

Supporting Statement for Paperwork Reduction Act Submissions

HUD-Owned Real Estate Sales Contract and Addendums OMB Control Number 2502-0306

HUD-9544, HUD-9548, HUD-9548-B, HUD-9548-C, HUD-9548-G, HUD-9548-H,
HUD-9545-Y, HUD-9545-Z,

SAMS-1101, SAMS-1103, SAMS-1108, SAMS-1110, SAMS-1111, SAMS-1111-A,
SAMS-1117, SAMS-1120, SAMS-1204

Model Documents: Land Use Restriction Addendum, HUD Earnest Money Forfeiture and Return Policy, Exclusive Listing Period Purchase Addendum for Governmental Entities and HUD-Approved Nonprofits to form HUD-9548 - Sales Contract, Exclusive Listing Period Purchase Addendum for Individual Owner-Occupant Buyers to form HUD-9548

A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

Section 204(g) of the National Housing Act (12 U.S.C. § 1701) provides the Secretary of Housing and Urban Development (HUD) with the authority to sell real and personal property acquired by the Secretary on such terms and conditions as the Secretary prescribe. This collection of information governs the disposition of one-to-four family properties acquired by the Federal Housing Administration (FHA) through foreclosure of an insured or Secretary-held mortgage or loan under the National Housing Act or acquired by HUD under section 204(g) of the National Housing Act (12 U.S.C. 1710(g)). Disposition of HUD-Acquired and Owned Single Family Property for this Paperwork Reduction Act (PRA) are set forth in Title 24 of the Code of Federal Regulations (CFR) Part 291 (24 CFR Part 291), specifically: 24 CFR §§ 291.1, 291.5, 291.10, 291.90, 291.100 and 291.205.

Title X of the Housing and Community Development Act of 1992, Pub. L. 102-550, established the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4852d). Section 1018 of that Act directs the Environmental Protection Agency (EPA) and HUD to jointly issue regulations requiring disclosure of known lead-based paint and/or lead-based paint hazards by persons selling or leasing properties built before the phase out of residential lead-based paint use in 1978. Under that authority, EPA and HUD established requirements so that consumers can make more informed decisions concerning home purchase, lease, and maintenance to protect their families from lead hazard exposure (24 CFR part 35, subpart A) (the Lead Disclosure Rule). Disposition of HUD REO Property activities are conducted according to 24 CFR part 35, subpart F, HUD-Owned Single Family Property.

The program standards and procedures are provided in FHA's Single Family Housing Policy Handbook 4000.1 (Handbook 4000.1), Sections I.B, II.A. and IV.B.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

A HUD Real Estate Owned (REO) Property, also known as a HUD Home or a HUD-owned home, refers to a one- to four-unit residential Property acquired by HUD as a result of a foreclosure on an FHA-insured Mortgage or other means of acquisition, whereby the Secretary of HUD becomes the property owner and offers it for sale to recover the mortgage insurance claim that HUD paid to the Mortgagee. HUD publishes its listing of the HUD-owned Homes offered for sale on its public-facing website HUD Homestore at: <https://www.hudhomestore.com>.

The purpose of the disposition of HUD-acquired and owned single family property program is to dispose of properties in a manner that expands homeownership opportunities, strengthens neighborhoods and communities and ensures a maximum return to the mortgage insurance funds.

Specifically, the information collections are submitted primarily by real estate brokers or one of its agents and occasionally by purchasers of HUD-homes, who are involved with the program of sales of HUD REO properties that excludes special program. The information collection is required in order to provide a binding contract between the property purchaser and HUD that meet the requirements of the Lead Disclosure Rule relative to the disclosure of known lead-based paint and lead-based paint hazards in HUD sales of its real estate-owned (REO) properties built before 1978. Real estate brokers, governmental entities and HUD-approved Nonprofits must have a Name Address Identifier (NAID) to be registered as a bidder to purchase a HUD-owned property on the HUD Homestore website.

In addition, the information collection enables HUD to record and process financial transactions in its automated Single Family Acquired Asset Management System (SAMS) to dispose of acquired single-family properties. HUD reimburses Management and Marketing (M&M) contractors for their services in maintaining, marketing, and selling HUD homes, and HUD collects funds associated with the sale of these properties. The information collected in the SAMS forms enables HUD to create and maintain sound financial management practices and effective internal controls over the property disposition program. The response is required to obtain or maintain a benefit.

