

Supporting Statement for Paperwork Reduction Act Submissions
Data Collection for the HUD Secretary's Awards
OMB# 2528-0324

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.**

The U.S. Department of Housing and Urban Development (HUD) seeks to collect information that will be used to implement the HUD Secretary's Awards program. On an annual basis, HUD accepts nominations from members of the public for various HUD Secretary's Awards categories. Each award recognizes a project, program, or activity that raises industry standards and increases the quality of life for low- and moderate-income households. This information collection includes a template nomination form for the annual awards.

"The authority to collect information is in Sections 501 and 502 of the Housing and Urban Development Act of 1970 (Public Law 91-609) (12 U.S.C. §§ 1701z-1; 1701z-2(d) and (g)). Please see Appendix A for the relevant section of HUD's statutory authority."

- 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.**

This is a revision to an existing approved information collection. This revision removes specific award categories so that categories can be chosen each year to reflect current leadership priorities, changes the burden, and updates the information collection form.

The HUD Secretary's Awards program recognizes projects, programs, or activities that increase the quality of life for low- and moderate-income households. The information collected has been and will be used by HUD staff and partner organizations to determine winners for various HUD Secretary's Awards. Winners are determined based on how well they were able to innovate and commit to raising industry standards in housing and community development.

The awards program is typically marketed through HUD program offices, HUD's Office of Public Affairs, partner organizations, industry groups, and stakeholder groups. The nomination form and instructions are posted on a HUD government website. Members of the public can nominate a project, program, or activity for consideration using the HUD Secretary's Award nomination form available on that website. Eligible award recipients include individuals as well as organizations such as public housing agencies, resident organizations, local units of government, educational institutions, nonprofit organizations, and affordable housing developers.

Respondents will complete the nomination form and submit it through the HUD website, with supporting documentation submitted via email. Nominations submitted by the deadline will be reviewed by HUD staff and staff from partner organizations to determine the award winners for that particular year.

- 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 information will be collected only through a web-based form and email submissions. The web-based form will be available on a HUD government website. Respondents will input standard information into the fillable web-based form, including the name of the award category, project/program/activity information (e.g., name and location of project/program/activity), contact information for the respondent, contact information for the nominated project/program/activity, and completion or opening date. Upon submission of the form through the website, the respondent will then provide a narrative response and other submitting documents to HUD via email. This kind of electronic information collection allows for broader access, a more efficient and effective review process, standardization, and operational efficiency.

- 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 information needed to select winners for the HUD Secretary's Awards comes from individuals or entities who are voluntarily nominating projects. Each award has specific award criteria, and the information requested addresses the unique criteria of each award. As the information is in response to specific award criteria and is requested voluntarily from nominators, the information is not available elsewhere.

- 5. If the collection of information impacts small businesses or other small entities describe any methods used to minimize burden.**

This information collection will not have a significant economic impact on small businesses or other small entities. Members of the public can nominate a project, program, or activity for a HUD Secretary's Award, and eligible award recipients include individuals as well as organizations including but not limited to public housing agencies, resident organizations, local units of government, educational institutions, nonprofit organizations, and affordable housing developers

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.

If this information is not collected, HUD will not have a mechanism by which to receive nominations for various HUD Secretary's Awards and thus no way to operate the HUD Secretary's Awards program.

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

The proposed data collection activities are consistent with the guidelines set forth in 5 CFR 1320 (Controlling Paperwork Burdens on the Public). There are no special circumstances that require deviation from these guidelines.

- Under this ICR, HUD will not conduct any data collection requiring respondents to report information to the agency more often than quarterly;
- Under this ICR, HUD will not conduct any data collection requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- Under this ICR, HUD will not conduct any data collection requiring respondents to submit more than an original and two copies of any document;
- Under this ICR, HUD will not conduct any data collection requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- Under this ICR, HUD will not conduct any data collection 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;
- Under this ICR, HUD will not conduct any data collection requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- Under this ICR, HUD will not conduct any data collection 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

- Under this ICR, HUD will not conduct any data collection 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.

