



[Docket No. FR-7070-N-42]

**30-Day Notice of Proposed Information Collection: Recordkeeping for HUD's Continuum of Care Program, OMB Control No: 2506-0199**

**AGENCY:** Office of Policy Development and Research, Chief Data Officer, HUD.

**ACTION:** Notice of proposed information collection.

**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 an additional 30 days of public comment.

**DATES:** Comments Due Date: [INSERT DATE 30 DAYS AFTER THE DATE OF PUBLICATION IN THE FEDERAL REGISTER.]

**ADDRESSES:** Interested persons are invited to submit comments regarding this proposal.

Written comments and recommendations for the proposed information collection should be sent within 30 days of publication of this notice to [www.reginfo.gov/public/do/PRAMain](https://www.reginfo.gov/public/do/PRAMain). Find this particular information collection by selecting "Currently under 30-day Review - Open for Public Comments" or by using the search function. Interested persons are also invited to submit comments regarding this proposal and comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Clearance Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 8210, Washington, DC 20410-5000; email [PaperworkReductionActOffice@hud.gov](mailto:PaperworkReductionActOffice@hud.gov).

**FOR FURTHER INFORMATION CONTACT:** Colette Pollard, Reports Management Officer, REE, Department of Housing and Urban Development, 7th Street, SW, Room 8210, Washington, DC 20410; e-mail Colette Pollard at [Colette.Pollard@hud.gov](mailto:Colette.Pollard@hud.gov) or telephone 202-402-3400. This is not a toll-free number. HUD welcomes and is prepared to receive calls from

individuals who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>

Copies of available documents submitted to OMB may be obtained from Ms. Pollard.

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

The **Federal Register** notice that solicited public comment on the information collection for a period of 60 days was published on April 3, 2023 at 88 FR 19660.

#### **A. Overview of Information Collection**

Title of Information Collection: Recordkeeping for HUD's Continuum of Care Program.

OMB Approval Number: 2506-0199.

Type of request: Revision.

Form Number: HUD 4150.

Description of the need for the information and proposed use: This submission is to request an extension of an extension of a currently approved collection for reporting burden associated with the for HUD's Continuum of Care Program. This submission is limited to the Continuum of Care information collection process for the recordkeeping requirements. The statutory provisions from title IV of subtitle C the McKinney-Vento Homeless Assistance Act and implementing CoC program regulations found at 24 CFR 578 govern the Continuum of Care Program recordkeeping requirements for recipients and subrecipients and the standard operating procedures for ensuring that Continuum of Care Program funds are used in accordance with the program requirements.

To see the regulations for the CoC program and applicable supplementary documents, visit HUD's Homeless Resource Exchange at

[https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc)

Respondents: Continuum of Care program recipients and subrecipients.

Estimated Number of Respondents: The CoC record keeping requirements include 45 distinct activities. Each activity requires a different number of respondents ranging from 10 to 350,000. There are 366,500 unique respondents.

Estimated Number of Response: 2,485,300.

Frequency of Response: Each activity has a unique frequency of response, ranging from once to 200 times annually.

Average Hours per Response: Each activity also has a unique associated number of hours of response, ranging from 15 minutes to 180 hours.

Total Estimated Burdens: The total number of hours needed for all reporting is 1,600,385.50 hours.

A	B	C	D	E	F		
Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost per Response	Annual Cost
§578.5(a) Establishing the CoC	395	1	395	8	3,160.00	45.14	142,642
§578.5(b) Establishing the Board	395	1	395	5	1975.00	45.14	89151.50
§ 578.7(a)(1) Hold CoC Meetings	395	2	790	4	3,160.00	45.14	142642.40
§ 578.7(a)(2) Invitation for New Members	395	1	395	1	395	45.14	17830.30
§ 578.7(a)(4) Appoint committees	395	2	790	0.5	395	45.14	17830.30

