

**PAPERWORK REDUCTION ACT
CHANGE WORKSHEET**

Agency/Subagency U.S. Department of Housing and Urban Development Office of Housing, Office of Multifamily Housing Development		OMB Control Number 2502-0518
<i>Enter only items that change</i>		
	Current record	New record
Agency form number(s) HUD-93304-M-H HUD-3305		HUD 93304-M-H HUD-3305
Annual reporting and recordkeeping hour burden		
Number of respondents		18
Total annual responses		41
Percent of these responses collected electronically		0%
Total annual hours		336
Difference		+336
Explanation of difference		
Program change		
Adjustment		+336
Annual reporting and recordkeeping cost burden (in thousands of dollars)		
Total annualized Capital/Startup costs	0	0
Total annual costs (O&M)	0	0
Total annualized cost requested	0	0
Difference		0
Explanation of difference		
Program change		
Adjustment		
Other changes**		
<p>HUD is preparing a final rule to follow the proposed rule that was published January 10, 2005. At that time, HUD prepared and submitted an information collection request; however, three items were inadvertently omitted from the burden matrix for this ICR. The following items were in the proposed rule, and are not a substantive burden.</p> <ul style="list-style-type: none"> • 24 CFR 242.17 requires the establishment of a Mortgage Reserve Fund (MRF). Expenditures from the fund are made at HUD's sole discretion (upon a request and approval) or a MRF Schedule (which must be provided). Not included in the ICR was the HUD-93304-M-H form. 108 hours. • 24 CFR 242.41 requires that the mortgagor, the mortgagee, and HUD to enter into an agreement. Also, left out was the HUD-3305 form, Agreement and Certification. 108 hours. • 24 CFR 242.45 provides that the mortgagor may request early commencement of work for good cause. Subsequent to the submission of an application but prior to the issuance of a commitment or denial by HUD, the hospital and the lender may request for good cause the commencement of certain necessary early site work and limited construction. The work must be requested by both the hospital and the lender. Early commencement of work could conceivably occur with each of 18 applications per year, but in practice it is expected to occur no more than 4 times per year. 120 hours. 		
Signature of Senior Official or designee:	Date:	For OIRA Use _____ _____

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