

Paperwork Reduction Act Change Worksheet

Agency/Sub-agency: U.S. Department of Housing and Urban Development Office of Public and Indian Housing-Office of Public Housing and Voucher Programs – Sec.8 Housing Choice Voucher Program	OMB Control Number: 2577-0169
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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: **Public Housing Agencies (PHAs) will submit data in the Voucher Management System (VMS) for each month, but will submit it after the end of each month. Validation will occur on-line, as the PHA prepares their submission. Items that fail specified edit checks will be immediately identified and the PHA will review and either correct or confirm the data. Once all edit checks have been satisfied, the data will be accepted. This streamlined process will provide more timely cost and utilization data, and will speed up and improve the validation process.

Currently the PHAs collect data on a monthly basis, but submit it at the end of each quarter. Most data validation occurs off-line. The FMC extracts data from VMS, runs the edit/validation checks and sends the PHAs a workbook identifying potential discrepancies for their review and correction as needed. The PHAs are to respond to and return the workbook and enter the corrections to VMS, with no further validation or follow-up.

Note that this VMS release does not add or change any reporting categories, and the release will be accompanied by revised user instructions. The input of the monthly data will simply occur once a month for a shorter period of time, and at the end of the quarter, but the amount of time that it takes to submit each month's data into VMS will stay approximately the same. Further, the online validation of data allows a PHA to correct data discrepancies at the time of submission, rather than requiring the PHA to wait for the workbook to correct the errors. This could reduce the time that a PHA needs to correct minor errors.

In addition, the PHA will have the advantage of knowing the adjustment (if any) to administrative fees from HUD within 45 days of the end of the month, as opposed to possibly as long as five months if the data submitted at the end of the quarter. This should improve the PHA's ability to budget and execute PHA activities.

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

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

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