ideas

Submission Form

Read the instructions on the back.
Attach extra pages as necessary **(3 copies of each)**.
Don't write in the shaded blocks.

Privacy Act Notice: The request for information made on form 20000-A, Submission Form, is authorized by 5 USC 45. It is voluntary to provide the information. The information will be used to process Ideas, to correspond with the suggester and, if the Idea is approved, to issue payment. Information regarding the Idea and the amount of the award may be released to the public and to other Government agencies. Failure to provide information will result in non-payment for an adopted Idea.

1. Suggester's Name(s)	2. Job Title(s)	3. Series/Grade

4. Correspondence Code	5. Office Address	6. Organization	7. Office Phone No.	8. Employee ID

9. Evaluators and Decision Officials are encouraged to discuss Ideas with the suggesters; however, if you would like to remain anonymous, you may.

Please indicate your preference: ☐ **Withhold** my name from the evaluators. ☐ **Don't withhold** my name from the evaluators.

10. If my/our Idea is adopted and I/we accept an award, either monetary or non-monetary, I/we agree that the suggestion and/or any variant of it becomes the property of the U.S. Government and that neither I/we nor my/our heirs or assignees have any further claim to it.

Signature of Suggester(s)	Date

11. Which organization would be responsible for implementing this Idea?	Date Received	Received by (Corresp.Code)	Idea Number

12. Is this Idea currently being used?	12a. If so, in what office(s)?	The IDEAS Program Staff Member Handling this Idea is
☐ Yes ☐ No		

13. Idea Title (5 - 10 words)

14. Description of the Problem

15. Proposed Solution

16. Estimated Benefit

Retain this record for 5 years if Idea is adopted; 2 years if Idea is rejected.
Replaces form HUD-142.

form **HUD-20000-A** (9/88)
ref. handbook 2191.1

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Your Idea has been received and is being evaluated. If you have any questions about your Idea, please contact the IDEAS staff member whose name appears below. Thank you for participating in the IDEAS Program.

Suggester's Name(s)

Correspondence Code	Office Address

Date Received	Received by (Corresp.Code)	Idea Number
	The IDEAS Program Staff Member Handling this Idea is	

Retain this record for 5 years if Idea is adopted; 2 years if Idea is rejected.
Replaces form HUD-142.

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Instructions to Suggesters

Thank you for your interest in the IDEAS Program. Following is some information about how the program works and about how to submit your suggestion. You can learn more about the IDEAS Program by contacting your IDEAS Program Officer.

Who May Participate? All employees -- including managers and employees of other Federal agencies -- may participate in HUD's IDEAS Program. An Idea may be submitted by one or more employees.

How Do You Participate? Use this form to submit your suggestion. Fill in all the basic information at the top. Then tell us about your suggestion.

• **Give it a Title.** (Block 13) In 5 - 10 words, describe the subject of your idea.

• **Identify the specific Problem.** (Block 14) What is the problem?

Who/what does it affect? What inefficiencies does it create? What causes this problem?

• **Describe your Solution** . (Block 15) What specific changes must be made? How will those changes correct the problem? Give examples of how your solution will work.

• **Estimate the Benefits.** (Block 16) How would Government operations or services be improved by implementing your solution to this problem?

How much money could be saved? What costs could be avoided? How much staff time could be saved?

Provide as many facts about the suggestion as you can. Remember that the person who will be evaluating your Idea may not be as familiar with the technical details as you are, so explain the problem and your solution as clearly as possible. Your IDEAS Program staff can give you advice on how to develop and write your Idea.

You may attach additional pages or materials if you need to, but be sure to **submit 3 copies of all attachments.**

Sign and date the form (Block 10). **Each** suggester must sign the form.

When you have completed the form, submit it to your IDEAS Program Officer or designee. If you do not know who the IDEAS Program Officer is, contact your Office of Administration. They will know.

What Will Happen Next?

There are five major steps in processing Ideas.

1. Acceptance. The IDEAS Program staff review the suggestion and determine if it meets the requirements of the program. As long as your suggestion describes a specific problem and solution and estimates benefits, it probably will be accepted.

2. Evaluation. Next, the Idea will be referred to a program manager (Decision Official) for evaluation. The Evaluator analyzes the Idea to see if it is both **feasible** and **cost-effective,** and the Decision Official will decide whether to adopt or reject the Idea. The Evaluators are encouraged to contact you directly to discuss your Idea. That way, they can be sure they understand it fully.

3. Cost/Benefit Verification . If the Decision Official decides to adopt your Idea, the IDEAS Program staff will verify the estimated savings or benefits. If the suggestion is expected to yield more than $250,000 in savings it will be sent to the Inspector General in Headquarters or Regional Inspector General for Audit to verify the savings before an award is determined.

4. Job-Relatedness Determination . On adopted Ideas, the IDEAS Program staff will determine what impact your job responsibilities may have on the award you receive.

5. Determination of Award Type and Amount. Finally, the IDEAS Program staff will determine what kind of award should be given for an adopted Idea based on the relative benefit of the suggestion to HUD. Awards can be monetary or non-monetary. Monetery awards of $1,000 or less are paid in one payment. Larger awards will be paid in two installments - one on adoption and the other after implementation. All awards, whether monetary or non-monetary, will be presented to suggesters at official Recognition Ceremonies.

What Are Your Responsibilities?

• **Research** the facts about the problem and your solution before you submit your suggestion. The more facts you include, the more credible your suggestion will be. Your supervisor should permit you to use a reasonable amount of on-the-job time to develop your suggestion, but be sure to ask him/her.

• **Be thorough,** but concise, in writing the Idea. Make sure that it can be understood easily and that it's merits are clear.

• **Be available** to the IDEAS Program staff and to Decision Officials and Evaluators who may want to discuss your Idea with you. Be sure to get your supervisor's permission to use on-the-job time to do this.

• **Keep track of implementation,** if your Idea is adopted. Let the IDEAS staff know of any discrepancies from the implementation plans. They, too, will be monitoring implementation.

Other facts about IDEAS

• Policies for computer-related suggestions are slightly different. If you are planning to submit a computer-related suggestion, you should consult the IDEAS Program handbook or your IDEAS staff for guidance.

• The IDEAS Program is a discretionary program. That means that it is entirely up to managers to determine whether or not to adopt Ideas and to decide how the adopted Ideas should be rewarded.

• Once a suggestion is adopted, it becomes the property of the Federal Government. You will have no further claim to it.

• Adopted Ideas that have potentially significant savings and that may benefit other agencies may be submitted by the IDEAS Program staff to the Office of Personnel Management's Ideas Exchange program. If other agencies adopt your Idea, you may receive additional recognition from them.

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If you have any questions about the IDEAS Program or if you need help with your Idea, contact your IDEAS Program Officer.

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ref. handbook 2191.1