



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-7025-N-05]

60-Day Notice of Proposed Information Collection: Revision for Housing Opportunities for Persons With AIDS (HOPWA) Program

OMB Control No.: (2506-0133)

AGENCY: Office of Community Planning and Development, HUD.

ACTION: Notice.

SUMMARY: HUD is seeking approval from the Office of Management and Budget (OMB) for the information collection described below. In accordance with the Paperwork Reduction Act, HUD is requesting comment from all interested parties on the proposed collection of information. The purpose of this notice is to allow for 60 days of public comment.

DATES: Comments Due Date: **[Insert date 60 days after date of publication in the Federal Register.]**

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000; telephone 202-402-3400 (this is not a toll-free number) or email at Colette.Pollard@hud.gov for a copy of the proposed forms or other available information. Persons with hearing or speech impairments may access this number through TTY by calling the Federal Relay Service at (800) 877-8339 (this is a toll-free number).

FOR FURTHER INFORMATION CONTACT: Claire Donze, Management and Program Specialist, Office of HIV/AIDS Housing, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410; e-mail Claire Donze at Claire.L.Donze@hud.gov or telephone 202-402-2365. This is not a toll-free number. Persons with hearing or speech impairments may access this number through TTY by calling the Federal Relay Service at (800) 877-8339. This is a toll-free number.

Copies of available documents submitted to OMB may be obtained from Claire Donze.

SUPPLEMENTARY INFORMATION: This notice informs the public that HUD is seeking approval from OMB for the information collection described in Section A.

A. Overview of Information Collection

Title of Information Collection: Housing Opportunities for Persons With AIDS (HOPWA): Grant Application Submission, Recordkeeping, and Reporting.

OMB Approval Number: 2506-0133.

Type of Request: Revision of currently approved collection.

Form Number: HUD-40110-B, HUD-40110-C, HUD-40110-D, SF-424, SF-LLL, and HUD-2991.

Description of the need for the information and proposed use:

The current Paperwork Reduction Act approval under OMB Control No. 2506-0133 covers reporting, recording keeping, and application requirements for both the HOPWA formula and competitive grant programs. This revision applies to reporting requirements for all HOPWA grantees.

For annual reporting, HOPWA grantees complete reporting forms by providing information on activities undertaken, number of clients served, funds expended, and

accomplishments achieved. This information supports program evaluation and the ability to measure program beneficiary outcomes related to: maintaining housing stability; preventing homelessness; and improving access to care and support. Grantees are required to report on the activities undertaken only, thus there may be components of these reporting requirements that may not be applicable to every grantee.

The data elements in this submission represent the new annual reporting requirements for both HOPWA formula and competitive grantees, and represent a consolidation of the data elements in HUD-40110-C and HUD-40110-D. Compared to the HUD-40110-C and HUD-40110-D, the data elements in this submission represent data additions, deletions, and modifications that further clarify reporting requirements. The addition of new data elements will allow OHH to better respond to data calls from Congress and to make better programmatic decisions based on more relevant grantee annual data.

HUD systematically reviews and conducts data analysis in order to prepare national and individual grantee performance profiles that are not only used to measure program performance against benchmark goals and objectives, but also to communicate the program's achievement and contributions towards Departmental strategic goals. HUD plans to continue using the data elements in this submission for these purposes.

The currently approved collection also pertains to grant application submission requirements which will be used to rate applications, determine eligibility, and establish grant amounts. HOPWA will continue using application narratives and form HUD-40110-B, HOPWA Competitive Application & Renewal of Permanent Supportive Housing Project Budget Summary, as a component of determining applicant eligibility and establishing grant amounts for competitive grants. HOPWA competitive and renewal application submission also continue to

require submission of the following forms currently approved under this collection: SF424 and SF424b assurances; SFLLL; and HUD-2991. Form HUD-2991 is currently covered under OMB approval number 2506-0112.

Respondents (i.e. affected public): All HOPWA formula, competitive, and renewal grantees.

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
HOPWA Renewal Application (including HUD-40110-B, narratives, and other requirements listed in the renewal notice)	28.00	1.00	28.00	15.00	420.00	\$25.35	\$10,647.00
HOPWA Competitive Application (including HUD-40110-B, narratives, and other requirements listed in the NOFA)	40.00	1.00	40.00	45.00	1800.00	\$25.35	\$45,630.00
Consolidated HUD-40110-C (APR) and HUD-40110-D (CAPER) Data Elements	244.00	1.00	224.00	40.00	8,960.00	\$25.35	\$227,136.00
HIV Housing Care Continuum Model Report (new competitive SPNS grant only)	26.00	1.00	26.00	20.00	520.00	\$25.35	\$13,182.00
Housing as an Intervention to Fight AIDS (HIFA) Model Report (new competitive SPNS grant only)	26.00	1.00	26.00	40.00	1040.00	\$25.35	\$26,364.00
Recordkeeping for Competitive, Renewal, and Formula Grantees	244.00	1.00	244.00	60.00	14640.00	\$25.35	\$371,124.00

Grant Amendments (budget change, extension, or early termination)	30.00	1.00	30.00	6.00	180.00	\$25.35	\$4,563.00
Total	638.00	-	638.00	-	27,560.00	-	\$698,646.00

This chart reflects the public burden for OMB approval 2506-0133 adjusted to remove current forms HUD-40110-C and HUD-40110-D and replace with the new consolidated APR/CAPER data elements represented in this submission (see “Consolidated HUD-40110-C (APR) and HUD-40110-D (CAPER) Data Elements” line above). The new consolidated APR/CAPER represented in this submission will be submitted annually by all 128 formula grantees, 82 competitive renewal grantees, eight (8) current HOPWA competitive grantees, and 26 potential new competitive SPNS grantees.

HOPWA grantees and applicants may be required to respond to more than one piece of information collection. All annualized costs reflect staff time spent on tasks in the table. The hourly rate of \$25.35 is based on a GS-9 for Rest of United States. $8,960 \text{ hours} * \$25.35 = \$227,136.00$

B. Solicitation of Public Comment

This notice is soliciting comments from members of the public and affected parties concerning the collection of information described in Section A on the following:

- (1) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- (2) The accuracy of the agency's estimate of the burden of the proposed collection of information;
- (3) Ways to enhance the quality, utility, and clarity of the information to be collected; and

(4) Ways to minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

HUD encourages interested parties to submit comment in response to these questions.

C. Authority: Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. 3507.

Date: October 21, 2020.

John Gibbs,
Principal Deputy Assistant Secretary for Community Planning and Development.

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