

# 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> Office of Community Planning and Development, Office of Block Grant Assistance	2. OMB Control Number: a. 2506-0206
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3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input checked="" 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) - Maximum allowable for an emergency request.
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7. Title:  
**CDBG-DR Expenditure Deadline Extension Request Template (P.L. 113-2 Grantees Only) [OMB CONTROL NUMBER: 2506-0206]**

8. Agency form number(s): (if applicable)  
 9. Keywords:  
**CDBG-DR, Public Law 113-2**

10. Abstract:

This information collection is being conducted by CPD Office of Block Grant Assistance to assist the Secretary of HUD in determining, as required by section 904(c) under Title IX of the Disaster Relief Appropriations Act, 2013 (Public Law (P.L.) 113-2, enacted January 29, 2013), whether to grant extensions of the twenty-four month expenditure deadline for grantees (Entitlement communities, States and units of general local governments) receiving funds under the Act. The data will allow HUD to expeditiously review request for extensions of the deadline where a deadline puts recovery at risk.

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. <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 <span style="float: right;">34</span> b. Total annual responses <span style="float: right;">3</span> Percentage of these responses collected electronically <span style="float: right;">100%</span> c. Total annual hours requested <span style="float: right;">2,448</span> d. Current OMB inventory <span style="float: right;">0</span> e. Difference (+,-) <span style="float: right;">+2,448</span> f. Explanation of difference: 1. Program change: <span style="float: right;">+2,448</span> 2. Adjustment:	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 <span style="float: right;">0</span> b. Total annual costs (O&M) <span style="float: right;">\$28,307</span> c. Total annualized cost requested <span style="float: right;">0</span> d. Current OMB inventory <span style="float: right;">0</span> e. Difference <span style="float: right;">+\$28,307</span> f. Explanation of difference: 1. Program change: <span style="float: right;">X</span> 2. Adjustment:
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15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X") a. Application for benefits      e. <b>X</b> Program planning or management b. Program evaluation      f. Research c. General purpose statistics      g. <b>P</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 c. <input checked="" type="checkbox"/> Reporting: 1. <input checked="" 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 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: Stanley Gimont, Director, Office of Block Grant Assistance Phone: (202) 708-3587
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## 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.

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Signature of Program Official:

Date:

X  
Stanley Gimont, Director, Office of Block Grant Assistance

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Signature of Senior Officer or Designee:

Date:

X  
Colette Pollard, Departmental Reports Management Officer  
Office of the Chief Information Officer

# Supporting Statement for Paperwork Reduction Act Submissions

## CDBG – Disaster Recovery 2-year Expenditure Deadline Extension Request under P.L. 113-2

### A. Justification

#### 1. Circumstances that make the collection of information necessary.

This information collection is being conducted by CPD Office of Block Grant Assistance to assist the Secretary of HUD in determining, as required by section 904(c) under Title IX of the Disaster Relief Appropriations Act, 2013 (Public Law 113-2, enacted January 29, 2013), whether to grant extensions of the twenty-four month expenditure deadline for grantees (Entitlement communities, States and units of general local governments) receiving funds under the Act.

#### 2. How the information is used

The Office of Management and Budget authorized HUD to grant extensions of the expenditure deadline within certain parameters for grantee activities where it is impracticable for grantees to expend activity funds within the twenty-four month period and achieve program missions. The “CDBG-DR Expenditure Deadline Extension Request Template (P.L. 113-2 Grantees Only)” will serve as a vehicle for standardizing the information submitted by grantees to HUD. The Department derived the majority of fields in this template from information required by OMB for the Department’s request for authority to grant extensions. Due to the time-sensitive nature of the Department’s review, the template will ensure grantees provide all the information necessary for the Department to evaluate an activity for an extension in an expeditious manner.

#### 3. Improved technology.

The template can be submitted to the HUD grant manager (either field office or Headquarters) electronically (via email) as long as the template is accompanied by a letter requesting the extension with the grant official’s authorized signature.

#### 4. Efforts to identify duplication.

This information is not collected anywhere else, as it relates to a requirement unique to this supplemental disaster relief appropriations law.

