

Management Objective: Departmental Clearance

Reduce the time and complexity of the clearance process by establishing and enforcing clear protocols for drafting and reviewing documents placed in departmental clearance.

OVERVIEW

For some significant policy documents, submission of the document for departmental clearance is the first time that key HUD policy and support offices and HUD's Office of General Counsel (OGC) review such documents. The absence of involvement of key HUD offices can result in a lengthy clearance process if major disagreements exist. There are also less significant policy documents that only need abbreviated review which go through the full clearance process unnecessarily.

To address these challenges, HUD will establish guidelines for development of significant policy documents that include a preclearance process and protocols for clearance of these documents. HUD will also establish guidelines that will institute a significant reduction or no clearance of routine or less significant policy documents.

STRATEGIES

- **Establish guidelines for development of pre-clearance process.** Protocols will be issued to clarify that the preclearance process is for significant policy documents, such as documents that implement new law (e.g., the Violence Against Women Reauthorization, 2013, defining Qualified Mortgages for HUD, or new NOFAs) or changes to longstanding HUD policies and practices such as Affirmatively Furthering Fair Housing. With respect to the clearance process itself, the review time will be tailored dependent upon whether the clearance item presents new significant policy or legal mandates. Such items will go through full clearance, with a goal of completing review in two weeks. Clearance items not falling into this category will go through an abbreviated and limited review process.
- **Ensure transparency by utilizing a department-wide clearance calendar.** The Clearance Calendar allows everyone within HUD to see the current version of a document in clearance, all clearance comments and resolutions, and the context, major issues, and priorities for each document. By increasing use of the clearance calendar, the clearance process will be much more transparent. This will also provide an electronic record of the time it took a document to go through clearance.

LEADING THIS OBJECTIVE

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MEASURING OUR PROGRESS

To track our progress towards this objective, HUD will monitor the following key performance indicator.

- ▶ **Percentage of documents that complete the clearance process by the deadline**
HUD will monitor percentage of documents that complete the clearance process on -time. (i.e., no non-concurrences are submitted or remain unresolved).