HUD REO Property Disposition Forms

Listed are the names, by whom, and use of each HUD REO property disposition form included in this collection of information to provide a binding contract between the property purchaser and HUD.

Form HUD-9544, Bulk Sale Contract (All Cash) is a sales contract specifically for the purpose of selling more than one property to a single purchaser. This form is completed by a real estate broker or one of its agents. Typically, there is only one bulk sale per year. (24 CFR §§ 291.90 and 291.210 and Handbook 4000.1, Section IV.B.)

Form HUD-9548, Sales Contract Property Disposition Program, is a contract between the purchaser of a single property and HUD. This form is typically used in all sales of HUD-acquired single family homes. Real estate brokers and individuals complete these

sales contracts. (24 CFR §§ 291.90 and 291.205 and Handbook 4000.1, Sections II.A. and IV.B.)

Form HUD-9548-B, Discount Sales Addendum is required with the Form HUD-9548 where a discounted sale of a HUD home is sold to a HUD-approved Nonprofit, Asset Control Area or participating governmental entity. This addendum assists in assuring the program participants understand and fulfill their obligation to rehabilitate properties and resell or rent them according to HUD's mission and policy. (Handbook 4000.1) OMB Control Number 2502-0540 covers the reporting requirements contained in this form. Purchases made by nonprofits and governmental entities represent less than 1% of total HUD-owned property sales. (Handbook 4000.1, Section IV.B.)

Form HUD-9548-C, Assignment of Sales Contract Property Disposition Program Officer Next Door Sales Program, is an addendum to the Form HUD-9548. It is used when a governmental entity or HUD-approved Nonprofit is the purchaser of an acquired asset through the Good Neighbor Next Door Sales program and must be assigned in accordance with HUD's regulations. Transactions requiring this form have not occurred, and none are anticipated, at this time.

Form HUD-9548-G, Property Disposition Program 203(k) Rehabilitation Financing Lead Agreement is an addendum to the Form HUD-9548. This form provides information necessary to administer the HUD Lead Safe Housing Rule (24 CFR Part 35 subpart F). Lenders providing 203(k) rehabilitation financing for HUD Homes sold with deteriorated lead-based paint and built before 1978 should complete the form. The form requires the signature of the Lender, Purchaser, and Selling Broker.

Form HUD-9548-H, Property Disposition Program 203(k) Rehabilitation Financing Lead Agreement Completion of 203(k) Rehabilitation Financing Lead-Based Paint Stabilization and Clearance, is an addendum to the Form HUD-9548. This form provides information necessary to ensure compliance with the Lead Safe Housing Rule at 24 CFR Part 35, Subpart F and requires the signature of the Lender.

Form HUD-9545-Y, Property Disposition Program Lead-Based Paint Disclosure Addendum to Sales Contract Seller Has Pertinent Records, is an addendum to the Form HUD-9548. This form is used by HUD's Management and Marketing (M&M) contractor to disclose to the Selling Broker and the Purchaser that Seller Has Records Or Reports Pertaining To Lead-Based Paint and/or Lead-Based Paint Hazards on a HUD home built before 1978 and listed for sale. The form is signed by the M&M contractor, the Selling Broker, and the Purchaser. Because the M&M contractor is acting as an agent of HUD, no information collection is ascribed to the M&M contractor's time to complete the form. (Handbook 4000.1, Section IV.B.)

Form HUD-9545-Z, Property Disposition Program Lead-Based Paint Disclosure Addendum to Sales Contract Seller Has No Pertinent Records, is an addendum to the Form HUD-9548. This form is used by HUD's M&M contractor to disclose to the

Selling Broker and the Purchaser that Seller Has No Records Or Reports Pertaining To Lead-Based Paint and/or Lead-Based Paint Hazards on a HUD home built before 1978 and listed for sale. The form is signed by the M&M contractor, the Selling Broker, and the Purchaser. Because the M&M contractor is acting as an agent of HUD, no information collection is ascribed to the M&M contractor's time to complete the form. (Handbook 4000.1, Section IV.B.)

