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 Departmental Grants Management and Oversight

2. OMB Control Number:
a. **2535-0114**
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:
"Logic Model" Grant Performance Report Standard

8. Agency form number(s): (if applicable)
The agency form number is HUD 96010, each program utilizing the Logic Model will have the same form number and the Program Name following the number to associate the logic model to the specific program.

9. Keywords:
Reporting, Performance and results

10. Abstract:

Applicants of HUD Federal Financial Assistance are required to indicate intended results and impacts. Grant recipients report against their baseline performance standards. This process standardizes grants progress reporting requirements and promotes greater emphasis on performance and results in grant programs.
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11. Affected public: (mark primary with "P" and all others that apply with "X")
- a. **X** Individuals or households
- b. **X** Business or other for-profit
- c. **X** Not-for-profit institutions
- e. Farms
- f. Federal Government
- g. **P** State, Local or Tribal Government

12. Obligation to respond: (mark primary with "P" and all others that apply with "X")
- a. Voluntary
- b. Required to obtain or retain benefits
- c. **P** Mandatory

13. Annual reporting and recordkeeping hour burden:

a. Number of respondents	11,000
b. Total annual responses	24,200
Percentage of these responses collected electronically	99%
c. Total annual hours requested	109,175
d. Current OMB inventory	109,175
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
- b. Total annual costs (O&M)
- c. Total annualized cost requested
- d. Current OMB inventory
- e. Difference
- f. Explanation of difference:
  - 1. Program change:
  - 2. Adjustment:

15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X")
- a. Application for benefits
- b. **x** Program evaluation
- c. General purpose statistics
- d. Audit
- e. Program planning or management
- f. Research
- g. **p** 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. **X** Quarterly
  - 5. **X** Semi-annually
  - 6. **X** Annually
  - 7. ☐ Biannually
  - 8. ☐ Other (describe)

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

18. Agency contact: (person who can best answer questions regarding the content of this submission)
Name: Anne M. Morillon
Phone: 202.402.4162

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 Colette Pollard, Departmental Paperwork Reduction Act Officer, Office of the Chief Information Officer	

Supporting Statement for Paperwork Reduction Act Submission
eLogic Model

Justification

1. OMB Administrative Requirements specify at a minimum an annual report on progress. This eLogic Model improves the information collected, allows the Department to have a consistent reporting tool across disparate grant programs (see Instructions tab of the Logic Model for revisions/updates) The eLogic Model allows HUD to place greater emphasis on performance and results from each of its grant programs and requires applicants to focus activities on those provided within the drop down tables that yield the best and most quantifiable impacts. HUD will use the information collected in preparing its report to Congress required by GPRA. HUD will be establishing a Grants Performance page that features program performance ratings issued by OMB under its Program Assessment Rating Tool (PART) or its successor tool, for HUD programs that have been evaluated by OMB. HUD will also post all approved eLogic Models that show each awardees' projected outputs and outcomes during the period of performance. As required performance reports are received by HUD, they will be added to the website. HUD is creating this website page to highlight and make available to the public performance and results from HUD-funded programs, in keeping with Executive Order 13392, issued December 14, 2005, and published in the Federal Register on December 19, 2005 (70 FR 75373). HUD believes that informing the public on progress is in keeping with presidential and congressional intent for transparency in federally funded programs, as demonstrated by the passage of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), and creation of the federal websites www.ExpectMore.gov.
2. Applicants of HUD Federal Financial Assistance are required to indicate intended results and impacts of proposed grants implementation. Grant recipients are required to report against their baseline performance standards. The currently approved process was implemented for the various progress reporting requirements to reduce reporting burdens. It also promotes greater emphasis on performance and results in grant programs. The information will be used by grantees to better manage there programs and it encourages self-evaluation to ensure timely progress and compliance.
3. The excel file contains a drop down list specific to each program. Applicants can choose from a prepared listing. The submission of the eLogic Model is part of the grant application package submitted to the Grants.gov portal. Currently 99% of applicants are submitting the logic model electronically.
4. HUD required long narratives; the eLogic model allows applicants to choose from a prepared drop down table. HUD moved to standardized "master" eLogic Models from which applicants can select needs, activities/outputs, and outcomes appropriate to their programs. In addition, program offices have identified Program Management Evaluation Questions that grantees will be required to report on, as specified in the approved program eLogic Model®. The time frame established for the eLogic Model reporting will be in accordance with the program's established reporting periods and as stated in the program NOFA.
5. This collection of information does not have an impact on Small Business or other entities. GPRA requires applicants to report on there results so that agencies can report to Congress. The revisions to the eLogic Model will improve on the information collected, and allow HUD to have a consistent reporting tool across disparate grant programs.
6. HUD will use the information collected in preparing its report to Congress. The use eLogic Model allows HUD to place greater emphasis on performance and results from each of its grant programs in conjunction with strategic plan and goals identified by HUD and require applicants to focus activities on those provided with the drop down table that yield the best and most quantifiable impacts.
7. There are no special circumstances that require this collection of information to be conducted in a manner that is inconsistent with the guidelines in 5 CFR 1320.6.
8. Information collected is conducted in a manner consistent with the guidelines of 5 CFR 1320.8(d). Public request received via email, from Ms. Hartt stating:"Emphasys would like to receive a copy of the proposed forms and other information submitted to OMB regarding the above reference per the June 30

Federal Register" After requested copy of form sent Ms. Hartt was seeking information on Docket FR-5752-N-54 Public Housing Finance Management Template, not FR-5761-N-01.

9. There are no payments or gifts provided to respondents in this collection of information.
10. There are no assurances of confidentiality provided in this collection of information.
11. There are no questions of a sensitive nature asked in this collection of information.
12. Estimate of the hour burden of this collection of information

Number of Respondents	Frequency of Responses	Number of responses	Estimated Average Response Time	Estimated Annual Burden (Hours)
6,540	1 (60%)	6,540	4.50 hours	29,430
60(new applicants)	1	60	5.75 hours	345
4,360	4 (40%)	17,440	4.50 hours	78,480
40(new applicants)	4	160	5.75 hours	920
Total				
11,000		24,200		109,175

(There are approximately 11,000 respondents for this information collection. Sixty percent (60%) of the respondents provide an annual report (1 per year) and forty percent (40%) of the respondents provide quarterly reports (4 per year.) We are estimating that approximately 100 new applicants.

Respondent cost is $15/hr. $15 x 109,175 = $1,637,625.

13. There is not cost burden to respondents; all respondents are recipients of federal funds provided by HUD.
14. There is no additional cost to the Federal Government.
15. This is an extension to a currently approved collection. There are not adjustments reported in item 13 and 14 of the OMB form 83i.
16. Any and all information collected as a result of this form will be published on a HUD's website page to highlight and make available to the public performance and results from HUD-funded programs, in keeping with Executive Order 13392, issued December 14, 2005, and published in the Federal Register on December 19, 2005 (70 FR 75373). HUD believes that informing the public on progress is in keeping with presidential and congressional intent for transparency in federally funded programs, as demonstrated by the passage of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), and creation of the federal websites www.ExpectMore.gov.
17. The approved OMB number and expiration date will be displayed in the upper right hand corner of the form.
18. There are no exceptions to the certification statement identified in Item 19 of OMB 83-I