



OMB NO: 2105-0554  
 EXPIRATION DATE:  
 MM/DD/YY

U.S. DEPARTMENT OF TRANSPORTATION  
 Office of Small and Disadvantaged Business Utilization  
 Small Business Transportation Resource Center

**Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2105-0554. Public reporting for this collection of information is estimated to be approximately 15 minutes per response for The Regional Resource Center Monthly Report Form, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, U.S. Department of Transportation, Office of Small and Disadvantaged Business Utilization, Arthur D. Jackson, 1200 New Jersey Avenue, SE, Room W56-462, Washington, D.C. 20590.

**Regional Resource Center Monthly Report Form**

REGION:		NARRATIVE REPORT
MONTH:		
COUNSELING ACTIVITY:		
New Appointments		
Follow-up Appointments		
Phone Inquiries		
E-Mail Inquiries		
Counseling Hours		
BUSINESSES SERVED:		
DBE		
8a		
WOB		
HubZone		
SDB		
SDVOB		
Non-Certified Business		
MARKETING:		
Events Attended:		
As an attendee		
As an exhibitor		
As a panelist/presenter		
Events Attended at Request of OSDBU		
MEETINGS:		
With DOT reps in your state		
With DOT reps in your region		

EVENTS HOSTED:		
DBE Workshop		
STLP Workshop		
One-on-One Matchmaking		
Other Workshops		

Under the Privacy Act (5.U.S.C. 552) any person can request to see or get copies of any personal information that DOT has in his or her file, when that file is retrievable by individual identifiers, such as name or social security numbers. Request for information about another party may be denied unless DOT has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.