

Paperwork Reduction Act Change Worksheet

Agency/Subagency: U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB Control Number: 2577-0169
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Enter only items that change	Current Record	New Record**
Agency form number(s): HUD-52681B	52681B	52681B
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: **

In accordance with our ongoing efforts to improve the ease of navigation and information input, the Office of Public Housing and Voucher Programs has redesigned HUD form 52681-B / Voucher Management System (VMS).

The current physical design of the web base form requires the end user to enter pertinent data in an order that is disjointed and lacks categorization for ease of analysis. Additionally, it is visually difficult to verify required data, in its entirety, as entered into HUD form 52681-B / VMS. Any discrepancies in information require use of impromptu man hours on the part of the PHA and HUD staff to locate the input and correct for further processing.

This new layout of HUD form 52681-B / VMS will allow the end user to gather and input data, especially Unit Months Leased (UML) and Housing Assistance Payments (HAP), under specific categories. By organizing and inputting information into the new design, it helps PHAs visually ensure they are correctly and completely entering all required data into the VMS system. This will result in a significant decrease in unplanned additional man hours that were dedicated to discrepancy corrections.

The new Form 52681-B is divided into 13 specific categories allowing the collection of both UML and HAP information for each specific item in the section. The Sections are as follows:

Section 1) PHA Number, Name, FYE and submission type

Signature of Senior Official or Designee:	Date:	For OIRA Use
X Wayne Eddins, Departmental Reports Management Officer, OCIO		

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

- Section 2) Utilization and Administrative Fee and Expense Reporting
- Section 3) Memorandum Reporting
- Section 4) Administrative Expenses
- Section 5) Financial Status
- Section 6) Disaster Voucher Program (DVP)
- Section 7) Disaster Housing Assistance Program (DHAP- Katrina/Rita)
- Section 8) Disaster Housing Assistance Program (DHAP- Ike/Gustav)
- Section 9) Additional Expenses
- Section 10) Additional Comments
- Section 11) PHA Contact Information
- Section 12) Submission
- Section 13) HUD Official Use Only section

Each section of the hard copy form will follow the specific page layout on the web based form and each data field will have a detailed description of the data collection requirement so the user can easily assemble information and coordinate inputs from start to finish.

Additional pages were added to further explain the data collection process and to improve the usability of the form. This process helps to standardize the descriptions and improved instruction on why the data is being entered. By ensuring the information is standardized and relative to the Public Housing Authority, this enables HUD to more accurately provide annual funding.

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