

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

Program Area Overview

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.

In addition to the Office of the Assistant Secretary and supporting divisions of budget/procurement planning and administration, there are five program offices within PD&R. A description of each office 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 \$42.0 million program of surveys of national housing conditions, analyzes private sector data on mortgage markets, supports 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 conduct 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.

Program Office Salaries and Expenses-Office of Policy Development and Research

- The Office of University Partnerships – The Office of University Partnerships (OUP) administers the Research Partnerships initiative, where cooperative agreements are awarded for research that informs important policy and program objectives of HUD that are not otherwise being addressed and that focus on one of HUD’s research priorities. Cost sharing is required and must come from a philanthropic entity, other federal agency, or state or local government agency, or any combination of these partners. The Office also coordinates PD&R’s data licensing process that researchers may use to obtain HUD data, where appropriate. OUP continues to close out and administer the remaining University Partnership grants awarded to colleges and universities engaged in community and economic revitalization activities.
- The Office of International and Philanthropic Innovation (OIFI) - OIFI engages the international and philanthropic sectors to harness best available evidence, innovations, and lessons in sustainable development and revitalization to increase mutual learning opportunities and long-term community-building. OIFI's role as a portal for the international community and philanthropic sector makes the office a broker for new ideas and evidence-based practices. The purpose of this work is to inform domestic policies and programs.
- 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 staff in PD&R 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.

Program Office Salaries and Expenses-Office of Policy Development and Research

(Dollars in Thousands)				
	FY 2013	FY 2014	FY 2015	FY 2015 vs FY 2014
Personnel Services	\$19,412	\$20,506	\$21,982	\$1,476
Non-Personnel Services				
*Travel	154	150	160	10
Transportation of Things	6	20	-	(20)
Printing and Reproduction	97	92	95	3
Other Services	839	846	917	71
Training	76	75	79	4
Supplies	15	11	15	4
Non-Personnel Subtotal	1,187	1,194	1,266	72
GRAND TOTAL	\$20,599	\$21,700	\$23,248	\$1,548
Associated FTE	138.5	143.3	152.1	8.8

* Pursuant to Senate Report 113-45, the travel funds for fiscal year 2015 include approximately \$18K dedicated to grantee oversight.

DESCRIPTION OF CHANGE FROM FY 2014 TO FY 2015

PD&R is requests \$23,248K and 152.1 FTE in fiscal year 2015, with an increase from fiscal year 2014 enacted by \$1,548K and 8.8 FTE. A nominal increase in funding is included to fund the pay raise, promotions and with-in grade increases.

- Personnel Services: An increase of \$1,476K and 8.8 FTE.
- Non-personnel Services: An increase of \$72K is primarily due to the 8.8 FTE increase.
 - Travel is increased by \$10K for PD&R’s field economists travel to perform their work, for OIPI’s travel in support of international and philanthropic engagements, for inspection trips relative to contract and grant monitoring duties, for conference attendance, to communicate research initiatives to the public, for travel related to Strong Cities, Strong Communities (SC2) activities and to perform disaster management responsibilities.
 - Transportation of Things is decreased by \$20K since no major relocations are planned for fiscal year 2015.
 - Printing is increased by \$3K for publication of research reports.
 - Other Services is increased by \$71K for data purchases.

Program Office Salaries and Expenses-Office of Policy Development and Research

- Training is increased by \$4K for grants management training and other training for staff to gain proficiency in the performance of their work.
- Supplies are increased by \$4K for supplies and materials for staff to perform work and for presentations and meetings.

The increase of the 8.8 FTE to 152.1 in Personnel Services returns PD&R close to fiscal year 2011 staffing level of 155 FTE required to support additional responsibilities including Transformation Initiative (TI) technical assistance, TI research and demonstrations, Strong Cities Strong Communities (SC2), international and philanthropic innovations and data analysis functions. PD&R also seeks to increase its capacity in the housing finance area to support FHA and the Secretary. In addition, PD&R seeks to return HUD to a prominent role in housing technology in three areas: 1) promoting basic research; 2) partnering with DOE, EPA, DHS, and National Institute for Standards and Technology (NIST) to ensure technological innovations is widely disseminated; and 3) ensure popular PD&R technology publications are updated and current.

