

**U.S. Small Business Administration
Small Business Week Award Nominations
OMB Control Number, 3245-0360
Justification – SBA Award Forms 3300-3306**

Overview of Information Collection:

SBA is requesting an extension with change of currently approved information collection.

The SBA collects nomination forms to include SBA form #3300 - used to identify an actual or apparent conflict of interest, to verify the accuracy of the information submitted with the nomination packages, and to apply defined evaluation criteria to each nominee's background to determine whether a nominee is eligible for a recognition award.

All nominees must be cleared by the U.S. Small Business Administration's EEO & Civil Rights Compliance Office and Office of Inspector General. These clearances are required to help verify the accuracy of the nomination packet and to preclude any potential conflict of interest or embarrassment to the nominee, the U.S. Government or the President of the United States. Once a nominee is cleared, the information collected is reviewed by a panel of SBA and non-SBA judges that evaluates nominees to determine whether they meet the evaluation criteria outlined in the Awards Nomination Guidelines (2027 guidelines attached).

The information collected on forms #3301-3306, inclusive, will be used to evaluate the nominations and select the winners based on the criteria outlined in the nomination guidelines.

Forms have been removed, added and consolidated. The awards guidelines are substantively the same as in previous years. In addition to miscellaneous minor grammatical/language edits, questions on certain forms were modified as follows:

- 3300- Revised citizenship question and added question about being in good standing on federal obligations.
- 3301- Small Business Person of the Year Award and 3302-Small Business Exporter of the Year Award
 - o Consolidated into one form, 3301- Small Business Awards using the previous Form 3301
 - o Updated years and modified financial summary data requirement.
 - o Removed question about business challenges such as COVID-19.
 - o Added questions about social media handles and business industries.

- o Added question about being a veteran.
 - o Added question about how SBA assistance has helped business.
 - o Combined questions about involvement in community and charitable organizations.
 - o Added questions about exporting.
- 3302- Phoenix Award for Small Business Disaster Recovery
 - o Previously was Form 3303.
- 3303- SCORE Chapter of the Year Award
 - o New form for an award to honor SBA resource partner, SCORE. SCORE is a nonprofit organization that is driven to foster small business communities through mentoring and educational workshops.
- 3304- Small Business Development Center Excellence and Innovation Award
 - o Previously Form 3310.
- 3305- Veterans Business Outreach Center Excellence in Service Award
 - o Previously Form 3311.
 - o Added question about goal performance.
- 3306- Women's Business Center of Excellence Award
 - o Previously Form 3312
- Added the following new awards which will use the modified Form 3301- Small Business Awards:
 - o Small Business Manufacturer of the Year
 - o Rural Small Business of the Year
 - o Blue-Collar Small Business of the Year
 - o Veteran Small Business of the Year
- Removed the following forms as awards are obsolete:
 - o 3304- Phoenix Award for Outstanding Contributions to Disaster Recovery Public Official
 - o 3305- Phoenix Award for Outstanding Contributions to Disaster Recovery Volunteer
 - o 3306- Small Business Prime Contractor of the Year
 - o 3307- Small Business Subcontractor of the Year
 - o 3308- Dwight D Eisenhower Award for Excellence
 - o 3309- 8(a) Graduate of the Year
 - o 3314- Small Business Investment Company of the Year
- New modified Form 3301- Small Business Awards will replace Form 3315- District Office Award.

1. Need & Method for the Information Collection.

Section 8(b)(1)(A)(iv) of the Small Business Act, 15 U.S.C. 637(b)(1)(A)(iv), and § 132(a) of Pub. L. 108-447, as reauthorized by the Consolidated Appropriations Act, 2026, Pub. L. 119-75, authorize the Administrator of the U.S. Small Business Administration (SBA) to recognize achievements of small businesses through

appropriate events and activities. (Copies of these provisions are attached). In recognition of the small business community's contributions to the nation's economy and society, the President of the United States designates one week each year as Small Business Week. Leading up to that week, the U.S. Small Business Administration seeks nominations for various recognition awards honoring the nation's small business owners and entrepreneurs, small business advocates, and small businesses. Recognition awards are presented by SBA to winners at the district, regional and national levels. Potential award recipients are nominated by banks, SCORE, Women's Business Centers, Small Business Development Centers, employees, spouses or self-nomination. This information collection, *Small Business Administration Award Nomination Form*, and other information set out in the Awards Nominations Guidelines is used to facilitate the award selection process.

