HFHI - comment - Self-help Homeownership Opportunity Program - OMB Control # 2506–0157				
APPLICATION: Paperwork Requirement	**Document Name**	**Frequency of Response**	**Hours per Response**	**Comments/Suggestions**
HUD-424	Application for Federal Assistance	1	0.25	
HUD-424B	Supplement Survey on Ensuring Equal Opportunity for Applicants ("Faith Based EEO Survey (SF-424-SUPP)"	1	0.25	
HUD-424CB	Grant Application Detailed Budget	1	32	• The data requested for the HUD-424-CB is relatively straightforward and easy to collect. However, entering the data into the form and reviewing them takes up more time (approx. 36 hrs) than it should (approx. 8 – 10 hrs). • The main reason is that the form is embedded in the fillable PDF, so the data is entered as a "text field", rather than a "numerical field". Then, maneuvering/clicking from one year to another takes time while the data of the year that has been completed is "uploaded" into the PDF (sometimes it takes upwards of 15 mins for the data to be uploaded and the next year tab opens). • Reviewing the data is more time-consuming than it should be. To review the data for the form in its entirety, applicants would have to review each year tab individually and as all the tabs as a whole. However, applicants would have to click open each year tab (which takes time as described above) and print each year tab. • If data is corrected for one year tab, it usually has to be corrected in the AllYears tab – no problem with that. However, what slows down the process is that the amount of time it takes for each year tab to open after the applicants click it. • The entire process can be reduced to about 8 – 10 hrs, if the HUD-424-CB form is made available as an Excel spreadsheet that can be attached to the PDF (just like the HUD-424-CBW).
HUD-424 CBW	Grant Application Detailed Budget Worksheet	1	80	No problem with the data requested or the data entry process. It's the data collection, analysis, formulation and review that take up the bulk of the 80 hrs.
HUD-2880	Applicant/Recipient Disclosure/Update Report	1	0.25	

HUD-2990	Certification of Consistency with the RC/EZ/EC II Strategic Plan	1	not applicable	we've never completed one
HUD-2993	Acknowledgement of Application Receipt	1	not applicable	
HUD-2995	Certification of Consistency and Nexus between Activities Proposed by the Applicant with Livability Principles Advanced in Preferred Sustainability Status Communities	1	80 hrs	It takes a while for the Affiliate to contact the Designated Point of Contact, arrange for a meeting with the DPOC, discuss the Affiliate's proposed Activities in relation to the Preferred Sustainability Status Community's Livability Principles, and await for the Commuity's decision regarding certification.
HUD-96010	Program Outcome-Logic Model	1	20	Type of data requested is good, but the lay-out of the form makes it frustrating to fill out . . . and increases risks of errors because it's difficult to read, understand and decipher. The major columns (HUD goals, policy priorities, problem/need/situation, services/output, outcomes) don't necessarily align or correlate with one another. Better to complete Logic Model in narrative and combine with eLogic Model Evaluation Questions.
HUD-96011	Third-Party Documentation Facsmile	1	not applicable	
Total Annual Hour Burden			**132.75**	