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

In accordance with 5 CFR 1320.8 (Paperwork Reduction Act of 1995), HUD published a 60-Day Notice of Proposed Information Collection in the Federal Register on January 9, 2026, Docket No. FR-7103-N-03, pages 1001-1002) related to the data collection activities for the Data Collections for the HUD Secretary's Awards. The notice provides a 60-day period for public comments, and comments were due March 10, 2026. No public comments were received.

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

No payments, remunerations, or gifts will be provided to the respondents for the HUD Secretary's Awards.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation or agency policy. If the collection requires a system of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

No assurances of confidentiality can be provided to the respondents.

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.

No questions of a sensitive nature are included in the HUD Secretary's Awards applications.

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 covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in chart below; and
- 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.

This Information Collection Request (ICR) includes a single form—the HUD Secretary's Award Nomination Form. Using this form, members of the public are invited to nominate projects for consideration that increase the quality of life for low- and moderate-income households. HUD anticipates approximately 150 submissions annually, and that each submission will take roughly 6 hours, as detailed in the table below. For the hourly cost per response, we assume that the form will be completed by a Social and Human Service Assistant for an hourly rate of \$22.64, as per the Bureau of Labor Statistics, Occupational Employment and Wage Statistics, <https://www.bls.gov/oes/tables.htm>. Accessed February 2026, data released May 2024.

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hours per Response	Annual Burden Hours	Hourly Cost per Response	Annual Cost
HUD Secretary's Award Nomination Form	150	1	150	6	900	\$22.64	\$20,376.00
TOTAL	150		150		900	--	\$20,376.00

For the hourly cost per response, we assume that the form will be completed by a Social and Human Service Assistant for an hourly rate of \$22.64, as per the Bureau of Labor Statistics, Occupational Employment and Wage Statistics, <https://www.bls.gov/oes/tables.htm>. Accessed February 2026, data released May 2024.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet 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 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 collection 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 is no additional total annual cost burden to respondents or record-keepers beyond the labor cost described in item 12 above and item 14 below. There are no capital/start-up costs, technology acquisition, or record storage needs.

14. Provide estimates of annualized cost 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 also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
HUD Secretary’s Award Nomination Form	150	1	150	6	900	\$68.96	\$62,064.00
TOTAL	150	--	150	--	900	--	\$62,064.00

Approximately 150 nominations are expected to be received each year for the HUD Secretary’s Awards. Each submission will be reviewed by three people (average grade GS-14 Step 1 at \$68.96 per hour in the Washington, D.C., area in 2026). We estimate it will take approximately 2 labor hours for each reviewer to review an application.

150 nominations * 3 reviewers per application * 2 hours per reviewer per application = 900 labor hours

900 labor hours * \$68.96 per hour = **\$62,064.00 total cost to the Federal government**

There are no additional equipment, overhead, printing, or support staff costs.

For the hourly rate, we used information from the following source: Office of Personnel Management, 2026 General Schedule (GS) Locality Pay Tables, [Occupational Employment and Wage Statistics, https://www.bls.gov/oes/tables.htm](https://www.bls.gov/oes/tables.htm). Accessed February 2026, rates effective January 2026.

15. Explain the reasons for any program changes or adjustments reported in Items 12 and 14 of the Supporting Statement.

This is a revision to a previously approved collection.

Item 12 was revised to: 1) remove specific award categories, 2) decrease the number of anticipated respondents, 3) increase the burden hours per response, 4) decrease the total annual burden hours, and increase the hourly cost per response. Overall, these changes resulted in a modest increase to the annual cost.

Item 14 was revised to remove specific award categories, decrease the number of anticipated respondents, decrease the total annual burden hours, decrease the hourly rate, and decrease the annual cost.

16. For collection 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.

The data collection is for nomination of the awards only. We will not publish a report, and we do not intend to use advanced statistics.

Each year, we tentatively anticipate opening the nomination window in the spring (March-May); during this window, respondents will submit the information requested in the HUD Secretary's Awards Nomination Form. We tentatively anticipate making award announcements each year in the fall (September-November).

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.

The expiration date for OMB approval will be displayed on any forms completed as part of the data collection.

18. Explain each exception to the certification statement.

There are no exceptions to the certification statement identified.