverage – Anticipatory Resources	50		50				
		1		2	100	\$40	\$4,000
Neighborhood Resources Leverage	50	1	50	2	100	\$40	\$4,000
City and Neighborhood Maps	50	1	50	2	100.00	\$40	\$4,000
Current Site Plan	50	1	50	1	50.00	\$40	\$2,000
Conceptual Site Plan	50	1	50	1	50.00	\$40	\$2,000
Choice Neighborhoods Application Certification - Implementation Grants	50		50				
		1		0.25	12.5	\$40	\$500
SF-424 Application for Federal Assistance	50	1	50	0.25	12.5	\$40	\$500
SF-LLL Disclosure of Lobbying Activities	50	1	50	0.17	8.5	\$40	\$340
2880 Applicant/Recipient Disclosure/Update Report	50		50				
		1		0.25	12.5	\$40	\$500
96011 Third Party Facsimile Report	50	1	50	0.17	8.5	\$40	\$340
<b>Sub Total</b>	<b>50</b>	<b>1</b>	<b>50</b>	<b>68.09</b>	<b>3,404.5</b>	<b>\$40</b>	<b>\$136,180</b>
<b>Choice Neighborhoods Application - Planning Grants</b>							
Application Checklist/Table of Contents	100	1	100	0.25	25	\$40	\$1,000
Narrative Exhibits	100	1	100	11	1100	\$40	\$44,000
Key Eligibility Data	100	1	100	1	100	\$40	\$4,000
Budget	100	1	100	1.25	125	\$40	\$5,000
Eligible Applicants Documentation - MOU for For-Profit Developer	100	1	100	2	200	\$40	\$8,000
Binding Contract with Planning Coordinator for Planning Grants	100	1	100	2	200	\$40	\$8,000
Eligible Neighborhoods Documentation – Eligible Neighborhoods Map	100	1	100	1	100	\$40	\$4,000
Eligible Neighborhoods Documentation – Substandard Housing Documentation	100	1	100	1	100	\$40	\$4,000
Eligible Neighborhoods Documentation –Severe Distress of Targeted Project Certification	100	1	100	1	100	\$40	\$4,000
Resident Involvement Certification	100	1	100	0.5	50	\$40	\$2,000
City and Neighborhood Maps	100	1	100	2	200	\$40	\$8,000
Need- Structural Deficiencies Documentation	100	1	100	1	100	\$40	\$4,000
Need- Design Deficiencies Documentation	100	1	100	1	100	\$40	\$4,000
Need - Part I Violent Crimes Documentation	100	1	100	1	100	\$40	\$4,000
Need- School Form and Supporting Documentation	100	1	100	1	100	\$40	\$4,000
Leverage documentation	100	1	100	5.5	550	\$40	\$22,000

Current Site Plan	100	1	100	1	100	\$40	\$4,000
Choice Neighborhoods Application Certifications - Planning Grants	100	1	100	0.25	25	\$40	\$1,000
SF-424 Application for Federal Assistance	100	1	100	0.25	25	\$40	\$1,000
SF-LLL Disclosure of Lobbying Activities	100	1	100	0.17	17	\$40	\$680
HUD-2880 Applicant/Recipient Disclosure/Update Report	100	1	100	0.25	25	\$40	\$1,000
HUD-96011 Third Party Facsimile Report	100	1	100	0.17	17	\$40	\$680
<b>Sub Total</b>	<b>100</b>	<b>1</b>	<b>100</b>	<b>34.59</b>	<b>3459</b>	<b>\$40</b>	<b>\$138,360</b>
<b>Overall Total</b>	<b>150</b>	<b>1</b>	<b>150</b>	<b>102.68</b>	<b>6,863.5</b>	<b>\$40</b>	<b>\$274,540</b>

### 13. Cost Burden of Information Collection:

There are no start-up or additional costs to the respondents other than those reported in Item 12 above in the Burden Cost Column. The GS-14-1 wage was used for most collections, at \$40 per hour.

### 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:

- Under the Implementation Grants, the original emergency submittal only included the first round of the competition, and the leveraging forms and documentation were only required for the second round of competition. Going forward there will only be one round of competition. Therefore, the leveraging forms and documentation are added to the collection. The forms added are Housing Leverage, Supportive Services Leverage, Neighborhood Leverage – Anticipatory Resources, Neighborhood Resources Leverage. Applicants will provide the backup documentation. The additional forms add 500 hours to the burden.
- Under the planning grants, the application data form cover sheet and the application data form: existing units have been combined into one for which is now named the key eligibility data form. The combination of these two forms reduces the burden by 100 hours.

Adjustment:

- The previous collection was based on anticipated submittals. The actual submittal of implementation grants was less than anticipated; therefore the collection has been adjusted to reflect the actual submittals of approximately 50 submittals. Therefore, the burden hours have been reduced by 2,904 hrs.

### 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.