

OMB Control Number: 3245-XXXX  
Expiration Date:

### Notification Letter for FAST Quarterly Reporting Form

Dear [name of FAST grantee]:

Please find attached to this email the Quarterly Reporting Form for the Federal and State Technology (FAST) Partnership Program. The form asks for aggregated data for clients that you have assisted under the terms of your FAST Program award. SBA will use the data collected to determine your compliance with award requirements, improve program performance, and inform SBA's statutory reporting to Congress.

Please complete the form **each quarter** following the instructions in the attachment **and return the completed form in the same Excel format to [FAST@sba.gov](mailto:FAST@sba.gov) no later than [insert date no sooner than 30 days from when the request is made - e.g. "by xx date", or "within 45-60 days after the end of each quarter"]**. If you have any questions about completing this form, please email [FAST@sba.gov](mailto:FAST@sba.gov) for assistance.

Submission of this data is required to obtain or retain a benefit; more specifically, submission of the requested information is required for compliance with the terms and conditions of your FAST award.

Paperwork Reduction Act Notice: Notwithstanding any other provision of the law, no person is required to respond to, nor shall any 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 currently valid OMB control number. The number for this collection of information is 3245-XXXX.

Public reporting burden for this collection of information is estimated to average **2 hours** per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U. S. Small Business Administration, Director, Records Management Division, Washington, DC 20416 and/or Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503 .

Thank you for your cooperation.

Sincerely,

FAST Program Manager  
Office of Investment and Innovation  
Small Business Administration