#### 5. Burden to small business or small entities.

There will be no impact on small businesses or other small entities. Only entitlements, States and units of local governments have received grants under P.L. 113-2.

#### 6. Consequences if information is collected less frequently.

If this collection does not occur, the Department will have difficulty in collecting the information necessary to fairly review and approve extensions of the expenditure deadline for recovery activities in an expeditious manner. If the Department is unable to use this template, grantees may face the risk of not receiving an extension for an activity and face the recapture of the CDBG-DR funds associated with the activity by the Department. Without standardizing the requested information, the Department may receive different information from grantees requesting extensions and may not be able to provide extensions fairly and in a timely manner.

#### 7. Special circumstances

No other special circumstances would cause this information collection to be conducted in a manner that would impose one of the additional requirements identified under this item.

#### 8. Public Notice.

HUD published a notice describing the Paperwork Reduction Act Submission in the Federal Register on Tuesday, December 23, 2014, for 30 days for emergency review and no comments were received. HUD published another notice describing the PRA Submission in the Federal Register on May 27, 2015, for 60 days and no comments were received.

#### 9. Payment or gifts.

Not applicable. No payment or gifts are provided to any respondents for any information.

## 10. Assurance of Confidentiality

24 CFR 570.508 of the CDBG regulations states that grantees shall provide citizens with reasonable access to records regarding the past use of CDBG funds, consistent with applicable State and local laws regarding privacy and obligations of confidentiality.

## 11. Questions of a Sensitive Nature.

The information collection request does not include any sensitive questions.

## 12. Annual Reporting and Recordkeeping Burden

The following table demonstrates burden hours, established based on HUD's estimates of grantees requesting extensions of the expenditure deadlines. Based on the number of grantees that are expected to need extensions, HUD estimates 102 total responses, equaling a burden for grantees of 2,448 hours, and at an assumed rate of \$24.34\*\* per hour, the total cost would be \$59,584.32. The hour burdens were estimated by past experience of HUD staff working with grantees on similar individual requests.

\*\*To estimate the approximate wage rate of the grantee employee performing the task, this calculation assumes a Federal pay grade (GS 11, step 1 (2014 OPM tables))

CDBG-DR 2- year Expenditure Deadline Extension Request under P.L. 113-2							
Description of Information Collection	Number of Respondents	Number of Responses	Total Number of Responses	Hours Per Response	Total Hours	Cost Per Response	Total Cost
CDBG-DR Expenditure Deadline Extension Request Template (P.L. 113-2 Grantees Only)	34	3	102	24	2,448	\$584.16	\$59,584.32
<b>TOTAL PAPERWORK BURDEN</b>	<b>34</b>	<b>3</b>	<b>102</b>	<b>24</b>	<b>2,448</b>	<b>\$584.16</b>	<b>\$59,584.32</b>

## 13. Estimate of Total Costs to Respondents

There are no additional costs to the respondents (other than the cost shown in item 12 above).

## 14. Estimate of Annualized Cost to Federal Government

It is estimated that HUD will receive 102 responses, and that it will take HUD staff 16 hours on average to review and complete each response.

102 (responses) x 8 (hours to review documentation) x \$34.69\*\* (per hour) = \$ 28,307.04 is the estimate of total cost to the Federal government to complete the expenditure extension review.

\*\*GS 13, step 1 (2014 OPM tables)

## 15. Explanation of Program Changes / Adjustments

There are no program changes or adjustments being reported.

## 16. Publication of Results

The information collected is not for statistical purposes and does not use statistical methods. Individual extension approvals will be published in the Federal Register and will include information identifying the activity(ies) for which an extension is being granted, the date of the new deadline, and the amount of funds subject to the extension. The template data will not be published.

**17. Display of the Expiration date for OMB Approval of the Information Collection**

The Office of Community Planning and Development is not seeking to not display the expiration date for OMB approval of the information collection.

**18. Explanation of Each Exception to the Certification Statement**

No exceptions are made to the certification statement identified in item 19, “Certification for Paperwork Reduction Act Submissions,” of OMB Form 83-I.