**Paperwork Reduction Act**

# Change Worksheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agency/Subagency:  **U.S. Department of Housing and Urban Development** | | | OMB Control Number:  ***2528-0335*** | |
| Enter only items that change | | Current Record | | New Record\*\* |
| Agency form number(s): | |  | |  |
| **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: \*\*

This submission includes a series of non-substantive changes to the instruments to be administered as part of the evaluation of the second cohort of HUD’s Older Adult Home Modification Program. Recommended revisions will enable the evaluation to use datasets from both the Centers for Medicaid and Medicare Health Outcomes Survey (HOS) and the Johns Hopkins University National Health and Aging Trends Study (NHATS). The changes are for Client Program Questionnaire and the Client Impact Evaluation forms to enable the evaluation team to compare outcomes from the second cohort of HUD’s Older Adult Home Modification Program (EOAHMP-C2) to both datasets to ensure a more robust analysis.

Additional questions specifically for the administrative prime grantees would essentially replace questions which are not applicable to them as they are not implementing the OAHMP. This would reduce the number of overall questions they are asked. Solutions also suggests the addition of optional questions for subgrantees implementing the OAHMP under the guidance of administrative primes. We recommend adding these as “optional” questions to ensure we do not increase the evaluation’s burden on a specific subset of grantees. However, these optional questions would potentially enable the evaluation to better analyze and report on how the OAHMP processes work for subgrantees who are not directly working with or reporting to HUD.

Although the number of questions in some DCIs did not increase nor decrease, Solutions may have reduced or increased response options to conform to options included in the HOS, NHATS or HRS. These revisions serve to reduce questions (i.e., burden) in the Client Program Questionnaire and the Client Impact Evaluation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Collection Instruments** | **# of Questions** | | **Reason(s) for Revision/Change** |
| **Approved** | **Revised** |
| **Client Program Questionnaire (Appendix C):** Grantee instructions updated to match NHATS | | | |
| Section A | 8 | 8 | No change in number of questions; questions rearranged / edited to exactly match NHATS; Column added to capture additional answer options. |
| Section B | 8 | 7 | One question was eliminated and questions were rearranged/ edited to exactly match NHATS; Column added to capture additional answer options. |
| Section C | 10 | 10 | No change |
| Section D | 9 | 9 | No change |
| *Total DCI Questions* | *35* | *34* |  |
| **Client Impact Evaluation Interview (Appendix F)** | | | |
| Section A | 1 | 1 | No change |
| Section B | 4 | 4 | No change |
| Section C | 18 | 17 | Eliminated one question and altered one response option (C.4) to match NHATS; revised question numbering and clarified grantee and programmer instructions |
| Section D | 6 | 6 | No change |
| Section E | 3 (Min)  9 (Max) | 3 (Min)  9 (Max) | No change |
| Section F | 4 | 4 | No change |
| Section G | 9 | 8 | Restored CMS HOS questions which reduced number of questions and revised question language. Note: 2022 HOS requires an additional question that was not in the original OMB submission. |
| Section H | 7 | 3 | Restored CMS HOS questions which reduced number of questions and revised response options. |
| Section I (Optional) | 4 | 4 | No change |
| *Total DCI Questions* | *56(Min)*  *62 (Max)* | *50 (Min)*  *56 (Max)* |  |
| **Annual Grantee Process Survey (Appendix I):** Recognizes the different approaches under which the grant has been funded (i.e., implementing prime, administrative prime, and implementing subrecipient). | | | |
| Implementing Prime Grantee | 17 (Min)  29 (Max)  +2 optional | 17 (Min)  29( Max)  +2 optional | No change. |
| Administrative Prime Grantee | 17 (Min)  29 (Max)  +2 optional | 17 (min)  16 (Max)  +2 optional | Replaces 11 implementing questions with 10 administrative questions. Many of the original questions would not have been applicable. |
| Implementing Subgrantee | 17 (Min)  29 (Max)  +2 optional | 17 (Min)  29( Max)  +8 optional | Adds 6 additional, but optional, questions to base questions asked of prime implementing grantees. |