

PAPERWORK REDUCTION ACT  
CHANGE WORKSHEET

<b>Agency/Subagency</b>  <b>U.S. Department of Housing and Urban Development</b> Office of Housing, Office of Multifamily Housing Development		<b>OMB Control Number</b>  <div style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">2502-0352</div>
<i>Enter only items that change</i> <b>Current record</b>		
<b>Agency form number(s)</b>		<b>New record</b>
Annual reporting and recordkeeping hour burden		
Number of respondents	4811	16,196
Total annual responses	4811	16,196
Percent of these responses collected electronically	0	0
Total annual hours	2406	32,392
Difference		29,986
Explanation of difference		See below
Program change		
Adjustment		
Annual reporting and recordkeeping cost burden (in thousands of dollars)		
Total annualized Capital/Startup costs	0	0
Total annual costs (O&M)	0	0
Total annualized cost requested	0	0
Difference		0
Explanation of difference		
Program change		
Adjustment		
<b>Other changes**</b>  In order to serve its clients better, HUD has made the following non material change  This is a non-material change to the information collection described under this control number, to revise the number of respondents and burden hours to more accurately reflect current information collection under the requirements for submitting an annual utility analysis. <b>There has been no change in the nature of the collection.</b>  The previous submissions reflected a misreading of the regulatory requirement and therefore did not capture the actual number of respondents nor the burden hours per response. There are 16,196 respondents each year, but the burden varies over a three-year period. Each respondent must do a baseline utility analysis every third year and a factor-based analysis in the intervening two years. The burden hours for the year 1 baseline is estimated to be 5 hours and the burden in years 2 and 3 (applying a factor) is estimated to be .5 hours each year. This yields a total of 6 hours per respondent over a three-year period, or annualized, 2 hours per respondent per year (16,196 X 2 = 32,392).		
Signature of Senior Official or designee:	Date:	For OIRA Use  <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/>

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