PD&R has fixed operating costs due to the extensive work performed on behalf of the Department, for other HUD program offices and other federal agencies. A list of current and proposed products that we complete follow:

- Income Limits (including special limits for HOME, USDA, LIHTC)
- Fair Market Rents
- Qualified Census Tracts
- Difficult Development Areas
- Annual Adjustment Factors
- OCAFs (PBRA Inflation factors)
- Con Plan Data
- CPD Maps Data
- AFFH Data
- Choice Neighborhoods Data
- Neighborhood Stabilization Program Data
- One-for-one exception areas
- OSHC grants data
- Renewal funding inflation factors (HCV)
- Project Expense Level Inflation factors
- HOME sales price limits
- HOME high and low rents
- HCV Admin Fee inflator

Program Office Salaries and Expenses-Office of Policy Development and Research

- Housing Utility Schedule Model
- LIHTC projects and tenant data
- Tribal Directory Assessment Tool
- Unique Identifier
- USPS quarterly vacancy data (supports multifamily)

Future Products:

- State and Congressional District funding levels
- FHA Loan Limits
- HCVP Admin Fee model

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

Function Title: Data Collection and Analysis

Function Description: The Data Collection and Analysis function is one of the foundation 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 20.0 FTE that is requested for fiscal year 2015.

Data Collection and Analysis				
(Dollars in Thousands)				
	FY 2013	FY 2014	FY 2015	FY 2015 vs FY 2014
Personnel Services	\$2,579	\$2,690	\$2,890	\$200
Non-Personnel Services				
Travel	20	19	21	2
Other Services	298	169	199	30
Training	10	10	10	-
Supplies	2	1	2	1
Non-Personnel Services Subtotal	330	199	232	33
GRAND TOTAL	\$2,909	\$2,889	\$3,122	\$233
Associated FTE	18.4	18.8	20.0	1.2

FTE/Workload Summary & Summary of Change

- An increase of \$200K in Personnel Services assumes an increase in funding for the pay raise, promotions and within grade increases, and for a staffing increase of 1.2 FTE needed to create data sets in support of analysis or research efforts.
- Travel is increased by \$2K for data collection and analysis tasks.
- Other Services are increased by \$30K for data purchases.
- Supplies are increased by \$1K for materials needed to perform work.

Program Office Salaries and Expenses-Office of Policy Development and Research

Function Title: Research and Program Evaluation

Function Description: 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 (OIPI). 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 2.4 FTE increase 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. The demand for research and evaluations continues to increase and the increased staffing level should put PD&R in a better position to address the increased demand.

Research and Program Evaluation				
(Dollars in Thousands)				
	FY 2013	FY 2014	FY 2015	FY 2015 to FY 2014
Personnel Services	\$4,261	\$4,522	\$4,914	\$392
Non-Personnel Services				
Travel	34	33	36	3
Training	17	17	18	1
Supplies	3	2	3	1
Non-Personnel Services Subtotal	54	52	57	5
GRAND TOTAL	\$4,315	\$4,574	\$4,971	\$397
Associated FTE	30.4	31.6	34.0	2.4

Program Office Salaries and Expenses-Office of Policy Development and Research

FTE/Workload Summary & Summary of Change

- An increase of \$392K and 2.4 additional FTE in Personnel Services from fiscal year 2014 level to fiscal year 2015 for housing finance research and analysis and for research and demonstrations initiatives and studies. PD&R's housing finance role will be expanded as FHA and the Secretary continue to require guidance and support on housing finance matters. Additionally, research on housing technology will be expanded.
- Travel is increased by \$3K for inspection trips relative to contract and grant monitoring duties.
- Training is increased by \$1K for grants management training, i.e. uniform administrative requirements and grant monitoring.
- Supplies are increased by \$1K for supplies and materials needed in the performance of work.

