

**PAPERWORK REDUCTION ACT
CHANGE WORKSHEET**

Agency/Subagency U.S. Department of Housing and Urban Development Office of Housing, Office of Multifamily Housing Development 451 7 th Street, SW –Room 9274 Washington, DC 20410	OMB Control Number 2502-0540	
<i>Enter only items that change</i> Current record		
Agency form number(s)		New record
Annual reporting and recordkeeping hour burden		
Number of respondents		
Total annual responses		
Percent of these responses collected electronically	0%	100%
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 changes**

The US Department of Housing and Urban Development, Office of Single Family Housing recently developed a Nonprofit Data Management System. This Data Management System will be used to facilitate the daily functions of FHA Nonprofit Program activities. The system will allow Nonprofits to apply on-line for approval and recertification to participate in the program. The system is also designed to allow program participants to submit their property reports electronically. The implementation of this new system will not change any of the application requirements, nor will this electronic filing reduce the amount of time it takes an applicant to respond to the application requirements. Applicants will simply now be able to upload their application information into the system versus mailing in hard copy applications. Additionally, applicants will also still be required to submit property reports. However, instead of compiling the information throughout the year and filing an annual report, the system is designed to collect the information on an on-going basis, as properties are purchased throughout the year. This change is only an administrative change, altering the manner in which the information is collected. Cost reduction is minimum. With the implementation of this system the cost of postage will be eliminated.

FHA will post the following statements regarding the Privacy Act and OMB collection approval on the log-in page of the data base system:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 2502-0540. Public reporting burden for this collection of information is estimated time needed to prepare the responses varies from 3 to 24 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Privacy Act Notice – The United States Department of Housing and Urban Development, Federal Housing Administration (FHA), is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq. The Housing and Community Development Act of 1987, U.S.C 3543 authorized HUD to collect Employer ID and/or Social Security Numbers. These numbers are used to validate an agency's legal and financial status and ensure that no conflicts of interest exists between nonprofit agencies, their boards of directors, their principal staff or any other entities that may participate in operating their affordable housing programs. HUD may also disclose this information to Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigation and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. The information is considered sensitive and is protected by Privacy Act which requires the records to be maintained with appropriate administrative, technical and physical safeguards to ensure their security and confidentiality.

Additionally, please see attached screen shots of the new data management system.

Signature of Senior Official or designee:	Date:	For OIRA Use _____ _____
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**This form cannot be used to extend an expiration date.
OMB FORM 83-C