**Paperwork Reduction Act**

# Change Worksheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agency/Subagency:  **U.S. Department of Housing and Urban Development** | | | OMB Control Number:  **2535-0102** | |
| Enter only items that change | | Current Record | | New Record\*\* |
| Agency form number(s):  **27054E** | |  | |  |
| **Annual reporting and keeping hour burden** | |  | |  |
| Number of respondents |  | |  |
| Total annual responses |  | |  |
| Percent of these responses collected electronically | % | | % |
| Total annual hours |  | |  |
| Difference |  | |  |
| Explanation of difference  Program change  Adjustment |  | |  |
| **Annual reporting and recordkeeping cost burden** (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: \*\*

1. **Inserted and highlighted instructions “All fields must be typed in except for signatures and initials.” in red on page 1.**
2. **Inserted instructions on how to submit the form via secured email on page 1.**
3. **Broke down checkbox “Revise Authorizations” into two checkboxes “Add or Remove Program Area(s)” and “Add or Remove Tax-ID Number(s)” to reflect the instructions on page 3.**
4. **Removed all instances of instructions to print text.**
5. **Inserted instructions that digital signatures and DocuSign will not be accepted on page 1 and 3.**
6. **Updated hyperlink to new HUD webpage on page 3.**