

Supporting Statement
U.S. Department of Commerce
Minority Business Development Agency
National Minority Business Awards Program Requirements
OMB Control No. 0640-0025

A. JUSTIFICATION

This is a revision of a currently approved information collection to add new awards categories.

1. Explain the circumstances that make the collection of information necessary.

The Minority Business Development Agency (MBDA) is the only federal agency created exclusively to foster the growth and global competitiveness of minority-owned businesses in the United States. For this purpose, a minority owned business must be owned or controlled by one of the following persons or group of persons: African American, American Indian, Alaska Native, Asian, Hispanic, Native Hawaiian, Pacific Islander, Asian Indian, and Hasidic Jew. MBDA Business Centers provide management and technical assistance to large, medium, and small minority business enterprises through a network of business centers throughout the United States.

One of MBDA's largest initiatives is the annual National Minority Enterprise Development (MED) Week Conference. MBDA recognizes the role that minority entrepreneurs play in building the Nation's economy by honoring businesses that are making a significant contribution through the creation of jobs, products and services; in addition to supporting their local communities. The MED Week awards program is a key element of MED Week as it celebrates the outstanding achievements of minority entrepreneurs. The voluntary collection of information from the public will enhance the program and allow for the nomination of more candidates.

The awards are commemorative and will be given in the following categories:

1. Minority Construction Firm of the Year;
2. Minority Manufacturing Firm of the Year;
3. Minority Health Products and Services Firm of the Year;
4. Minority Innovative Technology Firm of the Year (new category);
5. Minority Marketing and Communications Firm of the Year;

6. Minority Professional Services Firm of the Year;
7. Minority Veteran-Owned Firm of the Year (new category);
8. Minority “Under 30” Firm of the Year (new category);
9. MBDA Minority Business Enterprise of the Year;
10. Access to Capital Award;
11. Advocate of the Year Award;
12. Distinguished Supplier Diversity Award;
13. Ronald H. Brown Leadership Award; and
14. Abe Venable Legacy Award for Lifetime Achievement.

Nominations may be submitted by individuals or organizations in any category applicable, and may be submitted for more than one award category. Self-nominations are also permitted. In addition, nominations may be submitted by MBDA staff or by representatives of MBDA business centers. However, nominations may not be submitted by members of the headquarters review panels or by MBDA Selecting Officials.

The respondents do not receive any form of remuneration or gift for providing nominations.

The nomination package to be provided to MBDA will include the: (1) nomination form; (2) narratives addressing the specific evaluation criterion; and (3) biography of the nominee or an overview of the organization (as applicable); (4) nominees’ financial statements (last three years); (5) any additional supporting documentation deemed significant by the nominee; and (6) a digital photo of nominee.

2. **Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.**

The information will be used by MBDA's headquarters officials to determine those applicants best meeting the pre-announced selection criteria. MBDA must collect two kinds of information: (a) information identifying the nominee and nominator, and (b) information explaining why the nominee should be given the award. The use of a nomination form standardizes and limits the information collected as part of the nomination process. The information collected will not be disseminated to the public but will form the basis of the selection of the award winners. Award winners will be announced to the public during the annual MBDA Med Week Awards program. The information about the award winners will be announced during the program after obtaining their permission according to the privacy guidelines of the federal government.

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.

The MED Week Awards Package is in print, paper format and is available for printing and downloading (.pdf file format) on MBDA's website at www.mbda.gov or at the MED Week website at www.medweek.gov. Nomination packages may be submitted by electronic mail to the applicable MBDA contact listed in the package. Alternatively, an applicant may mail a paper copy of the application to the Headquarters Office as provided in the package. Electronic submission is not necessary in order to submit a nomination for the MED Week Awards Program. Interested parties may request a paper copy of the application by contacting MBDA via mail or telephone.

4. Describe efforts to identify duplication.

MBDA's selection process is designed to determine the total number of nominations provided for each category. This process counts relies on multiple nominations

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

It is anticipated that a large number of the nominations will come from non-governmental organizations and representatives of large corporations who will nominate minority businesses which often include small businesses. The only burden would be on small businesses who want to self-nominate for the awards or nominate other businesses. In this case, the burden is not substantial.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

If the information is not collected, MBDA would be unable to determine which nominees meet the award criteria. MBDA would not be able to open its awards program to the public, which would diminish the pool of available candidates and would prevent the public from having an opportunity to participate. The MED Week awards program is MBDA's most prominent way to honor successful minority entrepreneurs and all should have access.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

This information collection is consistent with OMB guidelines.

- 8. Provide information on the PRA Federal Register Notice that solicited public comments on the information collection prior to submission to the OMB. Summarize the public comments receive in response to the notice and describe the actions taken by the agency in response to those comments. Describe the 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 on the data elements to be recorded, disclosed, or reported.**

A Federal Register Notice soliciting public comments was published on April 20, 2018 (Vol. 83, Number: 77 pg. 17531). Comments were received that were unrelated to the information to be collected.

- 9. Explain any decisions to provide payments or gifts to the respondents, other than remuneration of contractors or grantees.**

The MED Week Program presents each winner with an award which is determined each year. It may be a plaque, decorative bowl, statuette, etc. The awards are strictly honorary.

- 10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.**

There are no assurances of confidentiality. However, MBDA treats nominees' admissions and information consistent with the federal information and privacy regulations. In no event is private or confidential information disclosed or released.

- 11. Provide additional justification for any question of sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

None of these collections of information include information of a sensitive nature.

- 12. Provide an estimate of the hour burden of the collection of information.**

The estimated burden hours have been determined based on discussions with individuals who have submitted applications for MBDA's awards program in the past. Experience has shown that nomination process requires 2 hours to complete.

100 application packages X 2 hours = **200 hours**

13. Provide an estimate of the total annual cost burden to the respondents or record keepers resulting from the collection of information (excluding the cost of any hour burden shown in Question 12).

Not Applicable.

14. Provide estimates of annualized costs to the Federal government.

The estimated annual cost to the Federal government is based on salary and time spent evaluating applications. Based on past evaluations, it has been determined that it will require three MBDA employees to process the applications at \$37 per employee, per hour. Therefore, MBDA estimates that there will be 100 nominations. Using these estimates, the total cost to the federal government would be $\$37 \times 100 \text{ applications} \times 3 \text{ MBDA employees} = \$11,100$ and \$5,000 budget for the awards presented to winners.

TOTAL FEDERAL GOVERNMENT COST = \$16,100.

15. Explain the reasons for any program change adjustments.

Not Applicable.

16. For collections of information whose results will be published, outline plans for tabulation and publication.

Specific details of the information collected from respondents will generally not be published. However, some of the information collected from the selected award winners, such as biographical information and achievements, may be published in the MED Week Program booklets and on the MBDA and MED Week websites.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

Not Applicable.

18. Explain each exception to the certification statement

No exceptions are requested.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This information collection does not employ statistical methods.