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Data Collection Form for the HUD Secretary's Awards

Award Category: Select one or more award categories for which you would like this project/program/activity to be considered.

[This will be a drop-down menu, with categories determined each year according to leadership priorities, and multiple selections are allowed.]

- Self-Sufficiency
- Family Formation
- Opportunity Zones
- Foster Youth
- Rural Housing
- Disaster Recovery
- Faith-Based Partnerships
- Design Innovation
- Tribal Communities
- Healthy Housing
- Historic Preservation

Project/Program/Activity Information: Please identify the name of the nominated project/program/activity, the name of the nominated organization (if different from the name of the project/program/activity), and the location of the nominated project/program/activity.

- **Name of Nominated Project/Program** *[open text field]*
- **Name of Nominated Organization** *[open text field]*
- **Location of the nominated project**
 - City *[open text field]*
 - State *[drop down menu]*
 - ZIP Code *[formatted numeric field]*

Nominator information: Please identify the name and contact information for the individual who is submitting this nomination.

- First Name *[open text field]*
- Last Name *[open text field]*
- Address *[open text field]*
- City *[open text field]*
- State *[drop down menu]*
- ZIP *[formatted numeric field]*
- Telephone number *[formatted numeric field]*

- E-mail *[formatted open text field]*
- Relationship with the nominated organization *[open text field]*

Contact information for a principal employee at the nominated project/program/activity.

- First Name *[open text field]*
- Last Name *[open text field]*
- E-mail *[formatted open text field]*
- Title *[open text field]*

Narrative response: Please submit the information below in a single PDF. When useful, you can utilize bullets and other formatting to provide succinct responses. To facilitate review of the nominations, please begin each section with the relevant bold headings below. Your response should be no more than 5 pages.

- **Summary** (concise one-paragraph summary of the project)
- **History of the Project/Program**
- **Project Goals and Objectives**
- **Key Partners**
- **HUD Programs Active in the Project** (in applicable)
- **Summary of Project Funding**
 - HUD funding
 - Public funding
 - Other funding sources
- **Quantifiable Results/Impacts** (e.g., the number of residents served, amount of cost savings, units built/acquired, etc.; include concrete metrics and data that show measurable results)
- **Benefits to Low- and Moderate-Income Families and Individuals**
- **Project/Program Innovation** (e.g. building technology innovation, policy innovation, etc.)
- **Lasting Impact** (how the project/program will continue to have an impact in the future)
- **Completion or Opening Date** (e.g., the development opened for tenants, when the program started working with beneficiaries, etc.)
- **Award Category-Specific Information:** Describe how this project addresses the goals of each Award Category to which you're applying (if applying to more than one category).

Required for Historic Preservation nominations only

- Nominated projects must have undergone Section 106 review. Include in the narrative response a section titled "**Section 106 Review**" with the finding of effect that resulted from the Section 106 review of the project.

Additional documentation: The following items may be submitted as individual documents. These items are not required.

- **Letters of Support** (Maximum: 2)
 - Letters may come from a variety of sources, including project partners, community groups, residents, and beneficiaries of the project.
 - For the Historic Preservation Award, at least one Letter of Support must come from the State Historic Preservation Office.
 - For the Tribal Communities Award, at least one Letter of Support must come from a Tribal leader or Tribal organization.

- **Photographs/Videos** (Maximum: 10)
 - You may submit up to 10 high-resolution photos and up to 60 seconds of video with your nomination. Example: “Before and after” images showing completed work. All files must be free of copyright restrictions and reproducible by HUD without fees. If photos or images feature individuals, you must have their permission for use. Each photo or video should include a caption of no more than 25 words.
- **Supporting Documentation** (Maximum: 2)
 - Additional supporting documents may be included for your project/program. The supporting documents could include review of the implementation effort; analysis of results; webpage; legislative, regulatory, or policy provisions; newspaper articles; brochures; etc.

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