

October 25, 2016

**Non Substantive Request Justification**

**OMB No. 0920-1099, exp. 2/28/2019**

**“Capacity Building Assistance Program: Assessment and Quality Control”**

Following a meeting with NCHHSTP IT Security, the program is requesting to make a minor change to the OMB approved HPAT instrument 0920-1099 Attachment 3. According to IT Security, it would be better to specify that the information requested is business contact information. If this minor change to the contact information at the top of the HPAT form is approved, then IT Security will consider the information **business**-personally identifying information (business-PII) instead of **personally** identifying information (PII). This change will reduce the level of data security required and will facilitate better data collection and follow-up with applicants.

In addition, we are reversing the order of the Race and Ethnicity questions. In the revised October 2016 version of the form, the Ethnicity question will precede the Race question.

The changes are:

<b>Approved Form</b>	<b>Requested Change</b>
Address	<b>Business Address</b>
Daytime Phone	<b>Bus. Phone</b>
Alternative Phone	<b>Alt. Bus. Phone</b>
Email	<b>Bus. Email</b>
Race and Ethnicity Questions 11 & 12	<b>Reordered questions 11 &amp; 12 so ethnicity question is first.</b>

To see the changes in context, please refer to:

Att 3 HPAT-wordversion\_approved Feb 2016 (original version, to be discontinued)

Att 3 HPAT-wordversion\_revised Oct 2016 (new version that replaces the original)

Effect on the burden estimate:

None. There are no changes to the estimated burden per response, estimated number of respondents, or total burden hours.