



## **SMALL BUSINESS ADMINISTRATION**

### **Data Collection Available for Public Comments**

**ACTION:** 60-day notice and request for comments.

**SUMMARY:** The Small Business Administration (SBA) intends to request approval from the Office of Management and Budget (OMB) for the collection of information described below. The Paperwork Reduction Act (PRA) requires federal agencies to publish a notice in the Federal Register concerning each proposed collection of information before submission to OMB, and to allow 60 days for public comment in response to the notice. This notice complies with that requirement.

**DATES:** Submit comments on or before **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** Send all comments to Office of Manufacturing and Trade, Mina Wales, [Mina.Wales@sba.gov](mailto:Mina.Wales@sba.gov), 409 3<sup>rd</sup> Street, 6<sup>th</sup> Floor, Washington DC 20416, Small Business Administration.

**FOR FURTHER INFORMATION CONTACT:** Office of Manufacturing and Trade, Mina Wales, [Mina.Wales@sba.gov](mailto:Mina.Wales@sba.gov), (202) 205-7180 and Shauniece Carter, Agency Clearance Officer, [Shauniece.carter@sba.gov](mailto:Shauniece.carter@sba.gov), (202) 935-6942.

### **SUPPLEMENTARY INFORMATION:**

The primary objective of the STEP Program Quarterly Performance Reporting Forms are to collect data on the quarterly progress of grantees of the SBA's State Trade and Export Promotion (STEP) program. These data will be used to understand how states have improved their trade and export activities and revenue. The STEP program has two primary objectives: (1) Increase the number of small businesses that are exporting and (2) increase the value of exports for small businesses that are currently exporting. To achieve these objectives, SBA provides state level grant recipients with funding for nine

activities, including participation in foreign trade missions, design of marketing media, and trade show exhibitions. Data from the STEP Program Quarterly Performance Reporting Forms will provide SBA with critical information about the impact of various strategies used to advance trade and export activities in each state. These data will also provide an understanding of the specific ways in which funded activities meet SBA's goal of improving small business trade and export productivity. These data may inform strategies that can be replicated by other small businesses. These data are not currently being collected elsewhere and are critical to understanding the outcomes of STEP grantee activities.

**Solicitation of Public Comments:**

SBA is requesting comments on (a) Whether the collection of information is necessary for the agency to properly perform its functions; (b) whether the burden estimates are accurate; (c) whether there are ways to minimize the burden, including through the use of automated techniques or other forms of information technology; and (d) whether there are ways to enhance the quality, utility, and clarity of the information.

**Summary of Information Collection:**

**PRA NUMBER:** 3245-0413

**Title:** STEP Program Quarterly Performance Reporting Forms

**Description of Respondents:** State administrators in states that receive an SBA STEP Grant.

**Form Number:** N/A

**Total Estimated Annual Responses:** 90

**Total Estimated Annual Hour Burden:** 360 Hours

**Alethea Ten Eyck-Sanders,**  
*Alternate Liaison Officer.*