



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Information Officer**

Washington, D.C. 20230

January 18, 2011

Mr. Alex Hunt  
Chief, Information Policy Branch  
Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503

Dear Mr. Hunt:

The Department of Commerce's Minority Business Development Agency (MBDA) requests an emergency review of the information collection, "Minority Business Center Program: Communication and Outreach."

One of the first executive actions President Barack Obama took upon entering office was to issue a Memorandum on Transparency and Open Government on January 21, 2009. The memorandum elaborated on the role executive departments and agencies should play in implementing the principles of transparency, participation, and collaboration including:

*"Government should be participatory . . . Executive departments and agencies should also solicit public input on how we can increase and improve opportunities for public participation in Government.*

*Government should be collaborative . . . Executive departments and agencies should solicit public feedback to assess and improve their level of collaboration and to identify new opportunities for cooperation."*

In light of the President's Open Government Initiative, and the April 1, 2011, start date of the Minority Business Center Program, MBDA proposes to undertake in-depth interviews and on-line surveys with its stakeholders. These activities will be used to assess the quality and effectiveness of the MBDA's collateral materials, outreach strategies, and business program services.

In order to conduct the surveys and analyze the data, the survey results need to be processed and incorporated into the launch of the new business centers. Emergency review, therefore, is requested by January 26, 2011. Given the rapidly approaching time horizon for preparing new program materials in support of the Minority Business Center program, it is critical that we collect and analyze the information within the next two months. We appreciate your assistance in this matter.

Sincerely,

Diana H. Hynek  
Department of Commerce  
Information Collections Officer