

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PROGRAM OFFICE SALARIES AND EXPENSES
OFFICE OF POLICY DEVELOPMENT AND RESEARCH**

The Office of Policy Development and Research (PD&R) supports the Department's efforts to help create cohesive, economically healthy communities. PD&R is responsible for maintaining current information on housing needs, market conditions, and existing programs, as well as conducting research on priority housing and community development issues. PD&R's research, surveys and policy analyses inform all aspects of HUD programs providing a comprehensive and historical understanding of past program performance as well as objective data for policymakers and stakeholders to make informed decisions.

PD&R recently revised the workload tracking into seven functions that more accurately provide information on the work being performed by staff.

In addition to the Office of the Assistant Secretary and supporting divisions of budget/procurement and administration there are five program offices within PD&R. A description of the offices follows:

- The Office of Economic Affairs (OEA) is responsible for providing economic information and analyses and policy recommendations to the Secretary, Deputy Secretary, Assistant Secretaries, and the principal staff within the Department. The Office analyzes the economic impact of Departmental and other federal regulatory and legislative proposals, directs the \$42.5 million program of surveys of national housing conditions, analyzes private sector data on mortgage markets, supports Federal Housing Administration (FHA) operations, develops program operating parameters for HUD rental assistance programs and government programs and provides data on the socioeconomic conditions of cities.
- The Office of Research Evaluation and Monitoring (OREM) conducts HUD research, evaluation, and monitoring efforts for a wide variety of HUD programs and activities. Current open research contracts are estimated at \$67.1 million, and open research grants are estimated at \$3.1 million. Staff in OREM also conducts in-house research, programming and geospatial analysis.
- The Office of Policy Development (OPD) drawing on its research and extensive program knowledge, advises the Secretary, the Deputy Secretary, and principal staff on program policy issues arising from the formulation of legislative and budget proposals, from regulatory responsibilities, and from other proposed major actions of the Department.

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- The Office of University Partnerships – The Office of University Partnerships (OUP) was established to encourage and expand the efforts of colleges and universities that strive to make a difference in their communities. It is committed to helping universities partner with their neighbors to address urban and rural problems -- partnerships that enable university students and faculty members to work together to help revitalize local economies generating jobs and rebuilding healthy communities. OUP is working with approximately 120 universities to promote housing and community development in their communities.
- The Office of International and Philanthropic Innovation (OIPI) - The International and Philanthropic Affairs Office coordinates the Department's international exchanges and contacts from the Office of Policy Development and Research, including diverse bilateral (e.g. Canada and Mexico) and multilateral (e.g. UN and OECD) programs concerning issues in housing policy, housing finance, urban development, and the environment. The staff also handles HUD appointments for foreign government officials and delegations -- about 400 foreign officials from 50 countries visit HUD each year for meetings to discuss policy and program operations.

In fiscal year 2012, the President established the White House Council on Strong Cities, Strong Communities (SC2), housed at HUD. With PD&R's extensive involvement and leadership in the development of SC2, the Secretary selected PD&R as the lead office to provide oversight and support for this new White House Council. Existing policy development and dissemination from PD&R staff will continue to play an integral and essential role in the continued development of high priority SC2 initiatives, such as the SC2 National Resource Network, Fellowship program, and Community Solutions Teams.

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TOTAL - SALARIES AND EXPENSES				
(dollars in thousands)				
	FY 2012	FY 2013	FY 2014	FY 2012 to FY 2014
Personnel Subtotal	20,167	20,536	20,625	458
Non-Personnel Services				
Travel	260	252	150	(110)
Transportation of Things	5	7	-	(5)
Printing and Reproduction	133	100	60	(73)
Other Services	1,405	1,332	781	(624)
Training	93	100	60	(33)
Supplies	21	20	11	(10)
Non-Personnel Subtotal	1,917	1,811	1,062	(855)
GRAND TOTAL	22,084	22,347	21,687	(397)
Associated FTE	147	147	145	(2)

DESCRIPTION OF CHANGE FROM FY 2012 TO FY 2014

PDR is requesting \$21,687K and 145 FTE in fiscal year 2014, which is a decrease of \$397K and 2 FTE from the fiscal year 2012 level. This fiscal year 2014 level assumes a .75 percent pay raise/Cost of Living Adjustment and funding for promotions and within grade increases.