Program Office Salaries and Expenses-Office of Policy Development and Research

Function Title: Policy Development/Coordination

Function Description: 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, 20 to 30 in-house research projects, including worst cases needs for housing analysis and support for special projects.

Policy Development/Coordination				
(Dollars in Thousands)				
	FY 2013	FY 2014	FY 2015	FY 2015 vs FY 2014
Personnel Services	\$2,200	\$2,533	\$2,890	\$357
Non-Personnel Services				
*Travel	16	19	22	3
Training	9	9	10	1
Supplies	2	1	2	1
Non-Personnel Services Subtotal	27	29	34	5
GRAND TOTAL	\$2,227	\$2,562	\$2,924	\$362
Associated FTE	15.7	17.7	20.0	2.3

*The travel funds for fiscal year 2015 include approximately \$1K dedicated to grantee oversight.

FTE/Workload Summary & Summary of Change

- An increase of \$357K and 2.3 FTE in Personnel Services from fiscal year 2014 level to the fiscal year 2015 for TI TA management and for data analysis in the area of allocation formulas, Choice Neighborhoods, Affirmatively Furthering Fair Housing, Neighborhood Stabilization Program, Departmental Budget, etc.
- Travel is increased by \$3K to meet the travel requirements for the 2.3 FTE increase, to attend policy conferences and in support of Strong Cities, Strong Communities (SC2) activities.
- Training is increased by \$1K for training requirements for new employees.
- Supplies are increased by \$1K for materials needed for performance of work.

Program Office Salaries and Expenses-Office of Policy Development and Research

Function Title: Provide Local Housing Market Intelligence

Function Description: The work performed under this function primarily resides in PD&R's Office of Economic Affairs (OEA) and it 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 2013	FY 2014	FY 2015	FY 2015 vs FY 2014
Personnel Services	\$5,466	\$5,581	\$5,795	\$214
Non-Personnel Services				
Travel	44	41	42	1
Transportation of Things	6	10	-	(10)
Other Services	428	244	285	41
Training	21	20	21	1
Supplies	4	3	4	1
Non-Personnel Services Subtotal	503	318	352	34
GRAND TOTAL	\$5,969	\$5,899	\$6,147	\$248
Associated FTE	39.0	39.0	40.1	1.1

FTE/Workload Summary & Summary of Change

- An increase of \$214K in Personnel Services assumes a nominal increase in funding for the pay raise, promotions and within grade increases, and a staffing increase of 1.1 FTE needed to conduct field work for housing market analysis.
- Travel is increased by \$1K for field economists to advise program managers as they perform market analysis reviews of housing and community development applications.
- Transportation of Things is decreased by \$10K since no major relocations are expected for fiscal year 2015.

Program Office Salaries and Expenses-Office of Policy Development and Research

- Other Services is increased by \$41K for data purchases.
- Training is increased by \$1K for staff to gain proficiency in providing intelligence on local economic and housing market trends.
- Supplies are increased by \$1K for materials needed in the performance of work.

Function Title: Outreach and Policy Dissemination

Function Description: 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's digital and physical library. Also included in this function is work performed by the Office of International and Philanthropic Innovations (OIFI). OIFI staff in a series of activities that are based in direct face-to-face discussions, as well as technology-driven platforms that move from the research and collection efforts to engage the HUD program offices, the field/regional offices, outside partners and the field at large to change policy and practice and lift up the best solutions to the challenges facing us in housing and community development. OIFI exposes the innovations and intersections and changes the way that HUD and the federal government work. The Outreach and Policy Dissemination function also includes the activities of the Office of University Partnerships (OUP). OUP manages the Research Partnership grants. OUP continues to manage the remaining grants 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 perform close-outs.

