

Paperwork Reduction Act Change Worksheet

Agency/Subagency: U.S. Department of Housing and Urban Development	OMB Control Number: 2577-0157
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Enter only items that change	Current Record	New Record**
Agency form number(s):		
Annual reporting and keeping hour burden		
Number of respondents		
Total annual responses		
Percent of these responses collected electronically	%	%
Total annual hours		
Difference		
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: **

This change is requested to make a correction to the recently approved revision for 2577-0157. As noted below in Items 3 and 15 of the Supporting Statement, the requirement for Public Housing Agencies (PHAs) to certify to the accuracy of data was included in the current submission. Due to HUD error, it did not completely explain the process. It is our request the correct this error.

3. HUD is now requiring each PHA to certify to the accuracy and timeliness of the data that they submitted. This new certification is collected electronically.

15. A new electronic Document, #47, requires the PHAs to certify to the accuracy and timeliness of all Capital Fund Program related Public Housing Information Center data that is related to HUD's determination of the PHAs' Capital Fund annual formula grants.

With respect to the Capital Fund Data Certification portion of this collection, there are two changes in the description that do not affect the burden estimate in any significant way.

- 1) The data certification process includes an exception for instances where a PHA is unable to update its information in the Public Housing Information System (PIC) so that it can certify to the accuracy of the data. In this instance, (as in any other instance where a PHA encounters a system problem with PIC) it would call a help desk, explain the problem and be issued a help ticket number. The Capital Fund Data Certification collection always contemplated capturing the help desk ticket number in this instance (there is a space for it on the screen shots

Signature of Senior Official or Designee:	Date:	For OIRA Use
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provided) although the narrative description did not make this aspect of the collection clear. There is no change to the burden hours associated with this change.

- 2) The data certification process also includes two data elements that PHAs did not input into PIC. These two data elements derive from the predecessor system to PIC that involved paper submission of data to HUD Field Offices that in turn keyed the information into that system. The Capital Fund Data Certification web pages will give PHAs an opportunity to see this data and to question its accuracy. In instances where PHAs question the accuracy, they may have to provide documentation to support an alternate number. This Department expects this situation to be very rare. Even in instances where a PHA raises such a question, the burden will usually be light because the PHA will simply have to submit copies of documents that should be readily available. This Department does not believe that this aspect of the collection is a significant change from the original estimate.

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