**Justification for Non-Substantive Amendment to OMB Control Number 3245-0360**

The Small Business Administration (SBA) is requesting approval for a non-substantive change to the information collection approved under OMB Control Number 3245-0360 - *SBA National Small Business Week Award Nominations Guidelines* which expires on November 30, 2023. In the last submission (9/30/2020) SBA explained that the Agency was in the process of switching to electronic submission method. However, SBA did not revise the relevant portions of the submission instructions in Form 3301, *National Small Business Week Award Nominations Guidelines*. This request corrects that oversight by revising the “Where are the nominations to be sent?” section for each nomination form as outlined in the guidelines. The changes do not impact the type or amount of information currently collected from applicants for the National Small Business Week awards.

Currently the instruction for each form reads: “All nominations must be hand delivered or mailed to the U.S. Small Business Administration district office in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.” Per the supporting statement, the awards will be sent electronically to local SBA offices first, and submission information will be added as box.com accounts are set up by each office. The specific changes to SBA National Small Business Week Award Nominations Guidelines are revised to read as follows:

**Small Business Person of the Year Award**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Small Business Exporter of the Year**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Phoenix Award for Small Business Disaster Recovery**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Small Business Prime Contractor of the Year Award**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Small Business Subcontractor of the Year Award**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Dwight D. Eisenhower Award for Excellence**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**8(a) Graduate of the Year Award**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Small Business Development Center Excellence and Innovation Award**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Veterans Business Outreach Center Excellence in Service Award**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Women’s Business Center of Excellence Award**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Jody C. Raskind Lender of the Year**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**Small Business Investment Company of the Year**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

**District Office Award**

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXX.

As stated in the SBW ICR Supporting Statement, these changes will allow for the entire process - from application submissions, uploading to internal systems, and evaluations - to be digitized, thereby easing burden on nominees, limiting errors, speeding evaluation, and allowing for centralizing and evaluation of data/outcomes. In addition, these changes update the year to reflect the current year for nominations.