

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 XXXXXXXXXXXXX.

Small Business Exporter of the Year

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Phoenix Award for Small Business Disaster Recovery

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Small Business Prime Contractor of the Year Award

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Small Business Subcontractor of the Year Award

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Dwight D. Eisenhower Award for Excellence

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

8(a) Graduate of the Year Award

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Small Business Development Center Excellence and Innovation Award

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Veterans Business Outreach Center Excellence in Service Award

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Women’s Business Center of Excellence Award

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Jody C. Raskind Lender of the Year

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

Small Business Investment Company of the Year

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

District Office Award

Where are the nominations to be sent?

All nominations must be electronically submitted to XXXXXXXXXXXXX.

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.