

Chapter 3. STANDARDS AND REQUIREMENTS

3-1. Design and analysis of forms is an ongoing process initiated by the prescribing organization continuing through the Forms Management Liaison Officer with assistance from the Departmental Forms Management Staff.

- A. Forms are continually reviewed and analyzed for:
 - 1. Effectiveness in supporting relevant data processes.
 - 2. Ease and convenience of use.
 - 3. Necessity and cost-effectiveness.
 - 4. Consolidation with other forms.
 - 5. Efficiency of production, distribution, and use.
 - 6. Impact on other forms or procedures (including those in other organizations).
- B. The Department's paper forms must be designed to be adaptable to black-on-white, letter-sized, single-sided reproduction. This is, primarily, to foster optimum versatility in printing and reproduction, particularly with laser printers and copiers. Any limitations on that adaptability, such as requirements for colored paper, chemical transfer or carbon interleaves for multiple copies, serial numbering, legal-sized paper, etc., must be demonstrated to specifically enhance the collection, processing, or management of information.
- C. Paper forms will be a standard size of 8 1/2 by 11 inches. Exceptions may be granted when determined to be necessary by the Departmental Forms Management Officer or the Regional Forms Management Liaison Officer.
- D. Print-ready originals must be of a quality to satisfy normal printing requirements (Printing Branch, Office of Administrative and Management Services, can provide assistance in determining these requirements).

3-2. Forms will be identified as follows:

- A. All Departmental forms will contain the Department identification and a primary organizational identification (a further subordinate organizational identification may also be included).
- B. The title of the form must accurately indicate its function or content. Avoid titles which are ambiguous or so similar to other forms' titles as to confuse users.
- C. Form identification numbers are required on controlled paper forms as follows:
 - 1. ID numbers must be in the bottom, right corner of the paper form.

2. Headquarters forms numbers consist of the prefix "HUD-" or "FHA-" , followed by an identifying number and, in parentheses, the edition date of that particular version of the form. These numbers will be assigned by the Departmental Forms Management Officer, or, with approval, by the Forms Management Liaison Officer of the originating office. (Note that all "FHA-" numbers will be converted to "HUD-" prefixed numbers as they are revised.)
 3. Regional forms may be numbered in any numbering system approved by the Regional Forms Management Liaison Officer, followed, in parentheses, by an edition date. For example: "FTW-1900/3 (10/88)."
 4. Existing forms not conforming to these requirements will be made to conform as they are revised.
- D. Issuances, directives or other documents which prescribe the use of a particular form(s) will be identified by number on that form. This identification will be located beneath the form number and will also be included in the Forms Index Notice.
- E. Control numbers for OMB Clearance and HUD Internal Reports Clearance are to be located in the upper-right and upper-left corners, respectively, of paper forms used for public or internal reporting.
- F. Supersession and stock disposition notices on revised and/or replacement paper forms must be placed in the lower-left corner of the form (for example: "obsolete, use existing stock until depleted," etc.).
- 3-3. Clearance requirements for forms are given below. The Forms Management Liaison Officer of the originating office is responsible for ensuring that all clearance requirements are met for each form action initiated and for certifying as such on form HUD-21003, Request for Forms Action.
- A. Reports Analysis and Clearance (see Handbook 2400.3):
1. For HUD-Internal Reports, submit form HUD-131, Reports Clearance Record (appendix 3).
 2. For Public-Use forms, submit form SF-83, Clearance Request and Notice of Action (appendix 4).
- B. Privacy Act Clearance (see HUD Handbook 1325.1).
- C. Forms directly related to an automated system must be cleared by the organization responsible for development/maintenance of that system.
- D. Forms must be cleared by all affected organizations.

- E. Forms prescribed by an Issuance must be cleared simultaneously with the Issuance.
 - F. Forms used for program evaluation, program monitoring, or for review of the regulatory/statutory compliance of program participants must be previewed by the Office of Policy Development and Research.
- 3-4. Control Files for forms shall be maintained by the Departmental Forms Management Officer for all Departmental controlled forms and by the Regional Forms Management Liaison Officer for all Regional controlled forms. The control file shall contain material to provide an accurate overview of the history and current status of each form.
- 3-5. Catalog of Forms. A Forms Index Notice containing a listing of all Departmental forms currently in use and all recently discontinued forms is published semiannually by the Departmental Forms Management Staff. This listing is also available on LANs in the Directives Access System where it is updated more frequently.