

# Paperwork Reduction Act Change Worksheet

Agency/Subagency: <b>U.S. Department of Housing and Urban Development</b>	OMB Control Number: <b>2502-0541</b>
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Enter only items that change	Current Record	New Record**
Lender Qualifications for Multifamily Accelerated Processing (MAP)		
<b>Annual reporting and keeping hour burden</b>		
Number of respondents		
Total annual responses		
Percent of these responses collected electronically	%	%
Total annual hours		
Difference		
Explanation of difference Program change Adjustment		
<b>Annual reporting and recordkeeping cost burden</b> (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 change: \*\*

Replace the recently approved 2020 MAP Guide [ ICR REFERENCE NUMBER: 202006-2502-003 ] with the newly formatted MAP Guide. A new categorization, i.e., subject outline, system has been installed and additional bookmarking and hyperlinking of both internal (bookmarks) chapter and section references and external (hyperlinks) links to web-based resources were applied to the December 15, 2020 version of the MAP Guide (Guide). There were no material changes in text and no changes at all in substance or meaning.

The entire Guide has a new numbering hierarchy system created for the headers, sub-headers and paragraphs. The new numbering system will improve citability of sections/paragraphs and make it easier for readers to find specific sections/paragraphs. The Guide will contain a new table of contents that is updated based upon the new numbering hierarchy system. The look and readability of the Guide is improved with consistent indentation, fonts, bolding, appropriate capitalizations to labels such as, "Lender" vs "lender"; the citation of forms are now consistent (now all referenced as "Form HUD-#####M." New features added to the Guide are an index and a glossary. The index will list key words, for example, lender qualification or AIA-B108 are listed. The index is sorted alphabetically for ease of finding a key word and once found the index will cite the various locations where that word is used in the Guide. The next feature added is a glossary that lists the definition of key words found in the index. Additionally, through quality control cross referencing checks within the Guide were re-created based on the new numbering system. Overall, the formatting improves the look of the Guide, speeds reader searches for content and dramatically improves readability.

This is a change to the previous 2016 MAP Guide because it contained an inconsistent outline hierarchy. It was also difficult to find and research key words because of inconsistent use of nomenclature and acronyms or too many results for the search. Some internal cross references were incomplete or inaccurate and some HUD forms were inconsistently named throughout the Guide.

Signature of Senior Official or Designee: C. Lamar Seats, Deputy Assistant Secretary for Multifamily Housing Programs	Date:	<b>For OIRA Use</b>
X		

\*\* This form cannot be used to extend an expiration date.