Land Use Restriction Addendum (LURA) is a Model Document that must be completed and submitted with the Form HUD-9548, where Governmental Entities and HUD-approved Nonprofits are purchasing a HUD-owned Properties at a 10 percent or greater discount as part of a direct sale. (Handbook 4000.1, Section IV.B.)

HUD Earnest Money Forfeiture and Return Policy is a Model Document that discloses the disposition of Earnest Money Deposits when the sales transaction fails to close for the purchase of a HUD-owned property. The buyer and selling broker must sign this disclosure and submit with the Form HUD-9548. (Handbook 4000.1, Section IV.B.)

Exclusive Listing Period Purchase Addendum for Governmental Entities and HUD-Approved Nonprofits to form HUD-9548 - Sales Contract, is a Model Document, where during the Exclusive Listing Period, Governmental Entities and HUD-approved Nonprofits purchasing a HUD-owned Property must complete and submit with the Form HUD-9548 to certify occupying the Property for at least 12 months and confirm that they have not purchased a HUD-owned Property during the exclusive listing period within the past 24 months. (Handbook 4000.1, Section IV.B.)

Exclusive Listing Period Purchase Addendum for Individual Owner-Occupant Buyers to form HUD-9548 is used where the prospective buyer intends to use the HUD REO property as their Principal Residence. The Owner-Occupant buyer and selling broker must complete and submit this model document with the Form HUD-9548 to certify that the buyer will occupy the Property as their Principal Residence for at least 12 months and confirm that the buyer have not purchased a HUD-owned Property within the past 24 months as an owner occupant. (Handbook 4000.1, Section IV.B.)

SAMS Forms

Listed are the names, by whom, and use of each SAMS form included in this collection of information to enable HUD to record and process financial transactions.

Form SAMS-1101, Define Lessees/Lease, is used for reporting on a real estate owned property when the acquired single-family property is under lease with occupants known as occupied conveyance.

Form SAMS-1103, Request to Wire Transfer Funds, is used for the wire transfer of funds on a real estate owned property when the acquired single-family property has been sold and settlement has occurred.

Form SAMS-1108, Eviction Status, is used for the reporting of eviction status from the initial eviction beginning, through the process and the final eviction of a real estate

owned property by the M&M contractor, known as eviction from occupied conveyance program.

Form SAMS-1110, Taxing Authority Profile, is used for reporting the taxing authority associated with a real estate owned property by the M&M contractor.

Form SAMS-1111, Payee Name and Address, is used for setting up and modifying information on companies that conduct business with the M&M contractors. It is also used for real estate, non-profits and local governments on real estate owned property. (Handbook 4000.1, Section I.B.)

Form SAMS-1111-A, Real Estate Broker Certification, is used to ensure that real estate brokers that represent HUD or buyers in the sale of HUD's single family REO properties are abiding by the Department's earnest money deposit policy and agrees that neither she/he nor her/his sales or rental personnel, employees or others authorized to act for her/him, in violation of Title VIII of the 1968 Civil Rights Act (the "Fair Housing Act" Title VIII or Public Law 90-284) and Executive Order 11063. (Handbook 4000.1, Section I.B.)

Form SAMS-1117, Payee Deactivation Request, is used for deactivating any payee previously set up to conduct business with the M&M contractors and HUD.

Form SAMS-1120, Funds Reclassification, is used for reclassifying/changing any funds that have been transmitted to HUD in error with an incorrect designation. The form is completed by the M&M contractor or HUD. Transactions requiring the M&M contractor have not occurred, and none are anticipated, at this time.

Form SAMS-1204, Authorized Signature(s) for Payee File Maintenance, is used for the purpose of establishing authority to HUD staff by the HOC Director to perform file maintenance on SAMS.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

The automated Single Family Acquired Asset Management System (SAMS) and the Asset Disposition and Management System (ADAMS-P-260) tracks the activity of an REO property from HUD's acquisition through its final sale. The forms used are part of the collection effort.

The information collected by these forms is collected electronically and submitted by email from contractors to the M&M agent, and then to HUD. In May 2017, HUD implemented E-signature technology to electronically sign the forms included in this collection of information that provide a binding contract between the property purchaser and HUD. In June 2018, HUD automated the approval and recertification process for real estate brokers (selling and principal brokers),

governmental entities and HUD-approved nonprofits that participate in Disposition of HUD-Acquired and Owned Single Family Property to have an active NAID. The e-NAID process allows these participants to complete forms SAMS-1111 and SAMS-1111-A via HUD's Homestore website.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

The Single Family Property Disposition Sales Program is the only HUD program that disposes of single-family acquired properties. Therefore, the information collection forms are unique to this program, and the information collected is not duplicative.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.

