

**Supporting Statement for Paperwork Reduction Act Submissions
Economic Development Initiative Community Project Funding Grants
(OMB# 2506-0217)**

A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

This information is collected to make grant funds available to entities that will be identified in the Joint Explanatory Statement for Transportation, Housing and Urban Development and Related Agencies in annual appropriations acts for 2022, 2023, 2024, 2026 and in perpetuity. The legal requirements that necessitate the information collections include 2 CFR 200.211, 200.311, 200.313, 200.328-200.330, and 200.344.

- 2. Indicate how, by whom and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

This is a revision of previously approved collection. The Congressional Grants Division at HUD Headquarters and CPD Field Offices use the information collected to make grant funds available to appropriated entities. This information is collected, reviewed, and tracked through the Disaster Recovery Grant Reporting (DRGR) System, as well as through semi-annual and close-out reports. It is used to assess grantee performance, including reviewing submitted materials to ensure that project descriptions and budgets align with statutory requirements.

All required forms are completed electronically in DRGR. No paper submissions are needed. Grantees receive an attachment to the CPF Grant Guide in their initial award letter. The Grant Guide provides step-by-step instructions for completing all required documents in DRGR. The guide is also available on HUDexchange and HUD.gov.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

As of 2026, organizations receiving EDI Community Project Funding grants will have the opportunity to submit the materials through DRGR. Grantees may collect information for semi-annually grant activity reports and final reports electrically, using whatever format the

grantee uses to collect such information, and will be permitted to submit such information to HUD electronically via HUD's Disaster Recovery Grant Reporting (DRGR) System.

Using an electronic information collection method will eliminate the paper materials for the various forms required. the submission process is 100% electronic. All required forms and documents are completed and submitted through DRGR (Disaster Recovery Grant Reporting system), HUD's online grants management platform. There is no paper version of the required materials available to grantees.

The CPF program has transitioned to a fully electronic submission process to ensure efficiency, accuracy, and consistency in grant administration. The DRGR system serves as the authoritative platform for all grant documentation, enabling real-time tracking, compliance monitoring, and streamlined review by HUD staff. Grantees are provided access to the CPF Grant Guide as an attachment to their initial grant award letter & the guide is available on HUDexchange and HUD.gov. The guide offers step-by-step instructions for completing all required documents electronically in DRGR.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

HUD reviewed existing CPD reporting systems, including DRGR, Grants.gov, IDIS, and other HUD reporting channels, and confirmed that no existing collection captures the project-specific data required for CPF grant administration. Although DRGR is used across multiple CPD programs, CPF grantees are a distinct population of congressional set-aside recipients whose funded activities, locations, and performance benchmarks are unique to each appropriation cycle and cannot be derived from or substituted by disaster recovery or formula grant reporting already housed in the system. Any duplication of effort was assessed and ruled out on the basis that each CPF-funded project is newly authorized, with project-specific budgets, scopes, and congressional designations that require original data collection at each stage of the grant lifecycle, from application through closeout, and that information cannot be obtained from, or meaningfully modified from, any existing HUD or governmentwide data source.

5. If the collection of information impacts small businesses or other small entities describe any methods used to minimize burden.

The information collected may impact small businesses or other small entities. CPF grants can and sometimes are provided to small businesses or other small entities. To minimize

burden on these entities, HUD has taken several steps to reduce the time and effort required to comply with reporting requirements. First, HUD utilizes the Disaster Recovery Grant Reporting (DRGR) system, an online platform that replaces paper-based forms and streamlines the submission of required information. The DRGR system allows grantees, including small businesses and other small entities, to input and manage data electronically, reducing administrative burden and improving efficiency.

6. Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Semi-annual reporting is the minimum frequency necessary to fulfill HUD's statutory oversight obligations for CPF grants, which are congressional set-asides carrying a direct accountability obligation to Congress. Given the portfolio's diversity in grantee capacity and project complexity, reporting at greater than six-month intervals would eliminate HUD's ability to detect and address cost overruns, scope changes, environmental compliance delays, and drawdown lags before they escalate into material findings. Reducing reporting frequency would also conflict with the terms and conditions of executed grant agreements, HUD's implementing regulations at 24 C.F.R. Part 570, and OMB's governmentwide grants management standards at 2 C.F.R. Part 200, which require performance reporting at intervals sufficient to support meaningful Federal oversight. Without collection at this frequency, HUD could not meet its congressional reporting obligations, conduct timely risk-based monitoring, or ensure grantee compliance with Federal stewardship standards.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner: ANSWER ALL BULLETS INDIVIDUALLY

- requiring respondents to report information to the agency more than quarterly; **N/A**
- requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it; **N/A**
- requiring respondents to submit more than an original and two copies of any document; **N/A**
- requiring respondents to retain records other than health, medical, government contract, grant-in-aid, or tax records for more than three years; **N/A**
- in connection with a statistical survey, that is not designed to produce valid and reliable results than can be generalized to the universe of study; **N/A**
- requiring the use of a statistical data classification that has not been reviewed and approved by OMB; **N/A**
- that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are

consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or N/A

- requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law. N/A

There are no special circumstances that require information collection to be conducted in the manners listed in item #7.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

- Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping disclosure, or reporting format (if any) and the data elements to be recorded, disclosed, or reported.
- Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection of information activity is the same as in prior periods. There may be circumstances that preclude consultation in a specific situation. These circumstances should be explained.

