

Paperwork Reduction Act Change Worksheet

Agency/Subagency: U.S. Department of Housing and Urban Development	OMB Control Number: 2506-0112
--	---

Enter only items that change	Current Record	New Record**
Agency form number(s): 40090-2		
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 i: Removed Section IV from the introduction to instructions. Section IV was removed from inclusion with Exhibit 2 this year due to great applicant confusion in 2006; we mistakenly neglected to remove this reference to it.
- b. Page i: Instructions for "Part A: General Project Information." Inserted HUD's definition of a rural area. Inclusion of a definition here will allow HUD to gather more consistent responses to the data collection question.
- c. Page i: Instructions for "Part B1: SHP Project Summary Budget." A sentence was deleted after it was deemed very confusing for applicants, and minor edits needed to be made to ensure clarity.
- d. Page xii: Instructions for "Part J1: Shelter Plus Care and Section 8 SRO Rental Assistance Budget." HUD regularly updates the Fair Market Rents; this language was changed to ensure that applicants use the FMR that is applicable.
- e. Pages ii and xiii: Corrected references to the NOFA.
- f. Page 2: "B1: SHP Project Summary Budget." The footnote at the bottom was revised to prevent confusion that could arise from previous wording.
- g. Page 3: "C: Point in Time Housing and Participants Chart." HUD needed to include the wording "of all disabled persons" to indicate and emphasize that this data collection is a subset of the row above it.

Signature of Senior Official or Designee:	Date:	For OIRA Use
X Lillian L. Deitzer, Departmental Paperwork Reduction Act Officer, OCIO		

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

- h. Page 4: “E: Discharge Planning Policy.” The words “HUD McKinney-Vento” were included because other homeless assistance could exist, and we want to be specific in referring to HUD funds.
- i. Page 4: “G: Project Participation and Data Coverage in HMIS.” Domestic violence providers are legally exempt from entering certain information in HMIS. The previous version of this form left no option for these providers—if they answer “no” to question 1, they must be able to explain why they cannot enter a date in part a., without being penalized in the scoring. This correction is necessary to ensure fairness in scoring for all projects.

Signature of Senior Official or Designee:

Date:

For OIRA Use

X Lillian L. Deitzer, Departmental Paperwork Reduction Act Officer, OCIO

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

