

Paperwork Reduction Act Submission

Please read the instruction before completing this form. For additional forms or assistance in completing this forms, contact your agency's Paperwork Reduction Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 Seventeenth St. NW, Washington, DC 20503.

<p>1. Agency/Subagency Originating Request:</p> <p style="text-align: center;">U.S. Department of Housing and Urban Development Office of Housing, Single Family Asset Management Division</p>	<p>2. OMB Control Number:</p> <p>a. b. None</p> <p style="text-align: right;">2502</p>																		
<p>3. Type of information collection: (check one)</p> <p>a. <input checked="" type="checkbox"/> New Collection</p> <p>b. <input type="checkbox"/> Revision of a currently approved collection</p> <p>c. <input type="checkbox"/> Extension of a currently approved collection</p> <p>d. <input type="checkbox"/> Reinstatement, without change, of previously approved collection for which approval has expired</p> <p>e. <input type="checkbox"/> Reinstatement, with change, of previously approved collection for which approval has expired</p> <p>f. <input type="checkbox"/> Existing collection in use without an OMB control number</p> <p>For b-f, note item A2 of Supporting Statement instructions.</p>	<p>4. Type of review requested: (check one)</p> <p>a. <input checked="" type="checkbox"/> Regular</p> <p>b. <input type="checkbox"/> Emergency - Approval requested by</p> <p>c. <input type="checkbox"/> Delegated</p> <p>5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>6. Requested expiration date:</p> <p>a. <input checked="" type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other (specify)</p>																		
<p>7. Title:</p> <p style="text-align: center;">HUD-Owned Real Estate – Good Neighbor Next Door Program</p>																			
<p>8. Agency form number(s): (if applicable) HUD-9548-A, HUD-9549, HUD 9549-A, HUD 9549-B, HUD 9549-C, HUD 9549-D, 9549-E</p>																			
<p>9. Keywords: Housing, Real property disposition, Single Family; Officer; Teacher; REO; Good Neighbor Next Door</p>																			
<p>10. Abstract: This collection of information will be used in binding contracts between the purchaser and HUD in implementing the Good Neighbor Next Door Program. The respondents are purchasers of HUD-owned properties, teachers, law enforcement officers, and firefighters/emergency responders.</p>																			
<p>11. Affected public: (mark primary with "P" and all others that apply with "X")</p> <p>a. P Individuals or households e. Farms</p> <p>b. Business or other for-profit f. Federal Government</p> <p>c. X Not-for-profit institutions g. X State, Local or Tribal Government</p>	<p>12. Obligation to respond: (mark primary with "P" and all others that apply with "X")</p> <p>a. Voluntary</p> <p>b. P Required to obtain or retain benefits (P)</p> <p>c. Mandatory</p>																		
<p>13. Annual reporting and recordkeeping hour burden:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">a. Number of respondents</td> <td style="text-align: right;">13,136</td> </tr> <tr> <td>b. Total annual responses</td> <td style="text-align: right;">20,292</td> </tr> <tr> <td style="padding-left: 20px;">Percentage of these responses collected electronically</td> <td style="text-align: right;">80%</td> </tr> <tr> <td>c. Total annual hours requested</td> <td style="text-align: right;">1,249</td> </tr> <tr> <td>d. Current OMB inventory</td> <td style="text-align: right;">0</td> </tr> <tr> <td>e. Difference (+,-)</td> <td style="text-align: right;">+1,249</td> </tr> <tr> <td>f. Explanation of difference:</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">1. Program change:</td> <td style="text-align: right;">+1,249</td> </tr> <tr> <td style="padding-left: 20px;">2. Adjustment:</td> <td></td> </tr> </table>	a. Number of respondents	13,136	b. Total annual responses	20,292	Percentage of these responses collected electronically	80%	c. Total annual hours requested	1,249	d. Current OMB inventory	0	e. Difference (+,-)	+1,249	f. Explanation of difference:		1. Program change:	+1,249	2. Adjustment:		<p>14. Annual reporting and recordkeeping cost burden: (in thousands of dollars) Do not include costs based on the hours in item 13.</p> <p>a. Total annualized capital/startup costs</p> <p>b. Total annual costs (O&M)</p> <p>c. Total annualized cost requested</p> <p>d. Total annual cost requested</p> <p>e. Current OMB inventory</p> <p>f. Explanation of difference:</p> <p style="padding-left: 20px;">1. Program change:</p> <p style="padding-left: 20px;">2. Adjustment:</p>
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<p>15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X")</p> <p>a. P Application for benefits e. X Program planning or management</p> <p>b. X Program evaluation f. Research</p> <p>c. General purpose statistics g. X Regulatory or compliance</p> <p>d. Audit</p>	<p>16. Frequency of recordkeeping or reporting: (check all that apply)</p> <p>a. <input type="checkbox"/> Record keeping b. <input type="checkbox"/> Third party disclosure</p> <p>c. <input checked="" type="checkbox"/> Reporting:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. <input checked="" type="checkbox"/> On occasion</td> <td style="width: 33%;">2. <input type="checkbox"/> Weekly</td> <td style="width: 33%;">3. <input type="checkbox"/> Monthly</td> </tr> <tr> <td>4. <input type="checkbox"/> Quarterly</td> <td>5. <input type="checkbox"/> Semi-annually</td> <td>6. <input checked="" type="checkbox"/> Annually</td> </tr> <tr> <td>7. <input type="checkbox"/> Biennially</td> <td colspan="2">8. <input type="checkbox"/> Other (describe)</td> </tr> </table>	1. <input checked="" type="checkbox"/> On occasion	2. <input type="checkbox"/> Weekly	3. <input type="checkbox"/> Monthly	4. <input type="checkbox"/> Quarterly	5. <input type="checkbox"/> Semi-annually	6. <input checked="" type="checkbox"/> Annually	7. <input type="checkbox"/> Biennially	8. <input type="checkbox"/> Other (describe)										
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<p>17. Statistical methods: Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: James C. Everett Phone: (202) 708-1672 x2133</p>																		