The information collected is required to determine whether an award nominee has an actual or apparent conflict of interest. The information is also used to evaluate the nominations and select the winners based on the criteria outlined in the nomination guidelines. If the information is not provided, the Agency would be unable to vet or evaluate the nominees. In addition, a credible recognition awards program would not be possible and the SBA would be hampered in its efforts to recognize outstanding small businesses. In order to keep award form documents and PII confidential, SBA utilizes Box.com. Nomination forms and documents are collected through SBA district and program office Box accounts.

2. Use of the Information.

The general public has the option to submit nominations via Box.com (a cloud-based file storage and file sharing service that provides individuals and businesses easy-to-use cloud storage solutions and collaboration tools) to SBA field offices and program offices. The SBA will use the nomination packages to select National Small Business Week winners on the state, district, regional or national levels.

The information collected on Form 3300 is used to identify an actual or apparent conflict of interest, to verify the accuracy of the information submitted with the nomination packets, and to apply defined evaluation criteria to each nominee's background to determine whether a nominee is eligible for a recognition award.

3. Use of Information Technology.

The guidelines for eligibility and submission of information, as well as Forms 3300-3306 are available online at the agency website and will be submitted via Box.com. 100% of the submissions are expected to be collected electronically.

4. **Non-duplication.**

Those award nominees who have applied for or received SBA assistance may have previously provided some of the information requested. However, because applications for SBA assistance are not centrally located, it is not always possible to readily match up any prior particular collection of information. In addition, it is important to obtain information that is as current as possible. SBA minimizes the burden by requesting only the minimal information necessary to make informed selections.

5. **Burden on Small Business.**

The only small businesses impacted by the collection of this information are those owned or operated by the award nominees. This information collection will not have a significant economic impact on the approximately 500 who respond to this collection of information. Of the 500 respondents, approximately 100 are small business owners and 400 are organizations such as the Small Business Development Centers, SCORE, Women's Business Center, lending institutions or other organizations that support small businesses. In any event, the information requested should be readily available from the nominees' personal and business records.

6. **Less Frequent Collection.**

The information collected is required to determine whether an award nominee has an actual or apparent conflict of interest. The information is also used to evaluate the nominations and select the winners based on the criteria outlined in the nomination guidelines. If the information is not provided, the Agency would be unable to vet or evaluate the nominees. In addition, a credible recognition awards program would not be possible, and the SBA would be hampered in its efforts to recognize outstanding small businesses.

Paperwork Reduction Act Guidelines.

The information collected is for National Small Business Week, which happens once a year. A respondent may be required to respond to the request for the collection of information on Form 3300 in less than thirty days only if the person who nominates the respondent nominates the respondent within the thirty days prior to the due date for the completed nomination packet for the particular recognition award.

Confidential financial or personal information is requested but the Agency can demonstrate that it will protect the confidentiality of the information to the extent permitted by the law. The information collected is also shared through Box.com.

7. **Consultation and Public Comments.**

A request for public comment was published in the Federal Register at 90 FR 60847 on December 29, 2025. The comment period ended on February 27, 2026; no comments were received.

8. **Gifts or Payment.**

No payment or gift will be provided to respondents for completing this information collection. However, award winners will receive some tangible item of nominal value, such as a trophy, plaque, or award certificate to commemorate their achievements.

