**Paperwork Reduction Act**

# Change Worksheet

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| --- | --- |
| 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 differenceProgram changeAdjustment |  |            |
| **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 differenceProgram changeAdjustment |  |            |

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.**