

Paperwork Reduction Act Change Worksheet

Agency/Subagency: U.S. Department of Housing and Urban Development	OMB Control Number: 2506-0112
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Enter only items that change	Current Record	New Record**
Agency form number(s): 40090-1		
Annual reporting and keeping hour burden		
Number of respondents		
Total annual responses		
Percent of these responses collected electronically	%	%
Total annual hours		
Difference		0
Explanation of difference Program change Adjustment		
Annual reporting and recordkeeping cost burden (in thousands of dollars)		
Total annualized Capital/Startup costs		
Total annual costs (O&M)		
Total annualized cost requested		
Difference		
Explanation of difference Program change Adjustment		

Other change: **

None of the proposed changes, as described below, will change any burden hours or reporting requirements. HUD is making them ONLY: a) in response to comments received by applicants during the second (30-day) comment period; and b) to provide clarity and improve the ability of applicants to complete the application. The changes, and justifications for making them, are as follows:

- a. Page ii, Instructions for Chart I: "HMIS Participation Code." 1) Clarified that projects who will enter data after a certain date should enter the code "D." 2) Added additional "HMIS Participation Code" to ensure that Domestic Violence providers are identified as such. This is necessary because they cannot legally enter certain information in the Homeless Management Information System. The previous version of the form neglected to include both of these items.
- b. Page iii, Instructions for Chart I: "Year-Round Individual Beds." The instructions need to specify that information in this chart should be for individuals who meet the HUD definition of chronically homeless. This is significant because if some providers use a different definition, it could lead to error-prone data and incorrect scoring of the application.
- c. Page iii, Instructions for Chart I: "Unmet Need." This change was made in response to a comment received during the second, 30-day comment period. The applicant was concerned that the language sounded as though applicants **must** use the HUD Unmet Need Formula for that calculation, which is not the case. A change was made to the form to clarify this.
- d. Page v, Instructions for Chart M: "Data Collection/Completeness and Coverage." This change was made to clarify that data for Chart M-5(a) must be completed as of a different date. If we did not make this change, we would likely get erroneous data from numerous applicants.

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** This form cannot be used to extend an expiration date.

- e. Page vi, Instructions for Chart N: 1) “Numeric Achievements.” This change was made in response to applicants’ concerns that there was no definition of “functional HMIS system.” HUD made this change for the purpose of receiving consistent responses for this data collection item. 2) “Other CoC Objectives in 2007.” Instructions for this section were mistakenly excluded from the previous version. It is important for applicants to know that completion of this section is optional, as it will save them burden hours if they decide not to complete it.
- f. Pages xii and xiii, Instructions for Chart T: The dates in this section were incorrect. The instructions must be changed to correct this error.
- g. Page 1: “CoC Geography Chart.” The NOFA was changed, and the reference must be changed to reflect this.
- h. Page 4: “CoC Governing Structure Chart.” The wording of one question on this chart was changed based on applicant concerns that the question was too vague.
- i. Page 6: “CoC Services Inventory Chart.” A line of instructions was added to ensure that applicants fully understand that they may submit 2006 data from this chart. Ensuring this clarity is important for two reasons: first, this chart was new last year and required significant effort by applicants, so submitting the 2006 version will save them a great deal of time; second, allowing them to submit the same chart for 2 years in a row is a new policy, so we want to make sure they understand that doing this will constitute a complete and correct response.
- j. Pages 7, 8, and 9: “CoC Housing Inventory Charts.” This change is being made to correct a typographical error at the bottom of each chart.
- k. Page 10: “CoC Housing Inventory Data Sources and Methods Chart.” The previous version of this chart contained errors regarding the number of boxes that applicants should check to respond to the question. The change is made to correct that. In addition, the reference to the “HUD Unmet Need Guide,” which was included on the 2006 application, mistakenly was removed from this year’s application form, so we are restoring it as a helpful reference.
- l. Page 11: “CoC Populations and Subpopulations Chart.” The third footnote is actually not a change from the 2006 application; it mistakenly was excluded from the previous version and we are restoring it.
- m. Page 14: “Chart M-5: Data Collection/Completeness and Coverage.” 1) The language was added on the chart to ensure clarity about the instructional issue discussed above in item d. 2) In comments received during the comment period, applicants stated that the “Ethnicity” and “Race” data fields are collected separately in their HMIS systems and it would be easier and result in more accuracy if HUD collects them separately on this form. The change was made to reflect this.
- n. Page 15: “Chart M-6: Training, Data Quality and Implementation of HMIS Data & Technical Standards.” This change was made directly in response to a comment received during the comment period. An applicant found that the previous question could be interpreted in different ways, so we changed it to ensure clarity.
- o. Page 20: “Chart Q: CoC Project Priorities Chart.” The instructions were moved from extensive footnoting to the space above the chart, to make them easier to read. On the chart itself, the way the checkbox in the first row had been done in the previous version was very confusing to applicants. The revised checkbox will be clearer for them.

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