§ 578.7(a)(5) Governance charter	395		395		2765.00	45.14	124812.10
		1		7			
§ 578.7(a)(6) and (7) Monitor performance and evaluation	395		395		3555.00	45.14	160472.70
		1		9			
§ 578.7(a)(8) Centralized or coordinated assessment system	395		395		3160.00	45.14	142642.40
		1		8			
§ 578.7(a)(9) Written standards	395		395		1975.00	45.14	89151.50
		1		5			
§ 578.7(b) Designate HMIS	395		395		3950.00	45.14	178303
		1		10			
§ 578.9 Application for funds	395		395		71100.00	45.14	3209454
		1		180			
§ 578.11(c) Develop CoC plan	395		395		3555	45.14	160472.70
		1		9			
§ 578.21(c) Satisfying conditions	7000		7000		28000.00	45.14	1263920
		1		4			
§ 578.23 Executing grant agreements	7000		7000		7000.00	45.14	315980
		1		1			
§ 578.35(b) Appeal—solo	10		10		40	45.14	1,805.60
		1		4			
§ 578.35(c) Appeal—denied or decreased funding	15		15		15	45.14	677.10
		1		1			
§ 578.35(d) Appeal— competing CoC	10		10		50	45.14	2,257.00
		1		5			
§ 578.35(e) Appeal— Consolidated Plan certification	5		5		10	45.14	451.4
		1		2			
§ 578.49(a)— Leasing exceptions	5		5		7.5	45.14	338.55
		1		1.5			

§ 578.65 HPC Standards	20	1	20	10	200	45.14	9028
§ 578.75(a)(1) State and local requirements—appropriate service provision	7,000.00	1	7,000.00	0.5	3,500.00	45.14	157,990.00
§ 578.75(a)(1) State and local requirements—housing codes	20	1	20	3	60	45.14	2,708.40
§ 578.75(b) Housing quality standards	72,800.00	2	145,600.00	1	145,600.00	45.14	6,572,384.00
§ 578.75(b) Suitable dwelling size	72,800.00	2	145,600.00	0.08	11,648.00	45.14	525,790.72
§ 578.75(c) Meals	70,720.00	1	70,720.00	0.5	35,360.00	45.14	1,596,150.40
§ 578.75(e) Ongoing assessment of supportive services	8,000.00	1	8,000.00	1.5	12,000.00	45.14	541,680.00
§ 578.75(f) Residential supervision	6,600.00	3	19,800.00	0.75	14,850.00	45.14	670,329.00
§ 578.75(g) Participation of homeless individuals	11,500.00	1	11,500.00	1	11,500.00	45.14	519,110.00
§ 578.75(h) Supportive service agreements	3,000.00	100	300,000.00	0.5	150,000.00	45.14	6,771,000.00
§ 578.77(a) Signed leases/occupancy agreements	104,000.00	2	208,000.00	1	208,000.00	45.14	9,389,120.00
§ 578.77(b) Calculating occupancy charges	1,840.00	200	368,000.00	0.75	276,000.00	45.14	12,458,640.00
§ 578.77(c) Calculating rent	2,000.00	200	400,000.00	0.75	300,000.00	45.14	13,542,000.00

§ 578.81(a) Use restriction	20	1	20	0.5	10	45.14	451.40
§ 578.91(a) Termination of assistance	395	1	395	4	1580	45.14	71321.20
§ 578.91(b) Due process for termination of assistance	4,500.00	1	4,500.00	3	13,500.00	45.14	609,390.00
§ 578.95(d)—Conflict-of-Interest exceptions	10	1	10	3	30	45.14	1,354.20
§ 578.103(a)(3) Documenting homelessness	300,000.00	1	300,000.00	0.25	75,000.00	45.14	3,385,500.00
§ 578.103(a)(4) Documenting at risk of homelessness	10,000.00	1	10,000.00	0.25	2,500.00	45.14	112,850.00
§ 578.103(a)(5) Documenting imminent threat of harm	200	1	200	0.5	100	45.14	4,514.00
§ 578.103(a)(7) Documenting program participant records	350,000.00	6	350,000	0.25	87,500	45.14	3949750.00
§ 578.103(a)(7) Documenting case management	8,000.00	12	96,000.00	1	96,000.00	45.14	4,333,440.00
§ 578.103(a)(13) Documenting faith-based activities	8,000.00		8,000.00		8,000.00	45.14	361,120.00

		1		1			
§ 578.103(b) Confidentiality procedures	11,500.00	1	11,500.00	1	11,500.00	45.14	519,110.00
§ 578.105(a) Grant/project changes—UFAs	20	2	40	2	80	45.14	3,611.20
§ 578.105(b) Grant/project changes— multiple project applicants	800	1	800	2	1,600.00	45.14	72,224.00
<b>Total</b>	1072530		2485300		1600385.50		72241401.07

## 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.
- (5) ways to minimize the burden of the collection of information on those who are to

respond, including the use of automated collection techniques or other forms of information technology.

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. chapter 35.

**Colette Pollard,**  
*Department Reports Management Officer,  
Office of Policy Development and Research,  
Chief Data Officer.*

**Billing Code: 4210-67**

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