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Sample

Public reporting burden for this collection of information is estimated to average XX minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the xxxxxxxxxxxxxxxx to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. The grantee will be prompted for entering the information and for confirming information that is spoken back by the VRS simulated voice. This information is required to obtain benefits under the xxxxxxxxxxxx. The information requested does not lend itself to confidentiality.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the xxxxxxxxxxxxxxxx. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the xxxxxxxxxxxxxxxx. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

I. Minimal Form Standards

First Page Header

1. Form Title - upper left hand corner of first page in bold (Note: Title should be meaningful, short, and unique)
2. Hud Department - centered in bold
3. Organization within HUD that owns/created the form
4. OMB Number and OMB expiration date (if a Public Use form) For new forms enter the text as shown until the actual OMB number and date are determined.
5. Public Burden and Privacy statements. Usually, font size is 7.5-9. The content of this must be determined and inserted before submitting it to Forms Management. This item normally belongs just below Items 1 thru 4 above.

**U.S. Department of Housing
and Urban Development**

Office of Administration
OAMS - Records & Directives Branch

OMB Approval No. 9999-9999
(exp. mm/dd/yyyy)

All Pages

6. Previous version(s) obsolete - This form example is showing this statement, however, this statement is only used when changes to the form cause previous versions to become obsolete. If the statement is applicable, it must be on every page.
7. Centered page numbers on every page, for some forms it may be omitted on the first page.
8. Form Number and issuance date exactly as shown, on every page: The word "form" in lower case, the actual form number must be in bold (where the form number is not yet known, enter **HUD-XXXXX**, followed by (mm/dd/yyyy).

Previous versions obsolete

form **HUD-XXXXX** (06/16/2003)

Note: Include the month, day, and year the form was created. This date will be changed each time the draft is changed. When the form becomes an official current form, the day of the week is removed.

For Public Use forms, the form cannot become official until it has been approved by OMB, has an OMB number and non-expired OMB expiration date on it - see Circle 4 at top of form.

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Other General Rules

09. The normal HUD font standard is Helvetica
10. At the top of all pages, except the first, there should be a drawn line. This is not an absolute rule. Some forms do not need this. However, if the line is on the top of any page, then there must be a line on the top of every page except the first page. There should never be a line at the top of the first page.
11. At the bottom of each page, there should be a line above the footer. This line can be contained in the footer with an empty line below if is so desired.
12. Extremely Important: **Leave enough white space** above Headers, below Footers, and on the right/left margins so that pages do not inadvertently cause page breaks where they are not desired. Most forms, after being created in MS Word or Excel, are then converted to PDF format. This conversion is an automatic process and if the margins on any of these areas are too small, the PDF process will automatically cause undesirable page breaks.
13. Shading - when shading is used, it should have a black density of 15%.

II. Getting a Form Completed and Approved

1. Create the form using the rules in Section I including all the header information, OMB number, OMB statements, and the necessary footer information as described.
2. Insert the correct OMB language for your form as shown in circled number 5 on the first page. You must get this text from your OMB forms representative.
3. Deliver the **electronic version** of the new proposed form to Forms Management: OAMS - Records & Directives Branch. The electronic version must be the source of the form such as MS Word, Pagemaker, Excel, not a scanned image or pdf.
4. This Office will assign a new form number (**old form numbers cannot be re-used**), and if the form is acceptable, this office will supply the requestor with a pdf copy of the form to be used for OMB approval submittals. The requestor will then submit the proposed form, along with OMB Submittal information, to Wayne Eddins, Reports Management Officer. This office does not want to receive any of the OMB justifications, etc. since this is outside of the functions of this office.
5. When OMB has approved the form, the form owner or this office will modify the draft by correcting the OMB Number, expiration date, and issuance date. This office will then post the form on HUDClips and make it a current/active form.