- Decreases to non-personnel services include \$110K in travel, \$5K in transportation of things, \$73K in printing, \$624K in other services, \$33K in training, and \$10K in supplies, totaling \$855K.

SUMMARY OF SYSTEMS/TOOLS REQUIRED TO MANAGE PROGRAM

Enterprise Services (Data Services): the purpose of this TI/IT initiative is to maximize efficiency and reuse of IT resources through the deployment of standardized enterprise services, and transform HUD's ability to maintain and govern a simplified and modernized technology environment. PD&R has been assigned the role of sponsoring and managing two enterprise services: enterprise data management and enterprise business analytics (including geospatial). TI/IT investments for which PD&R is responsible focus on improving data management for the enterprise through a series of TI projects that include: Geocoding Validation/GIS; Affirmatively Furthering Fair Housing Data & Mapping Tool; Fair Housing Enforcement & Oversight; and Enterprise Data Management Services.

BUDGET REQUEST BY FUNCTION

Data Collection and Analysis Function

The Data Collection and Analysis function is one of the core performance areas for PD&R's research staff. This function is performed by staff throughout PD&R in their research, evaluation and analysis work including major surveys, data for implementation, mortgage market analysis and inflation factors. It crosses organizational units in PD&R and is also utilized in the performance of economic analysis, program evaluation and policy development. The workload performed under this function has a direct correlation to the staffing level of 24 FTE that is requested for fiscal year 2014.

Data Collection and Analysis				
(dollars in thousands)				
	FY 2012	FY 2013	FY 2014	FY 2012 to FY 2014
Personnel Services	\$3,153	\$3,353	\$3,412	\$259
Non-Personnel Services				
Travel	36	36	22	(14)
Other Services	388	447	255	(133)
Training	15	17	10	(5)
Supplies	3	3	2	(1)
Non-Personnel Subtotal	442	503	289	(153)
GRAND TOTAL	3,595	3,856	3,701	106
Associated FTE	23	24	24	1

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FTE/Workload Summary & Summary of Changes

- 19 FTE will be used to provide data analysis and reporting in support of HUD program offices and the Secretary's office, Congress, and the public, as well as short turnaround qualitative and quantitative services. This is an increase 1 FTE from fiscal year 2012 which will provide support for large and complex databases for Housing and Community Development.
- 3 FTE will be used to perform 31 surveys. This is the same FTE level as fiscal year 2012.
- 2 FTE will be used to support Programmatic Training in data collection and analysis. This is the same FTE level as fiscal year 2012.

Research and Program Evaluation Function

The Research and Program Evaluation function is of vital importance to PD&R and the Department in that it has a direct correlation to the completion and release of critical research that examines, as well as recommends improvements and efficiencies to the nation's housing programs. These functions are performed primarily by PD&R's Office of Research, Evaluation and Monitoring (OREM) and also by the Office of International and Philanthropic Innovations (OIP). Key activities performed under this unit include: conduct in-house research and analysis, both long-term and quick turnaround; undertake and oversee research on affordable housing and building technology; track the procurement process for research and program evaluation contracts and monitor contractor performance upon contract award and develop data collection systems to provide evaluative information to policy makers and program managers. The 2 FTE reduction will be spread among OREM and it has a direct correlation to the staffing level as it relates to such basic functions such as in-house program research and monitoring of contractor research. Although staffing levels remain relatively flat due to limited resources, the demand for this research and evaluations continues to increase however.

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Research and Program Evaluation				
(dollars in thousands)				
	FY 2012	FY 2013	FY 2014	FY 2012 to FY 2014
Personnel Services	\$3,976	\$3,911	\$3,838	(\$138)
Non-Personnel Services				
Travel	45	42	25	(20)
Training	19	19	11	(8)
Supplies	4	4	2	(2)
Non-Personnel Subtotal	68	65	38	(30)
GRAND TOTAL	4,044	3,976	3,876	(168)
Associated FTE	29	28	27	(2)

FTE/Workload Summary & Summary of Change

- 10 FTE will be used to perform procurement activities and post-award contract management activities including review of deliverables for 101 contracts and grants. This is a decrease of 2 FTE from fiscal year 2012 due to a 15 percent reduction in contracts and grants managed from fiscal year 2012.
- 6 FTE will be used to perform in-house research on 20 research projects. This is the same FTE level as fiscal year 2012.
- 5 FTE will be used to provide Program and Research consultation. This is the same FTE level as fiscal year 2012.
- 4 FTE will support special initiatives. This is the same FTE level as fiscal year 2012.
- 2 FTE will support Programmatic Training on Research and Program Evaluation. This is the same level as fiscal year 2012.

