SUPPORTING STATEMENT - PART A

Application for DoD Homeowners Assistance Program – 0704-0463

1. Need for the Information Collection

In accordance with Section 3374 of title 42, United States Code; the American Recovery and Reinvestment Act of 2009 (ARRA); the 32 Code of Federal Regulations (CFR), Part 239 of November 16, 2010; and DoD Directive 4165.50E, "Homeowners Assistance Program (HAP)", the Department of Defense (DoD) provides funds to financially compensate eligible members of the Armed Forces (30% or greater disability) who incur a wound, injury, or illness in the line of duty during a deployment in support of the Armed Forces on or after September 11, 2001; wounded DoD and Coast Guard civilian homeowners reassigned in furtherance of medical treatment or rehabilitation or due to medical retirement in connection with a disability incurred in the performance of his or her duties during a forward deployment occurring on or after September 11, 2001 in support of the Armed Forces; and surviving spouses of fallen warriors who move within two years of the death of such employee or member. Additionally, during the times of Base Realignment and Closure (BRAC), the HAP program can be authorized to assist civilian and active-duty homeowners who are impacted by the closure or realignment of their job duties. Priority access to the funds goes to surviving spouses of those killed during deployment and those who were wounded, injured, or ill during deployment on or after September 11, 2001.

The Under Secretary of Defense for Acquisition and Sustainment has overall responsibility and provides oversight for this program through the Assistant Secretary of Defense for Energy, Installations & Environment. The Army, acting as the DoD executive agent for administering the HAP, uses the Headquarters, U.S. Army Corps of Engineers (USACE) to implement the program.

2. Use of the Information

HAP applicants use DD Form 1607, "Application for DoD Homeowners Assistance Program," to apply for HAP benefits. Information regarding the program, including DD Form 1607, is available on the HAP website. Applicants may be referred to the site by the Military Housing Office (MHO) or another advocate. After it has been filled out, the form is then faxed, hand-carried, or mailed to the district HAP office for processing. Additionally, the modernized Homeowner's Assistance Program Management Information System (HAPMIS) will allow secure electronic based application through a web portal in the near future.

An action officer in the district HAP office processes the form to ensure all the necessary information has been provided. When the case file is deemed complete by the action officer, it is provided to a counselor for approval or rejection recommendation based on program criteria related to economic impact, service requirements, the applicant's homeowner status, the applicant's primary residence status, and other assistance received by the homeowner. A formal response regarding eligibility or appeal status is provided to the applicant via mail. Original deeds, power of attorney documents, and other like

documents are returned via mail to applicants. Initial determination responses are typically provided within 30 days. After an applicant has been determined eligible, processing of benefits may take 60-90 days; in the case of a government acquisition, benefits may take in excess of 120 days. If the applicant applies through HAPMIS, all correspondence would be conducted through the system.

3. Use of Information Technology

The DD Form 1607 is provided in a fillable pdf format on the DoD Forms web site as well as on the USACE HAP website (https://www.usace.army.mil/Missions/Military-Missions/Real-Estate/HAP/How-to-Apply/). Currently, applications are submitted by mail or hand. USACE will receive electronic submissions in the near future in HAPMIS. A majority of the applications will be received through the portal, however, USACE will maintain a paper and pen submission process for those that elect to apply through traditional methods.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

This collection is conducted as needed. Less frequent collection of this information would severely limit the DoD's ability to provide assistance to homeowners due to reduced ability to determine applicant eligibility for HAP benefits.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2) or other policy.

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, December 30, 2024. The 60-Day FRN citation is 89 FR 106454.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Monday, April 28, 2025. The 30-Day FRN citation is 90 FR 17585.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is required for this collection and is provided to respondents at the top of the DD Form 1607.

The associated SORN for this collection of information (A0405-10q CE, "Homeowners Assistance Case Files") is currently being updated. The draft SORN has been included as a supplementary document in this package. The current approved SORN can be found here. https://pclt.defense.gov/DIRECTORATES/Privacy-and-Civil-Liberties-Directorate/Privacy/SORNsIndex/Article/4012497/a0405-10q-ce/
A draft copy of the PIA: 'HAPMIS PIA', has been provided with this package for OMB's review.

Homeowner assistance case files are destroyed 10 years after final action or decision on appeals, as applicable.

11. Sensitive Questions

This collection asks respondents to provide information related to personal financial information, employment information, and Social Security Number. This information is necessary to determine the applicant's eligibility to receive HAP benefits. An SSN Justification Memo has been provided with this package for OMB's review.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)
   Application for DoD Homeowners Assistance Program (DD 1607)
   a) Number of Respondents: 15
   b) Number of Responses Per Respondent: 1
   c) Number of Total Annual Responses: 15
   d) Response Time: 1 hour
   e) Respondent Burden Hours: 15 hours

2) Total Submission Burden
   a) Total Number of Respondents: 15
   b) Total Number of Annual Responses: 15
   c) Total Respondent Burden Hours: 15 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)
   Application for DoD Homeowners Assistance Program (DD 1607)
   a) Number of Total Annual Responses: 15
   b) Response Time: 1 hour
   c) Respondent Hourly Wage: $32.66
   d) Labor Burden per Response: $32.66
      Total Labor Burden: $489.90
2) Overall Labor Burden
   a) Total Number of Annual Responses: 15
   b) Total Labor Burden: $490

The Respondent hourly wage was determined by using the 2024 mean hourly wage for all occupations according to the Department of Labor Wage Website. (https://www.bls.gov/oes/current/oes_nat.htm)

13. Respondent Costs Other Than Burden Hour Costs

The only annualized cost to respondents is the cost of postage in about 25% of submissions. This cost is estimated at $2.00 annually.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instrument(s)
   Application for DoD Homeowners Assistance Program (DD 1607)
   a) Number of Total Annual Responses: 15
   b) Processing Time per Response: 8 hours
   c) Hourly Wage of Worker(s) Processing Responses: $62.12
   d) Cost to Process Each Response: $496.96
   e) Total Cost to Process Responses: $7,454.40

2) Overall Labor Burden to the Federal Government
   a) Total Number of Annual Responses: 15
   b) Total Labor Burden: $7,454

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories
   a) Equipment: $0
   b) Printing: $15.00
   c) Postage: $15.00
   d) Software Purchases: $0
   e) Licensing Costs: $0
   f) Other: $0

2) Total Operational and Maintenance Cost: $30.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: $7,454.40

2) Total Operational and Maintenance Costs: $30.00

3) Total Cost to the Federal Government: $7,484.00

Hourly wage computed using Office of Secretary of Defense, Cost Assessment and Program Evaluation Full Cost of Manpower calculator for a GS12 application processor.

15. Reasons for Change in Burden

The burden has increased since the previous approval due to the increase in current hourly rates.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.