19. Certification for Paperwork Reduction Act Submissions

On behalf of the U.S. Department of Housing and Urban Development, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

Note: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320/8(b)(3) appears at the end of the instructions. The certification is to be made with reference to those regulatory provisions as set forth in the instructions.

The following is a summary of the topics, regarding the proposed collections of information that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of the information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to collected (see note in item 19 of the instructions)
 - (i) It uses effective and efficient statistical survey methodology; and
 - (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in item 18 of the Supporting Statement.

Signature of Program Official:

Date:

X
Kevin B. Perkins, Director, Organizational Policy, Planning and Analysis Division, HROA

Signature of Senior Officer or Designee:

Date:

X
Lillian Deitzer, Departmental Reports Management Officer,
Office of the Chief Information Officer

Supporting Statement to Paperwork Reduction Act Submission

HUD-Owned Real Estate – Good Neighbor Next Door Program OMB #2502-NEW

HUD-9548-A, HUD-9549, HUD 9549-A, HUD 9549-B, HUD 9549-C, HUD 9549-D, 9549-E

A. JUSTIFICATION

1. The National Housing Act (P.L. 479, 48 Stat., 1246, 12 U.S.C., 1701 et seq.) authorizes the Secretary of Housing and Urban Development (HUD) to deal with, complete, rent, renovate, modernize, insure, or sell for cash or credit, at his/her discretion, any properties conveyed to the Department under contracts of mortgage insurance. Regulations regarding the disposition of acquired properties by sale are contained in 24 CFR Part 291, Disposition of HUD-Acquired Single Family Property.

Within the general property disposition program, HUD administers special disposition programs targeting special market groups or policy goals. The information collection activity in this request covers the Officer Next Door (OND) and Teacher Next (TND) Sales Programs. The OND regulations are reported at 24 CFR 291, Subpart F.

The TND program was initiated in 1999, pursuant to a notice published in the *Federal Register* on December 7, 1999 (Vol. 64, No. 234, pages 68370-68371).

A proposed rule, Disposition of HUD-Acquired Single Family Property; Good Neighbor Next Door Sales Program, was published in the *Federal Register* on September 8, 2005 (Vol. 70, No. 173, pages 53480-53486), along with a notice, Eligibility of Firefighters and Emergency Medical Technicians to Participate in the Officer Next Door Sales Program (Vol. 70, No. 173, pages 53487-53488), to expand the use of HUD's Officer Next Door/Teacher Next Door program to firefighters and emergency responders (the Good Neighbor Next Door (GNND) Rule).