Policy Development and Coordination Function

The Policy Development and Coordination function provides at the request of the Secretary, Deputy Secretary, and Assistant Secretaries throughout HUD, independent and fast turn-around policy and data analysis as well as support for special projects. This function includes 200 to 300 qualitative, quantitative, or written analyses annually, and 20 to 30 in-house research projects. Examples of policy analysis for fiscal year 2012 includes quick turn-around analysis of data collected on PHA compensation, in-house research includes an analysis of worst case needs, and special projects include disaster recovery allocation formulas.

Policy Development and Coordination				
(dollars in thousands)				
	FY 2012	FY 2013	FY 2014	FY 2012 to FY 2014
Personnel Services	\$2,331	\$2,375	\$2,572	\$241
Non-Personnel Services				
Travel	27	26	17	(10)
Training	11	12	7	(4)
Supplies	2	2	1	(1)
Non-Personnel Subtotal	40	40	25	(15)
GRAND TOTAL	2,371	2,415	2,597	226
Associated FTE	17	17	18	1

FTE/Workload Summary & Summary of Change

- 9 FTE will be used to provide policy development, review and guidance on policy clearances, research proposals and plans. This is a decrease of 1 FTE from fiscal year 2012.
- 7 FTE will be used to support special initiatives, including SC2. This is an increase of 2 FTE from fiscal year 2012 which will support the second round efforts of the Strong Cities, Strong Communities (SC2).
- 2 FTE will support Programmatic Training in Policy, Development and Coordination. This is the same FTE level as fiscal year 2012.

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Provide Local Housing Market Intelligence Function

The work performed under this function primarily resides in PD&R’s Office of Economic Affairs (OEA) and encompasses all activities associated with providing critical intelligence on local economic and housing market trends, detailed recommendations for HUD program applications, support to the HUD program offices for a number of the Department’s strategic goals and advice on the allocation of Departmental resources. This function is primarily performed by the field economists that are located in HUD Field Offices throughout the country.

Provide Local Housing Market Intelligence				
(dollars in thousands)				
	FY 2012	FY 2013	FY 2014	FY 2012 to FY 2014
Personnel Services	\$5,635	\$5,728	\$5,544	(\$91)
Non-Personnel Services				
Travel:	64	61	35	(29)
Transportation of Things	5	7	-	(5)
Other Services:	371	476	271	(100)
Training	25	27	16	(9)
Supplies	6	5	3	(3)
Non-Personnel Subtotal	471	576	325	(146)
GRAND TOTAL	6,106	6,304	5,869	(237)
Associated FTE	41	41	39	(2)

FTE/Workload Summary & Summary of Change

- 12 FTE will be used to conduct 60 multifamily market reviews. This is a decrease of 2 FTE due to a 15 percent reduction in multifamily market reviews from fiscal year 2012.
- 10 FTE will perform comprehensive housing market analysis. This is the same FTE level as fiscal year 2012.
- 6 FTE will produce and review 15 Housing market Glance Reports. This is the same FTE level as fiscal year 2012.

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- 5 FTE will produce and analyze 12 Housing Market Profiles and Regional Reports. This is the same FTE level as fiscal year 2012.
- 4 FTE will support special projects. This is the same FTE level as fiscal year 2012.
- 2 FTE will support Programmatic Training in Local Housing Market Intelligence. This is the same level as fiscal year 2012.

Outreach and Policy Dissemination Function

The Outreach and Policy Dissemination function is the means by which PD&R disseminates HUD data, publications, and research findings in a cost-efficient and technologically current way. This includes maintaining the HUDUSER.org website which receives over 13 million page views annually, posting 200 to 300 new research reports or data sets, producing several regular publications including the bi-weekly eMagazine The Edge, US Housing Market Conditions, Cityscape, and Evidence Matters; hosting up to 10 meetings a year and expanding and improving HUD digital and physical library. Also included in this function is work performed by the Office of International and Philanthropic Innovations (OIPI). Through various forms of communication, OIPI staff engages HUD and external stakeholders to share best practices to improve policies that help address community challenges. The Outreach and Policy Dissemination function also includes the activities of the Office of University Partnerships (OUP). OUP manages grant programs made to minority serving institutions such as Historically Black Colleges and Universities (HBCUs). These grant programs have not been funded since 2010, however OUP continues to manage existing grants and performing close-outs.