In accordance with 5 CFR 1320.8(d), the agency's notice announcing this collection of information was published in the Federal Register on March 16, 2026, (Volume 91, No 50, page 12602 to 12603). The public was given until May 15, 2026, to submit comments on the proposed information no comments were received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

Information collection does not involve any payments or gifts to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation or agency policy. If the collection requires a system of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

Assurance of confidentiality is not provided. A SORN is not required because HUD does not retrieve any information or data from DRGR using a personal or individual identifier. The information is organized by Grantee, Grant and Sub-award.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

This collection does not request information of a sensitive nature as defined under PRA guidance, including questions related to sexual behavior or attitudes, religious beliefs, or other matters commonly considered private. The information collected pertains exclusively to grant administration activities such as project budgets, performance milestones, drawdown status, and compliance certifications submitted by units of government, tribal entities, and other organizational grantees in their institutional capacity. To the extent beneficiary data is reported, it is collected in aggregate form only and does not include personally identifiable information or individual-level data that would implicate privacy concerns. No consent mechanisms are required, as respondents are organizational entities participating voluntarily in a Federal grant program under terms and conditions they have agreed to upon award.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices;**
- **If this request covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in chart below; and**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.**

The Grant Reporting (DRGR) listed below are submitted semi-annually and all other SF Forms and HUD-2880 burdens are captured under the HUD Generic NOFO (OMB-2501-0044)

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annual	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
Application for Federal Assistance (SF-424)	2,500	1	2,500	0	0	0	0
Assurances for Non-Construction Programs (SF-424B)	2,500	1	2,500	0	0	0	0
Assurances for Construction Programs (SF-424D)	2,500	1	2,500	0	0	0	0
Disclosure of Lobbying Activities (SF-LLL)	2,500	1	2,500	0	0	0	0
Disclosure/Update Report (Form HUD-2880)	2,500	1	2,500	0	0	0	
Direct Deposit Sign-Up (SF-1199A)	2,500	1	2,500	0	0	0	0
Federal Financial Report (SF-425)	2,500	1	2,500	0	0	0	0
Tangible Personal Property Report (SF 428)	2,500	1	2,500	0	0	0	0
Tangible Personal Property Report (The Final/Award Closeout form on Acquired Equipment (SF 428 B)	2,500	1	2,500	0	0	0	0
Tangible Personal Property Report (Disposition Request) (SF 428 C)	2,500	1	2,500	0	0	0	0
Real Property Status Report (SF- 429)	2,500	1	2,500	0	0	0	0
Real Property Status Report (General Reporting) (SF-429 A)	2,500	1	2,500	0	0	0	0
Real Property Status Report (Request to Acquire, Improve, or Furnish) (SF-429 B)	2,500	1	2,500	0	0	0	0
Real Property Status Report (Disposition or Encumbrance Request) (SF-429 C)	2,500	1	2,500	0	0	0	0
Application narrative	2,500	1	2,500	0	0	0	0
Detailed Budget Worksheet, (HUD) 424 CBW	2,500	1	2,500	0	0	0	0
Grant Reporting (DRGR)	2,500	2	5,000	3	15,000	\$42.73	\$640,950
Total	2,500	2	5,000	3	15,000	\$42.73	\$640,950

The U.S. Bureau of Labor Statistics (May 20, 2025) Social and Community Service Managers

<https://data.bls.gov/oesprofile/?>

[major_group=110000&occupation=119151&measure=01&areas=INDUSTRY,STATE,MSA](https://data.bls.gov/oesprofile/?major_group=110000&occupation=119151&measure=01&areas=INDUSTRY,STATE,MSA) was used to determine the hourly rate (\$42.73).

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet shown in Items 12 and 14).

- The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s) and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities;
- If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10) utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- Generally, estimates should not include purchases of equipment or services, or portions thereof made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

There are no additional costs other than those shown in #12.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
Grant Reporting (DRGR)	2,500	2	5,000	3	15,000	\$36.64*	549,600.00
Total	2,500	2	5,000	3	15,000	\$36.64	549,600.00

*GS-12-step 1@ \$36.64 (2026 General base pay)

15. Explain the reasons for any program changes or adjustments reported in Items 12 and 14 of the Supporting Statement.

This is a revision of previously approved collection ELOCCS Access Authorization Form (HUD 27054) and Change of Address Request (HUD 27056) are no longer used forms and are removed from the list.

16. For collection of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

Information collected will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The expiration date for OMB approval may be displayed.

18. Explain each exception to the certification statement.

There are no exceptions to the certification statement.