



UNITED STATES DEPARTMENT OF COMMERCE
Minority Business Development Agency
Washington, D.C. 20230

OMB Non-Substantive Change Request Justification

Department: Commerce

Agency: Minority Business Development Agency (MBDA)

Title: Minority Business Development Agency Business Center Program Services

Business Center Internal/External Client Engagement Form

(OMB Control No. 0640-0002 Approved – DOC/OGC: 4/21/15)

Minority Business Development Agency Client Transaction Verification Form

(OMB Control Number: 0640-0002 Approved – DOC/OGC: 4/21/15)

The MBDA requests a non-substantive change to the currently approved Online Database: Customer Relationship Management, MBDA Internal/External Client Engagement Form Information Collection Request. The MBDA received clearance on August 31, 2023. This version would be used specifically for the Capital Readiness Program (CRP). We request approval for this change in the next 3 days.

Background and Justification

The U.S. Department of Commerce Minority Business Development Agency's (MBDA) mission is to foster the growth and global competitiveness of minority business enterprises (MBEs). MBDA accomplishes its mission by funding and working cooperatively with Business Centers that assist clients with facilitating transactions through referrals, business consulting, contract bid/proposal preparation, loan packaging, and/or matching contract opportunities and capital sources (i.e., loans, equity, bonding, etc.). In addition, CRP awardees help clients with access to capital, access to network and capacity building to achieve their growth objectives by connecting them with prospective strategic partners through business-to-business matching, teaming arrangements, joint ventures, or other strategic advisory services.

This version will be used for the on-going performance reporting requirement per the Notice of Funding Opportunity (NOFO) for CRP.

Data Collection

The following non-substantive changes will not impact the scope of the collection. The language in the form is revised to align with the NOFO requirements for services offered by the awardees for the CRP. Updating the language increases the respondents understanding of the questions and provides clarity to MBDA for program assessment.

Burden

There is no change in respondent burden hours associated with this request.