Program Office Salaries and Expenses-Office of Policy Development and Research

Outreach and Policy Dissemination				
(Dollars in Thousands)				
	FY 2013	FY 2014	FY 2015	FY 2015 vs FY 2014
Personnel Services	\$3,140	\$3,248	\$3,469	\$221
Non-Personnel Services				
*Travel	25	24	25	1
Printing and Reproduction	97	92	95	3
Other Services	113	433	433	-
Training	12	12	12	-
Supplies	3	2	2	-
Non-Personnel Services Subtotal	250	563	567	4
GRAND TOTAL	\$3,390	\$3,811	\$4,036	\$225
Associated FTE	22.4	22.7	24.0	1.3

*The travel funds for fiscal year 2015 include approximately \$17K dedicated to grantee oversight.

FTE/Workload Summary & Summary of Change

- An increase of \$221K and 1.3 FTE in Personnel Services from fiscal year 2014 level to the fiscal year 2015 level to address an upswing in policy development, review and guidance.
- Travel is increased by \$1K for OIPI's work to engage the international and philanthropic sectors and for OUP's grant monitoring duties.
- Printing is increased by \$3K for the publication of research reports.

Program Office Salaries and Expenses-Office of Policy Development and Research

Function Title: Regulatory Review and Analysis

Function Description: 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 2013	FY 2014	FY 2015	FY 2015 vs FY 2014
Personnel Services	\$953	\$1,002	\$1,012	\$10
Non-Personnel Services				
Travel	7	7	7	-
Training	4	4	4	-
Supplies	1	1	1	-
Non-Personnel Services Subtotal	12	12	12	-
GRAND TOTAL	\$965	\$1,014	\$1,024	\$10
Associated FTE	6.8	7.0	7.0	0.0

FTE/Workload Summary & Summary of Change

- An increase of \$10K in Personnel Services assumes a nominal increase in funding for the pay raise, promotions and within grade increases, though there's no increase in FTE.

Program Office Salaries and Expenses-Office of Policy Development and Research

Function Title: Disaster Management

Function Description: This function entails assisting communities to recover from disasters involving both disaster response and disaster recovery responsibilities. Disaster response responsibilities include reviewing and developing disaster action plans, attending and/or providing disaster preparedness training and orienting and briefing Field Office employees on their duties and responsibilities. Disaster recovery responsibilities include establishing/deploying recovery teams, executing action plans, conducting housing damage assessments and establishing resident needs.

Disaster Management				
(Dollars in Thousands)				
	FY 2013	FY 2014	FY 2015	FY 2015 vs FY 2014
Personnel Services	\$42	\$43	\$145	\$102
Non-Personnel Services				
Travel	1	1	1	-
Training	-	-	1	1
Non-Personnel Services Subtotal	1	1	2	1
GRAND TOTAL	\$43	\$44	\$147	\$103
Associated FTE	0.3	0.3	1.0	0.7

FTE/Workload Summary & Summary of Change

- An increase of \$102K and .7 FTE in Personnel Services from fiscal year 2014 level to fiscal year 2015 will be devoted to helping communities lessen the impact of disasters.
- Training is increased by 1K for staff to gain proficiency in disaster response and disaster recovery.

Program Office Salaries and Expenses-Office of Policy Development and Research

Function Title: Management and Operations

Function Description: 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 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 2013	FY 2014	FY 2015	FY 2015 vs FY 2014
Personnel Services	\$771	\$887	\$867	(\$20)
Non-Personnel Services				
Travel	7	6	6	-
Transportation of Things	-	10	-	(10)
Training	3	3	3	-
Supplies	-	1	1	-
Non-Personnel Services Subtotal	10	20	10	(10)
GRAND TOTAL	\$781	\$907	\$877	(\$30)
Associated FTE	5.5	6.2	6.0	(0.2)

FTE/Workload Summary & Summary of Change

- A decrease of \$20K in Personnel Services with a decrease of .2 FTE when the fiscal year 2014 level is compared to the fiscal year 2015 level.
- Transportation of Things is decreased by \$10K since no major relocations are expected in fiscal year 2015.