The collection of this information will not have a significant impact on a substantial number of small entities. 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. The equipment required to access and process the information collection is desktop or equivalent computers typically found in any real estate sales office.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The information collected is the minimum needed to acquire and dispose of single-family properties using appropriate management control tools to protect against fraud and abuse.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

***requiring respondents to report information to the agency more often than quarterly;**

Respondents are not required to report information to HUD more often than quarterly.

***requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

Respondents are not required to prepare a written response to a collection of information in fewer than 30 days after receipt of it.

*** requiring respondents to submit more than an original and two copies of any document;**

Respondents are not required to submit more than an original and two copies of any document.

***requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;**

Respondents are not required to required to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than seven years.

*** in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**

This collection is not connected with a statistical survey.

*** requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**

This collection does not require the use of a statistical data classification that has not been reviewed and approved by OMB.

*** that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**

The information collections take into consideration the need to assure data confidentiality and provide adequate Privacy Act Statement notices where needed. Therefore this information collection does not include a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use.

*** requiring respondents to submit proprietary trade secrets or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

This collection does not require respondents to submit proprietary trade secrets or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be

circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

The agency notice soliciting comments on the information collection was published in the Federal Register on Friday, January 17, 2020 (Volume 85, Number 12, Page 3069). No comments were received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

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. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The Privacy Act of 1974 protects respondents, who meet the information reporting requirements.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

This information collection does not contain requests for information of a sensitive nature, except for Forms SAMS-1101, 1108, 1111 and 1111-A. The forms enable HUD to record and process financial transactions in the automated SAMS system to dispose of acquired single-family properties. HUD reimburses M&M contractors for their services in maintaining, marketing, and selling HUD homes, and HUD collects funds associated with the sale of these properties. The information collected in the SAMS forms enables HUD to create and maintain sound financial management practices and effective internal controls over the property disposition program. The response is required to obtain or maintain a benefit. In addition, specifically:

- Form SAMS 1101 information collection by the M&M contractor to indicate changes in the rental status of the HUD home and to track tenant payment responsibility.
- Form SAMS 1108 information collection by the M&M contractor to track eviction processing and/or leasehold workout agreement of the HUD home.
- Form SAMS 1111 information collection as the Payee reference information, IRS form 1099 applicability, minority data collection information, payment remittance instructions and proof of business viability.

- Form SAMS 1111-A information collection as the Vendor reference information, minority data collection information, payment remittance instructions and proof of business viability.

12. Provide estimates of the hour burden of the collection of information. The statement should:

*** Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

*** If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.**

*** Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.**

The following are the estimates of the burden hours of the collection of information. The annual response for each collection represents HUD REO properties activity average for fiscal years 2016, 2017 and 2018.

Information Collection	Number of Respondents	Frequency of Response (Averages)	Total Annual Responses	Hours per Response	Total Annual Hours	Per Hourly Rate	Total Annual Cost
HUD-9544	1	1.0	1	0.25	.25	\$31	\$7.75
HUD-9548	7,457	6.0	44,742	0.50	22,371.00	\$31	\$693,501.00
HUD-9548-B		Varies*	413	0.08	33.04	\$31	\$1,024.24
HUD-9548-G		Varies*	2,022	0.20	404.40	\$31	\$12,536.40
HUD-9548-H		Varies*	47	0.17	7.99	\$31	247.69
HUD-9545-Y		Varies*	819	0.40	327.60	\$31	\$10,155.60
HUD-9545-Z		Varies*	1,308	0.20	261.60	\$31	\$8,109.60
SAMS-1101		Varies*	3	0.30	.90	\$31	\$27.90

SAMS-1103		Varies*	43,766	0.10	4,376.60	\$31	\$135,674.60
SAMS-1108		Varies*	1	0.50	0.50	\$31	\$15.50
SAMS-1110		Varies*	35	0.20	7.00	\$31	\$217.00
SAMS-1111		Varies*	7,916	0.20	1,583.20	\$31	\$49,079.20
SAMS-1111-A		Varies*	8,854	0.20	1,770.80	\$31	\$54,894.80
SAMS-1117	18	11.67	210	0.20	42.00	\$31	\$1,302.00
SAMS-1120**	0	0	0	0	0	0	0
SAMS-1204**	0	0	0	0	0	0	0
Totals	7,476		110,137		31,186.88		\$966,793.28

The hourly rate is based on a Real Estate Broker and Sales Agent national mean annual salary of \$65,240 where hourly rate is rounded to nearest dollar amount at \$31.