The information collection items in this request (with one minor exception) were previously approved under OMB Control No. 2502-0306, Single Family Property Disposition and Acquisition (Conveyance) of Mortgaged Properties. HUD is requesting the disaggregation of that collection because HUD is currently revising several rules and the timing for the different rules overlaps, so that it is difficult to get one request approved before it is time to submit another request. The proposed disaggregation will simplify requests and approvals for both HUD and OMB. HUD also requests to change the title of the collection to be more representative of the information collected.

The information collected has not changed, except that HUD has included a burden estimate for a participant's request to interrupt the required owner-occupancy period upon a determination of hardship. There have been minor modifications to some of the forms due to changes of definitions in the final rule.

2. The information collections contained in this clearance request deal only with information collected in relation to the GNND program. The information collected will be used to determine the eligibility of prospective program participants and in binding contracts between purchasers of acquired single family assets and HUD through the GNND program. Listed below are the information collections and a description of their purposes.

GNND Disposition Forms

Form HUD-9548-A, Law Enforcement Officer/Teacher Certification, is required of all purchasers of HUD-acquired single-family assets purchasing through the Officer Next Door Sales program, 24 CFR Subpart F, 291.500. The form is in two parts of 1) a self-certification and 2) the purchaser's employer information and signature, which the purchaser is responsible for obtaining. Approximately 4 offers are submitted for each of the 1,126 actual sales. This form will be canceled upon the enactment of the GNND rule.

Form HUD 9549, Personal Information Questionnaire, is collected electronically from a prospective GNND participant, via a web-based screen and, for those offerors selected to purchase, converted to a print document

and signed by the offeror. HUD estimates 25% of the forms for actual sales will be from individuals, with the balance from listing agents.

Form HUD 9549-A, Officer Pre-Qualification Questionnaire, is a self-certification by a prospective participant in the GNND program representing themselves as eligible law enforcement officers. The information on this form will be collected electronically via a web-based format. HUD estimates 25% of the forms for actual sales will be from individuals, with the balance from listing agents.

Form HUD 9549-B, Teacher Pre-Qualification Questionnaire, is a self-certification by a prospective participant in the GNND program representing themselves as eligible pre-K through 12 teachers. The information on this form will be collected electronically via a web-based format. HUD estimates 25% of the forms for actual sales will be from individuals, with the balance from listing agents.

Form HUD 9549-C, Firefighter/Emergency Responder Pre-Qualification Questionnaire, is a self-certification by a prospective participant in the GNND program representing themselves as eligible firefighter/emergency responders. The information on this form will be collected electronically via a web-based format. HUD estimates 25% of the forms for actual sales will be from individuals, with the balance from listing agents.

Form HUD 9549-D, Annual Certification of Continuing Eligibility, is signed by program participants as an annual self-certification of continuing eligibility under GNND program rules.

Form HUD 9549-E, Verification of Participant Employment, is an addendum to HUD Form 9548, Sales Contract, and is used as part of the contract between the purchaser of an acquired single family property and HUD. This form is completed by the employer of the law enforcement officer/teacher/firefighter purchasing a program property.

Participant's Request to Interrupt 36 Month Owner-Occupancy Term. Final Rule § 291.540(c) Owner-occupancy term, permits a program participant to request by writing and authorizes HUD to grant permission to interrupt the required owner-occupancy period upon a determination of hardship.

