

**Supporting Statement for Paperwork Reduction Act Submissions
HUD Standardized Grant Application Forms (OMB # 2501-0017)**

A. Justification

1. In keeping with the provisions of Public Law 106-107, The Federal Financial Assistance Management Improvement Act of 1999, which requires the Federal agencies to streamline and develop common grant application requirements to ease burdens on the public, HUD supplements the Standard Form series 424 established under Circular A-102.
2. The subject information collection is required to rate and rank competitive grant applications and to ensure eligibility of applicants for funding. The Grant Application forms are the standard within the Department for submitting Application for Federal Assistance, Federal Financial Assistance application budget information and Third-Party documentation. HUD's method for electronic collection of Application for Federal Assistance, Federal Financial Assistance application budget information and Third-Party documentation standardizes the format for information collection requirements for the applicants as the forms are prepopulated with data.

It provides a breakdown by specific program and Fiscal Year. It allows the collection of organization data and budget data for multiple programs and multiple Fiscal Years via an electronic application, that is prepopulated. It will be used to make the determination as to whether the proposed budget information is reasonable, allowable and allocable.

This format:

- Provides for parsing of information to allow the agency to better convert applicant data to an electronic grants management system;
 - Consolidates OMB approved versions into a application package which consist of applicant organizational information, third-party documents and budget data forms into a single information collection package for submission electronically for all competitive grant programs within the Department. Use of the budget forms will be optional for formula programs and mandatory for discretionary/competitive programs;
 - The application package allows applicants the ability to provide organizational information, proposed budget data and third-party documents for multiple programs via grants.gov application submission process.
3. The information collected through grant applications is submitted electronically. These forms may be downloaded via the the internet. Calculations are automated.
 4. The necessary information is not available except through this submission process.
 5. This collection does not have a significant economic impact on small businesses or entities.
 6. The Statute, regulations, and the Department's grant application processes all mandate application selection criteria and content. If application content was reduced, HUD staff's ability to select those applicants most in need of funds and most capable of administering funds could be impaired.
 7. There are no special circumstances required in the collection of the information.
 8. This information is collected in a manner consistent with guidelines of 5 CFR 1320.8(d). The Notice Announcing the collection of information appeared in the Federal Register on Friday September 18, 2015, Volume 80, No. 181, page 56489. No comments were received.
 9. No payments or gifts are provided to respondents.
 10. There is no assurance of confidentiality provided to the respondents; however respondents are covered by the Privacy Act of 1974.
 11. The collection does not contain information of a sensitive nature about sexual behavior or attitudes, religious beliefs, or private matters.
 12. Estimated burden:

Information Collection	Number of Respondents	Frequency of Response	Burden Hour Per Response	Total Burden Hours
SF-424 Application for Federal Assistance	7500	1	0.05	375
HUD 424 CB Grant Application Detailed Budget	650	1	2.0	1300
HUD 424 CBW Grant Application Detailed Budget Worksheet	550	1	3.2	1760
HUD96011 facsimile transmittal form	1	1	0.05	0.05
Total	1201	-	5	3060.05

The estimated total of all grant applications in all the Department's current grant programs is approximately 1,201. The actual burden is assessed against each individual grant program submission.

13. There are no additional costs associated with the collection of this information.
14. The costs to the Federal government is assessed on each individual grant program submission.
15. This is an extension of a currently approved collection.
16. The information will not be published.
17. The information collection instruments will display the expiration date for OMB approval of the information collection.
18. There are no exceptions to the certification statement identified in item 19 of the OMB 83-I.

B. Collections of Information Employing Statistical Methods

There are no statistical methods used in this collection.