*Based on actual amounts received from periodic reports received.

**SAMS-1120 and 1204 are for internal HUD usage in designating authority.

13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

*** The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**

*** If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**

*** Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to**

provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

There are no additional costs to the respondents.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

Estimated burden and annualized costs to the Federal government:

Information Collection	Total Annual Responses	Hours per Response	Total Annual Hours	Cost per Hour	Total Annual Cost
HUD-9544	1	.25	.25	\$41.37	\$10.34
HUD-9548	44,741	0.50	22,370.50	\$41.37	\$925,467.58
HUD-9548-B	413	0.08	33.04	\$41.37	\$1,366.86
HUD-9548-G	2,022	0.20	404.40	\$41.37	\$16,730.02
HUD-9548-H	47	0.17	7.99	\$41.37	\$330.54
HUD-9545-Y	819	0.40	327.60	\$41.37	\$13,552.81
HUD-9545-Z	1,308	0.20	261.60	\$41.37	\$10,822.39
SAMS-1101	3	0.30	0.90	\$41.37	\$37.23
SAMS-1103	43,766	0.10	4,376.60	\$41.37	\$181,059.94
SAMS-1108	1	0.50	.50	\$41.37	\$20.68
SAMS-1110	35	0.20	7.00	\$41.37	\$289.59
SAMS-1111	7,916	0.20	1,583.20	\$41.37	\$65,496.98
SAMS-1111-A	8,854	0.20	1,770.80	\$41.37	\$73,257.99
SAMS-1117	210	0.20	42.00	\$41.37	\$1,737.54
SAMS-1120	0	0	0	0	0
SAMS-1204	0	0	0	0	0
Totals	110,136		31,186.38		\$1,290,180.49

The hourly cost is based on estimated GS12 CY2020 salary of \$86,335 annually where hourly rate is rounded to nearest dollar amount at \$41.37.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

This is an extension of a currently approved information collection. The HUD forms previously listed on this collection have been updated with new figures to represent the Department’s current HUD REO activity. The current activity results in overall decreases associated with responses, burden hours and costs. With the automation of the E-NAID process, form SAMS-1205, Authorized Signature(s) for Funds Reclassification, is obsolete and no longer in use; thus, removed from this information collection. Furthermore, the forms in this collection of information do not have substantive changes to the language contained in the forms. However, non-substantive revisions are made as follows:

Form Number	Non-substantive Revisions
HUD-9544	Non-substantive revision to item #7
HUD-9548-B	Non-substantive revisions to items A and D
HUD-9548-C	Non-substantive revisions to the Public Reporting Burden and the Privacy Act Notice Statements
SAMS-1111	removing the terms or acronyms Government Technical Representative (GTR) and Government Technical Monitor (GTM) and replacing with term and acronym Contracting Officer Representative (COR) and non-substantive revisions to the Public Burden Statement
SAMS-1111-A	Non-substantive revisions to the Public Reporting Burden Statement
SAMS-1117	removing the terms or acronyms Government Technical Representative (GTR) and Government Technical Monitor (GTM) and replacing with term and acronym Contracting Officer Representative (COR)
SAMS-1120	removing the terms or acronyms Government Technical Representative (GTR) and Government Technical Monitor (GTM) and replacing with term and acronym Contracting Officer Representative (COR)

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

There are no plans to publish this collection of information for statistical use.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

HUD is not seeking approval to avoid displaying the expiration date.¹⁸ Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

There are no exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

B. Collections of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked, "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

2. Describe the procedures for the collection of information including:

*** Statistical methodology for stratification and sample selection,**

*** Estimation procedure,**

*** Degree of accuracy needed for the purpose described in the justification,**

*** Unusual problems requiring specialized sampling procedures, and**

*** Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

This collection of information does not employ statistical methods.