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:
U.S. Department of Housing and Urban Development
Office of Sustainable Housing and Communities

2. OMB Control Number:
a. **2501-NEW**
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)
2 years from approval date

7. Title:
OSHC Progress Report Template

8. Agency form number(s): (if applicable)
HUD-NEW

9. Keywords:
N/A

10. Abstract:
This information collection serves to fulfill the reporting requirements of the Department of Housing and Urban Development's Sustainable Communities Initiative (SCI) Planning Grant Programs, which comprise of the Sustainable Communities Regional Planning Grant Program, the Community Challenge Planning Grant Program, and the Capacity Building for Sustainable Communities Grant Program. All grant programs require progress reporting by grantees on a semi-annual basis (i.e. Twice per year – January 30th and July 30th). The grant program terms and conditions require the grantee to submit a semi-annual progress report which reflects activities undertaken, obstacles encountered and solutions achieved, and accomplishments. Progress reports that show progress of the program in meeting approved work plan goals, objectives are to be submitted.

11. Affected public: (mark primary with "P" and all others that apply with "X")
- a. Individuals or households
- b. **X** Business or other for-profit
- c. **P** Not-for-profit institutions
- e. Farms
- f. Federal Government
- g. **X** 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	151
b. Total annual responses	302
Percentage of these responses collected electronically	100%
c. Total annual hours requested	453
d. Current OMB inventory	453
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. Application for benefits
- b. **P** Program evaluation
- c. General purpose statistics
- d. Audit
- e. **X** Program planning or management
- f. Research
- g. Regulatory or compliance

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. ☐ Biennially 8. ☒ Other (describe) If special conditions are designated to grantee, reporting frequency may increase.

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: X	Date:

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

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification

1. **Why is this information necessary?**

The Department of Defense and Full-Year Continuing Appropriations Act, 2011 (Public Law 112-10, approved April 15, 2011) (Appropriations Act), provided a total of $100,000,000 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, $70,000,000 is available for the Sustainable Communities Regional Planning Grant Program, and $30,000,000 is available for the Community Challenge Planning Grant Program.

The Consolidated Appropriations Act, 2010 (P.L. 111-117, December 16, 2009), 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.

This information collection is necessary to fulfill the reporting requirements of the Department of Housing and Urban Development's Sustainable Communities Initiative (SCI) Planning Grant Programs, which comprise of the Sustainable Communities Regional Planning Grant Program, the Community Challenge Planning Grant Program, and the Capacity Building for Sustainable Communities Grant Program. All grant programs require progress reporting by grantees on a semi-annual basis (i.e. Twice per year: January 30th and July 30th). The grant program terms and conditions require the grantee to submit a semi-annual progress report which reflects activities undertaken, obstacles encountered and solutions achieved, and accomplishments. Progress reports that show progress of the program in meeting approved work plan goals, objectives are to be submitted.

2. **How is the information collected and how is the information to be used?**

The HUD Office of Sustainable Housing and Communities (OSHC) will provide awarded grantees with the *OSHC Progress Report Template* electronically, via email and through the office's Grants Management System (GMS). At the aforementioned reporting dates, January 30th and July 30th, the grantee shall complete the template and submit it to OSHC via email or online through the GMS. This template shall serve to be a narrative description of the grant's progress.

The information collected through this reporting template shall be used solely for: program and grant evaluation, planning, management, support, and corrective action.

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

This collection of information is not automated. The information requested is primarily qualitative.

4. **Is this information collected elsewhere?**

No, this information is not collected or available through any other form, method, or source.

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 consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

Without this collection of information or if the information were collected less frequently, the office would lose its ability to evaluate the SCI grant programs as well as individual grant progress. The office would be unable to effectively plan program and grant initiatives, corrective actions, guidance, and technical assistance. Furthermore, the office would lose its effective capacity to manage the progress made in fulfilling grant deliverables and requirements.

7. **Explain any special circumstances.**

The grantee may be designated special conditions at any time during the period of performance as well as during pre-award grant negotiations. Special conditions can vary given the findings of the grantee; an example may be more frequent reporting requirements. Special conditions may be designated to the grantee due to prior reporting violations, audit violations, or other administrative violations.

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

Monday, April 15, 2013; Federal Register Volume 78, Page Number 72
No comments were submitted by the public.

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**

Form/Document	Number of Respondents	Average Number of Responses	Total Responses	Hours per Response	Total Hours	Cost per Hour	Total Cost
OSHC Progress Report Template	**151**	**2**	**302**	**1.5**	**453**	**$40.00**	**$18,120.00**

The estimated hourly cost figure of $40.00 is determined for an experienced professional that approximates the hourly (mid-range) salary of a GS-13 employee.

The grantee shall complete the template twice per year (semi-annually) for reporting.

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**

Form/Document	Number of Respondents	Average Number of Responses	Total Responses	Hours of Review per Response	Total Hours	Cost per Hour	Total HUD Staff Cost
OSHC Progress Report Template	**151**	**2**	**302**	**1**	**302**	**$40.00**	**$12,080.00**

15. **Explain any program changes or adjustments.**

This is a new 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.**

The HUD Office of Sustainable Housing and Communities is not seeking approval to avoid displaying the OMB expiration date.

18. **Certification of Paperwork Reduction Act Submission.**

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

B. Collections of Information Employing Statistical Methods

This collection of information does not employ statistical methods.