Outreach and Policy Dissemination				
(dollars in thousands)				
	FY 2012	FY 2013	FY 2014	FY 2012 to FY 2014
Personnel Services	\$3,427	\$3,353	\$3,411	(\$16)
Non-Personnel Services				
Travel	39	36	22	(17)
Printing and Reproduction	133	100	60	(73)
Other Services	355	300	195	(160)
Training	16	17	10	(6)
Supplies	4	3	2	(2)
Non-Personnel Subtotal	547	456	289	(258)
GRAND TOTAL	3,974	3,809	3,700	(274)
Associated FTE	25	24	24	(1)

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FTE/Workload Summary and Summary of Change

- 16 FTE will be used to support 3225 user requests for dissemination of research results and outreach best practices. This is a decrease of 1 FTE from fiscal year 2012 due to a projected 6 percent reduction in user requests.
- 6 FTE will be used to manage 59 OUP Grants, Research, and Partnerships. This is the same FTE level as fiscal year 2012.
- 2 FTE will be used to support Programmatic Training in Outreach and Policy Dissemination. This is the same FTE level as fiscal year 2012.

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Regulatory Review and Analysis Function

The Regulatory Review and Analysis function is a result of the Executive Order No 12866 that PD&R performs on behalf of the Department. It is primarily performed by PD&R’s Office of Economic Affairs and at times by the Office of Research Evaluation and Monitoring. Executive Order No. 12866 requires that Federal agencies promulgating regulations prepare economic analyses of regulations that have a significant economic effect. PD&R reviews all new HUD regulations for potential impact on the economy, prepares economic analyses of new HUD rules, reviews economic analyses prepared by other offices for methodological soundness and feasibility and advises program office officials on how proposed regulations can be altered to achieve the regulatory objective while avoiding unnecessary costs to the economy.

Regulatory Review and Analysis				
(dollars in thousands)				
	FY 2012	FY 2013	FY 2014	FY 2012 to FY 2014
Personnel Services	\$960	\$978	\$995	\$35
Non-Personnel Services				
Travel	11	11	6	(5)
Training	4	5	3	(1)
Supplies	1	1	1	-
Non-Personnel Subtotal	16	17	10	(6)
GRAND TOTAL	976	995	1,005	29
	7	7	7	-

FTE/Workload Summary & Summary of Change

- 6 FTE will be used to provide Regulatory Impact Analysis on regulations, NOFAs, and other clearances, and provide technical research and policy guidance. This is the same FTE level as fiscal year 2012
- 1 FTE will support Programmatic Training in Regulatory Review and Analysis. This is the same FTE level as fiscal year 2012.

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Management and Operations

The Assistant Secretary provides the leadership and direction for the PD&R organization. The Assistant Secretary is responsible to the Secretary for overall Departmental policy, program evaluation and program monitoring, economic analysis, research and oversight for the White House Council for the Strong Cities Strong Communities program. This responsibility includes analyzing and recommending new and revised policies and programs, developing and administering program evaluations and program monitoring, providing economic information and analyses for HUD, developing and implementing research, directing and administering technical studies and serving as the focal point within the Department for coordination of research and program evaluation activities with other Departments and agencies, public and private organizations and the housing industry.

Management and Operations				
(dollars in thousands)				
	FY 2012	FY 2013	FY 2014	FY 2012 to FY 2014
Personnel Services	\$685	\$838	\$853	\$168
Non-Personnel Services				
Travel	38	40	23	(15)
Other Services	291	109	60	(231)
Training	3	4	3	-
Supplies	1	1	-	(1)
Non-Personnel Subtotal	333	154	86	(247)
GRAND TOTAL	1,018	992	939	(79)
Associated FTE	5	6	6	1

FTE/Workload Summary & Summary of Change

- 2 FTE will be used to provide leadership and oversight of all PD&R programs. This is the same FTE level as fiscal year 2012.

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- 4 FTE will be used to provide procurement, budgetary, administrative and management support. This is an increase of 1 FTE from fiscal year 2012 which will provide support for the White House Initiative on Strong Cities, Strong Communities (SC2).

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