3. Consideration of improved information technology and reducing the collection burden is a continuing endeavor. Most of the information collections for the GNND program will be electronically collected. Those collection tools will be available to the public on a Departmental website. Responses to the queries will be entered and submitted online. Sales contracts, addendums, Dollar Home documentation, and other documents requiring original signatures will be submitted to HUD in hard copy.
4. The GNND program is a stand-alone program, and the information collected is not duplicative.
5. The information collected does not have a significant economic impact on a substantial number of small entities. With respect to the information collection for the GNND program, HUD-approved real estate brokers with active Name Address Identifiers (NAID) (identification numbers) submitting offers on behalf of prospective program participants may include small entities. Small entities serving such clients may use the same automated information submission procedure as individuals, using their (NAID) to enter the system. The equipment required to access and process the information collection tools is desk top or equivalent computers typically found in any real estate sales office. An additional burden is not imposed on the small entity. A new NAID is not required. The information collection is a customary activity performed by real estate brokers for clients whether purchasing a home through this program or from private sector sources.
6. Information collected is the minimum needed to implement the GNND Program; to dispose of single-family properties using appropriate management control tools ; and to protect against fraud and abuse.
7. Each information collection is unique to the respondent who is required to complete the form and the frequency is usually on a one-time or as-needed basis.
8. A proposed rule (FR-4712-P-01) was published in the Federal Register September 8, 2005, to expand the use of HUD's Officer Next Door/Teacher Next Door program to firefighters and emergency responders (the Good Neighbor Next

Door (GNND) Rule). Prior to publication of that proposed rule, HUD held consultations through onsite meetings and telephone conversations with officials of the National Education Association (NEA) and the National Fraternal Order of Police. Discussions included the information currently collected and information to be collected. No adverse comments were received.

On November 2, 2006, HUD published a 60-day Federal Register Notice was published on page 64549, (Vol. 71, No. 212) no comments were received.

9. Other than remuneration of contractors and sales commission payments to brokers submitting selected offers, no gift or other type payments are made to the respondents.
10. These information collections take into consideration the need to assure data confidentiality and provide adequate Privacy Act Notice statements where needed.
11. This information collection does not contain any questions of a sensitive nature.
12. The following are the estimates of the burden hours of the collection of information.

Information Collection	Number of Respondents	Frequency of Response (Averages)	Total Annual Responses	Hours per Response	Total Annual Hours	Cost per Hour	Total Annual Cost
GNND Forms							
HUD-9548-A	13,136	1.0	4,504	0.16	721	\$25	\$18,025
HUD-9549		1.0	4,504	0.03	135	\$25	\$3,375
HUD-9549-A		1.0	1,802	0.03	54	\$25	1,350
HUD-9549-B		1.0	901	0.03	27	\$25	675
HUD-9549-C		1.0	1,802	0.03	54	\$25	1,350
HUD-9549-D		1.0	5,118				0
HUD-9549-E		1.0	1,351	0.08	108	\$25	2,700
Request to Interrupt 36 Mo. Occupancy Term		1	300	.50	150	\$25	3,750
Totals	13,136		20,282		1,249		\$31,225

Assumptions:

- 1,126 sales in calendar year 2004 with approximately 4 offers submitted for each sale.
- HUD estimates sales will be to law enforcement officers, teachers, and firefighters on a 40/40/20 ratio.
- HUD estimates that 300 participants in each calendar year will submit a written request by letter or email for permission to interrupt the required occupancy period. HUD will review each request as a loan servicing issue and make a determination.

13. There are no additional costs to the respondents.
14. Cost to the Federal Government.

Information Collection	Total Annual Responses	Review / Completion by HUD Staff	Hours per Response	Total Annual Hours	Cost per Hour	Total Annual Cost
HUD-9548-A	4,504	4,504	0.02	90	\$26	\$2,340
HUD-9549	4,504	4,504	0.02	90	\$26	2,340
HUD-9549-A	1,802	1,802	0.02	36	\$26	936
HUD-9549-B	901	901	0.02	28	\$26	728
HUD-9549-C	1,802	1,802	0.02	36	\$26	936
HUD-9549-D	5,118	5,118	0.02	102	\$26	2,652
HUD-9549-E	1,351	1,351	0.02	27	\$26	702
Request to Interrupt 36 Mo. Occupancy Term	300	.50	150	\$0	\$0	
Totals	19,982	19,982		409		\$10,634

15. This is a request for a new collection. The information collections have been disaggregated from 2502-0306 to address only information collected through the GNND program. There is no change in the number of respondents, responses, or burden hours.
16. These collections of information do not include results that will be published.
17. HUD is not seeking to display the expiration date for OMB approval of this information collection.
18. There are no exceptions to the certification statement.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS.

No statistical methods are employed in the collection of this information.