

## Supporting Statement to Paperwork Reduction Act Submission

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

OMB #2502-0570

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 collected has not changed, except for the burden estimate and there have been no modifications of the forms.

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 9549**, Personal Information Questionnaire, is collected electronically from a prospective GNND participant, via a web-based screen and, for those offertories selected to purchase, converted to a print document and signed by the offertory. 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**, Agency Certification of Employment, 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 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.

In accordance with 5 CFR 1320.8(d), this information collection soliciting public comments was announced in the Federal Register Notice was published on Wednesday, November 27, 2013, (Vol. 78, No. 229; pages 70957). Comments.

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
<b>GNND Forms</b>							
HUD-9549		1.0	1,948	0.03	58	\$25	\$1,450
HUD-9549-A		1.0	779	0.03	23	\$25	\$575
HUD-9549-B		1.0	389	0.03	12	\$25	\$300
HUD-9549-C		1.0	779	0.03	23	\$25	\$575
HUD-9549-D		1.0	1,304				0
HUD-9549-E		1.0	487	0.08	39	\$25	\$975
Request to Interrupt 36 Mo. Occupancy Term		1.0	100	.50	50	\$25	\$1,250
<b>Totals</b>	<b>5,786</b>		<b>5,786</b>		<b>205</b>		<b>\$5,125</b>

**Assumptions:**

- An average of 487 yearly sales in fiscal year 2008, 2009 and 2010 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 100 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-9549	1,948	1,948	0.02	39	\$26	\$1,014
HUD-9549-A	779	779	0.02	16	\$26	\$416
HUD-9549-B	389	389	0.02	8	\$26	\$208
HUD-9549-C	779	779	0.02	16	\$26	\$416
HUD-9549-D	1,304	1,304	0.02	26	\$26	\$676
HUD-9549-E	487	487	0.02	10	\$26	\$260
Request to Interrupt 36 Mo. Occupancy Term	100	100	.50	50	\$26	\$1,300
<b>Totals</b>	<b>5,786</b>	<b>5,786</b>		<b>165</b>		<b>\$4,290</b>

15. This is an extension of a currently approved collection. There have been no program changes but the decrease in burden is a result of the current program participation. It has resulted in a reduced number of respondents, responses and 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.