9. **Privacy & Confidentiality.**

Authority: 15 U.S.C. 634(b)(6), 44 U.S.C. 3101. SBA informs nominees that their information will be protected to the extent permitted by law, including the Freedom of Information Act, 5 U.S.C. 552, and the Privacy Act, 5 U.S.C. 552a. This information is hosted on SBA Infrastructure Services via Box.com. For the purposes of information, the forms collect data fields that are personal identifiable information (PII) that includes name, address, telephone number, date of birth and email address. This information is hosted on SBA Infrastructure Services via Box.com and details are found on the respective Privacy Impact Assessment. The system of record notice that is affiliated with this is SBA 28, Small Business Person and Advocate Awards (74 FR 14890). The privacy and confidentiality of this collection is in compliance with federal laws, SBA's Cybersecurity and Privacy Policy, industry best practices and standards for security and privacy, routine security and privacy controls assessment, authority to operate, and end user's Cybersecurity and Privacy annual mandatory training.

10. **Sensitive Questions.**

Some of the information collected can be perceived as sensitive, which includes criminal history, citizenship, and date of birth. SBA protects the information to the extent permitted by law. The agency has a Privacy Act System of Records, SBA 28 -- Small Business Person and Advocate Awards, 74 FR 14890, that covers the safeguarding of PII to include information listed above in #10. The authority of this collection complies with Authority: 15 U.S.C. 634(b)(6), 44 U.S.C. 3101 and the provisions of the Privacy Act of 1974 as amended.

11. **Burden Estimate.**

Each year, approximately 500 award nominees respond to this information collection as part of the annual recognition award program process. Each nominee submits Form 3300 regardless of the award, as well as the specific form that relates to the nominated award (i.e. from the 3301-3306 series of forms).

Respondents will spend an estimated average of 90 minutes responding to the information collection, including reading the questions, locating specific information in their business or personal files and answering the questions. The burden for Form 3300 is 15 minutes and for each of the forms 3301-3306 the burden is 75 minutes.

Generally, an administrative assistant, loan officer, Small Business Development Center personnel or the nominee will collect and submit the information. SBA estimates that the wage level of such personnel is equivalent to the average wage for a GS-9, Step 1 employee in the Washington D.C. area.

As such the estimated hour cost burden is as follows:

Average hourly wage for person completing collection: \$33.50

Total cost per response: $\$33.50 \times 1.5 \text{ hours} = \50.25

Total estimated cost burden: $500 \times \$50.25 = \$25,125$

Burden per Response:

	Time Per Response	Hours Per Response	Cost Per Response
Reporting	90 minutes	1.5 hours	50.25
Record Keeping	0	0	0
Third Party Disclosure	0	0	0
Total	90 minutes	1.5 hours	50.25

Annual Burden:

	Annual Number of Responses	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	500	750	25,125
Record Keeping	0	0	0
Third Party	0	0	0

Disclosure			
Total	500	750	25,125

12. **Estimated nonrecurring costs.**

Not applicable

13. **Estimated cost to the Government.**

The cost to the Federal Government for handling this information collection is negligible. SBA employees will review the forms and manage the entire nomination and selection process as part of their regularly assigned duties.

SBA estimates that the wage level of such personnel is equivalent to the average wage for a GS-12 employee in the Washington D.C. area.

As such the estimated hour cost burden is as follows:

Average hourly wage for person completing collection: \$48.59

Total cost per review processing: .5 hours x. \$48.59 = \$24.30

Total estimated cost burden: \$24.30 x 500 = \$12,150 annual cost to the government

14. **Reasons for changes.**

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	500			0		500
Annual IC Time Burden (Hour)	750			83		667
Annual IC Cost Burden (Dollars)	25,125			1,725		23400

15. **Publicizing Results.**

Winners receive extensive local media coverage. Biographical and relevant business information pertaining to the winners will be provided to the media upon request.

16. **OMB Not to Display Approval.**

Not applicable

17. **Exceptions to "Certification for Paperwork Reduction Submissions."**

Not applicable

Part B: Surveys, Censuses, and Other Collections that Employ Statistical Methods.

Not applicable. Statistical methods will not be employed to analyze the information collected or to determine award winners.