

**PAPERWORK REDUCTION ACT
CHANGE WORKSHEET**

Agency/Subagency U.S. Department of Housing and Urban Development Office of Housing, Office of Housing Counseling	OMB Control Number 2502-0261
---	--

<i>Enter only items that change</i>		New record
Agency form number(s)	<i>Current record</i>	
HUD-9902		
Annual reporting and recordkeeping 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 changes**

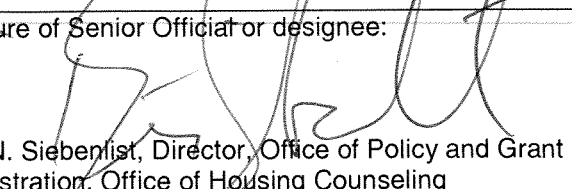
In order to serve its clients better, HUD has made the following non material change:

HUD's Office of Housing Counseling is seeking approval to simplify form HUD-9902, *Housing Counseling Agency Activity Report*, to improve data quality, decrease data element reporting for housing counseling agencies (HCAs), and to focus on key program outcomes. The performance data collection instrument for the Housing Counseling Program ("Program") will continue to be collected and can be automatically populated by HUD's Housing Counseling System (HCS) based on submitted client level data through HCAs' use of a Client Management System (CMS).

The proposed form HUD-9902 is decreasing agency reporting from approximately 76 data elements currently required to be entered by the HCAs into their CMS to approximately 33 data elements. This decrease amounts to a **56% reduction** in data elements that need to be manually input. The simplified reporting tool allows agencies to select multiple short- and long-term impacts applicable to each household served. Rather than capturing every possible outcome within each counseling type with the current 76 data elements, the proposed 33 data elements focus on key outcomes that more accurately demonstrate the impact of the Program.

Interested CMS vendors will update their systems if they want housing counseling agencies to use their systems.

Previous PRA submissions for this form were made under the Single Family Program Support Division, Office of Housing.

Signature of Senior Official or designee: 	Date: 9-9-13	For OIRA Use _____ _____
Brian N. Siebenlist, Director, Office of Policy and Grant Administration, Office of Housing Counseling		