



## DEPARTMENT OF TRANSPORTATION

### Office of the Secretary

Docket No. DOT-OST-2015-0221

### 60-Day Notice of Request for Renewal of a Previously Approved Collection

**Agency:** Office of the Secretary (OST), Department of Transportation (Department) or (DOT).

**ACTION:** Notice and requests for comments.

**SUMMARY:** The OSDBU invites public comments about our intention to request the Office of Management and Budget's (OMB) approval to renew an information collection. The collection involves the following form with an expiration date of 2/29/2016, and is presently in use.

**DATES:** Please submit comments by January 12, 2016.

**ADDRESSES:** You may submit comments [identified by Docket No. DOT-OST-2015-0221] through one of the following methods:

- *Federal eRulemaking Portal:* Go to <http://www.regulations.gov>. Follow the online instructions for submitting comments.
- *Fax:* 202-493-2251.
- *Mail or Hand Delivery:* U.S. Department of Transportation, Dockets Management Facility, 1200 New Jersey Avenue, SE, West Building, Room W12-140, Washington, DC 20590.
- *Agency Web Site:* <http://www.regulations.gov>

**FOR FURTHER INFORMATION CONTACT:** Michelle Harris, 202-366-1930 ext 62253, Office of Small and Disadvantaged Business Utilization, Office of the Secretary, U.S. Department of Transportation, 1200 New Jersey Avenue, SE, Room W56 444, Washington, DC 20590. Office hours are from 9:00a.m. to 5:00p.m., Monday through Friday, except Federal holidays.

**SUPPLEMENTARY INFORMATION:**

**Title:** SBTRC Regional Field Offices Intake Form (DOT F 4500)

*OMB Control Number: 2105-0554*

**Background:** In accordance with Public Law 95-507, an amendment to the Small Business Act and the Small Business Investment Act of 1953, OSDBU is responsible for the implementation and execution of DOT activities on behalf of small businesses, in accordance with Section 8, 15 and 31 of the Small Business Act (SBA), as amended. The Office of Small and Disadvantaged Business Utilization also administers the provisions of Title 49, of the United States Code, Section 332, the Minority Resource Center (MRC) which includes the duties of advocacy, outreach, and financial services on behalf of small and disadvantaged businesses and those certified under CFR 49 parts 23 and or 26 as Disadvantaged Business Enterprises (DBE).

SBTRC's Regional Field Offices will collect information on small businesses, which includes Disadvantaged Business Enterprise (DBE), Women-Owned Small Business (WOB), Small Disadvantaged Business (SDB), 8(a), Service Disabled Veteran Owned Business (SDVOB), Veteran Owned Small Business (VOSB), HubZone, and types of services they seek from the Regional Field Offices. Services and responsibilities of the Field Offices include business analysis, general management & technical assistance and training, business counseling, outreach services/conference participation, short-term loan and bond assistance. The cumulative data collected will be analyzed by the OSDBU to

determine the effectiveness of services provided, including counseling, outreach, and financial services. Such data will also be analyzed by the OSDBU to determine agency effectiveness in assisting small businesses to enhance their opportunities to participate in government contracts and subcontracts.

We are required to publish this notice in the Federal Register by the Paperwork Reduction Act of 1995, Public Law 104-13.

**Title:** Small Business Transportation Resource Center Regional Field Office Intake Form (DOT F 4500).

**Form Numbers:** DOT F 4500

**Type of Review:** Renewal of an information collection

**The Regional Field Offices Intake Form, (DOT F 4500)** is used to enroll small business clients into the program in order to create a viable database of firms that can participate in government contracts and subcontracts, especially those projects that are transportation related. Each area on the fillable pdf form must be filled in electronically by the Field Offices and submitted every quarter to OSDBU. The Offices will retain a copy of each Intake Form for their records. The completion of the form is used as a tool for making decisions about the needs of the business, such as; referral to technical assistance agencies for help, identifying the type of profession or trade of the business, the type of certification that the business holds, length of time in business, and location of the firm. This data can assist the Field Offices in developing a business plan or adjusting their business plan to increase its ability to market its goods and services to buyers and potential users of their services.

*Respondents:* SBTRC Regional Field Offices

*Estimated Number of Respondents:* 100

*Frequency:* The information will be collected quarterly

*Estimated Number of Responses:* 100

*Estimated Total Annual Burden on Respondents:* 600 hours per year.

**PUBLIC COMMENTS INVITED:** You are asked to comment on any aspect of this information collection, including (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the Department, including whether the information will have practical utility; (b) the accuracy of the Department's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility and clarity of the information collection; and d) ways to minimize the burden of the collection of information on respondents, by the use of electronic means, including the use of automated collection techniques or other forms of information technology. The agency will summarize and/or include your comments in the request for OMB's clearance of this information collection.

**AUTHORITY:** The Paperwork Reduction Act of 1995; 44 U.S.C. Chapter 35, as amended; and 49 CFR 1:48

Issued in Washington, DC on November 5, 2015

Michelle Harris  
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Office of Small and Disadvantaged  
Business Utilization

[FR Doc. 2015-28714 Filed: 11/10/2015 8:45 am; Publication Date: 11/12/2015]