



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

October 31, 2023

VIA ELECTRONIC MAIL

press@iafst.org

Mr. Paul Williams

RE: Freedom of Information Act
FOIA Control No.: 24-FI-HQ-00227

Dear Mr. Williams:

The Department of Housing and Urban Development acknowledges your Freedom of Information Act (FOIA) request dated October 4, 2023. Your request was received in the Department's FOIA Office, on October 31, 2023. At this time, the assigned tracking number for your request is 24-FI-HQ-00227. You have requested the following:

"Information as to whether or not the International Association of Field Service Technicians (IAFST), a nonprofit trade association, may use the HUD 309 and HUD 9519a forms in our educational training program. The use of these documents will be to train personnel, throughout the Mortgage Field Services Industry, on how to properly navigate these work order forms."

Pursuant to the FOIA, 5 USC § 552(a)(6)(A)(i), once HUD properly receives a FOIA request, the Department has 20 working days within which to make a determination on the request. Under the FOIA, the Department may extend the 20-day response time when "unusual circumstances" exist. *See* 5 U.S.C. 552 § (a)(6)(B)(i)-(iii). Unusual circumstances exist in one of the following three situations:

1. The component needs to search for and collect responsive records from a field office or other entity separate from the office processing the request;
2. The request involves a "voluminous" amount of records that must be located, compiled, and reviewed; or
3. The component needs to consult with another federal agency or two or more HUD components that have a substantial interest in the responsive information.

The records you seek require multiple program offices, so your request falls within "unusual circumstances. Because of these unusual circumstances, we need to extend the time limit to respond to your request beyond the ten additional days provided by the statute.

For your information, we use multiple tracks to process requests, but within those tracks we work in an agile manner. *See* 24 C.F.R. § 15.104(d). The time needed to complete our work on your request will necessarily depend on a variety of factors, including the complexity of our records

search, the volume and complexity of any material located, and the order of receipt of your request. At this time, I have assigned your request to the complex track. In an effort to speed up our process, you may wish to narrow the scope of your request to limit the number of potentially responsive records so that it can be placed in a different processing track. You can also agree to an alternative time frame for processing, should records be located, or you may wish to await the completion of our records search to discuss either of these options. Any decision regarding the application of fees will be made only after we determine whether fees will be implicated for this request.

We regret the necessity of this delay, but we assure you that your request will be processed as soon as possible. If you have any questions or wish to discuss reformulation or an alternative time frame for the processing of your request, you may contact Denisha Gilet at Denisha.G.Gilet@hud.gov. You may also contact the FOIA Public Liaison, at FOIA@hud.gov, for [any further assistance and](#) to discuss any aspect of your request.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

For your information, your FOIA request, to include your name, is releasable to the public under subsequent FOIA requests. In responding to these requests, the Department does not release any personal information, such as home address, telephone number, or Social Security number, or any personal identifiers, all of which are protected from disclosure under FOIA Exemption 6.

Sincerely,

Denisha. G. Gilet

Denisha Gilet
FOIA Office
Office of Administration