

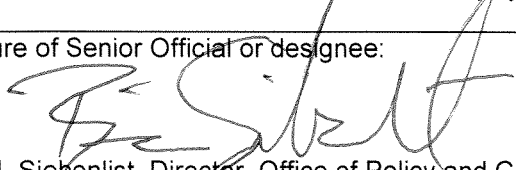
**PAPERWORK REDUCTION ACT
CHANGE WORKSHEET**

| | |
|---|---|
| Agency/Subagency U.S. Department of Housing and Urban Development Office of Housing, Office of Housing Counseling | OMB Control Number 2502-0261 Current expiration date:07/31/2019 |
|---|---|

| <i>Enter only items that change</i> | | New record |
|--|----------------|------------|
| | Current record | |
| Housing Counseling Program | | |
| Annual reporting and recordkeeping hour burden | | |
| Number of respondents | 0 | |
| Total annual responses | 0 | |
| Percent of these responses collected electronically | 0 | |
| Total annual hours | 0 | |
| Difference | | |
| Explanation of difference | | |
| Program change | | |
| Adjustment | | |
| Annual reporting and recordkeeping cost burden (in thousands of dollars) | | |
| Total annualized Capital/Startup costs | 0 | |
| Total annual costs (O&M) | 0 | |
| Total annualized cost requested | 0 | |
| Difference | | |
| Explanation of difference | | |
| Program change | | |
| Adjustment | | |

In order HUD's approved Housing Counseling Agencies to serve its clients better, HUD requests the following non material change to the existing OMB Collection 2502-0621, "The Housing Counseling Program":

HUD's Office of Housing Counseling (OHC) is seeking approval of a **"Notice of Equal Access Rule Guidance for HUD-approved Housing Counseling Agencies"**. Housing Counseling Agencies (HCAs) must inform their clients about the Rule when clients are seeking HUD-assisted housing or FHA-insured housing. Persons alleging discrimination should be informed by the housing counseling agency of their right to file a complaint with HUD's Office of Fair Housing and Equal Opportunity (FHEO). Complaints may be filed by visiting www.hud.gov/fairhousing or by calling (800) 669-9777 (voice) or (800) 927-9275 (TTY). Agencies must keep records of all complaints and referrals consistent with its current record keeping obligations as required under 24 C.F.R. §§ 214.103(3); 214.315 and Chapter 5 of the Housing Counseling Handbook. Alternatively, housing counseling clients may direct questions and complaints by sending an email to HUD's Office of Housing Counseling at Housing.Counseling@hud.gov. In 2502-0261 HCA must document their client files. This change request adds that agencies would include documenting any complaints of discrimination and referral information that was provided. OHC believe that the need for this documentation might occur 10 times or less. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

| | | |
|--|---------------|---|
| Signature of Senior Official or designee:  Brian N. Siebenlist, Director, Office of Policy and Grant Administration, Office of Housing Counseling | Date: 9-14-16 | For OIRA Use <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> |
|--|---------------|---|

**This form cannot be used to extend an expiration date.
OMB FORM 83-C