

November 2, 2016

**Non Substantive Request Justification**

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

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

The program is requesting to make a minor change to the OMB approved HPAT instrument 0920-1099 Attachment 3. A 2-part change request was recently approved in October 2016. We will retain the changes specifying that the requested contact information is business (not personal) contact information.

A miscommunication was made in requesting the other change, specifically, the change to reorder the race and ethnicity questions 11 and 12 so the ethnicity question would precede the race question. Upon receiving OMB approval for the change request, we learned that changing the order of the race and ethnicity questions would negatively affect the flow of questions in the database and related templates. As a result, we are requesting the question order be changed back to the question order that was originally approved in February 2016, with the race question as #11 and the ethnicity question as #12.

The changes are:

| <b>Approved Form</b>                 | <b>Requested Change</b>                             |
|--------------------------------------|---|
| Race and Ethnicity Questions 11 & 12 | Reorder questions 11 & 12 so race question is first |

To see the changes in context, please refer to:

Att 3 HPAT-wordversion-Oct 2016 Final with new Nov edits  
Att 3 HPAT-wordversion-Proposed Final Nov 2016

Effect on the burden estimate:

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