

Act of 1986), as amended; Public Law 107-56 (USA PATRIOT Act); and Executive Order 13356. The purpose of the collection is to validate the identity of individuals who enter Department facilities. The data will be entered into the Visitor Access Control System (VACS-D) database. Please see the Privacy Impact Assessment for VACS-D at: <http://www.state.gov/documents/organization/100305.pdf> for additional information.

Any requests for reasonable accommodation should be made at the time of registration. All such requests will be considered, however, requests made after June 11th might not be possible to fill. All attendees must use the C Street entrance to the building.

Dated: May 24, 2012.

**Keith D. Miller**

*Executive Secretary, Overseas Schools Advisory Council.*

[FR Doc. 2012-13219 Filed 5-30-12; 8:45 am]

**BILLING CODE 4710-24-P**

## STATE JUSTICE INSTITUTE

### SJI Board of Directors Meeting, Notice

**AGENCY:** State Justice Institute.

**ACTION:** Notice of meeting.

**SUMMARY:** The SJI Board of Directors will be meeting on Monday, June 18, 2012 at 1:00 p.m. The meeting will be held at the Westin Hotel in Seattle, Washington. The purpose of this meeting is to consider grant applications for the 3rd quarter of FY 2012, and other business. All portions of this meeting are open to the public.

**ADDRESSES:** Westin Hotel, 1900 5th Ave., Seattle, WA 98101, 206-728-1000.

**FOR FURTHER INFORMATION CONTACT:** Jonathan Mattiello, Executive Director, State Justice Institute, 11951 Freedom Drive, Suite 1020, Reston, VA 20190, 571-313-8843, [contact@sj.gov](mailto:contact@sj.gov).

**Jonathan D. Mattiello,**

*Executive Director.*

[FR Doc. 2012-13158 Filed 5-30-12; 8:45 am]

**BILLING CODE P**

## DEPARTMENT OF TRANSPORTATION

### Office of the Secretary

[Docket No. DOT-OST-2012-0080 (Formerly Docket Number DOT-OST-2008-0182)]

#### Agency Requests for Renewal of a Previously Approved Information Collection: Small Business Transportation Resource Center (SBTRC) Regional Field Offices Intake Form (DOT F 4500) and SBTRC Regional Field Offices Quarterly Report Form (DOT F 4502)

**AGENCY:** Office of Small and Disadvantaged Business Utilization (OSDBU), Office of the Secretary of Transportation (OST), DOT.

**ACTION:** Notice of request for comments.

**SUMMARY:** The OSDBU invites the public to comment about our intention to request the Office of Management and Budget's (OMB) approval to renew an information collection. The collection involves the use of the SBTRC Regional Field Offices Intake Form (DOT F 4500) and the SBTRC Regional Field Offices Quarterly Report Form (DOT F 4502). On January 31, 2012, OSDBU published a 60-day notice in the **Federal Register** (Vol. 77, No. 20) (Formerly Docket Number DOT-OST-2008-0182), informing the public of OSDBU's intention to extend an approved information collection. The collection involves the use of the Regional Field Offices Intake Form (DOT F 4500), which documents the type of assistance provided to each small business that is enrolled in the program database. The use of the Regional Field Office Quarterly Report Form (DOT F 4502) highlights activities such as counseling, marketing, meetings/conferences, and services to businesses as completed during the quarter. The Quarterly Report Form provides a more composite and comprehensive review of the Field Offices over a longer time frame. The information will be used to ascertain whether the program is providing services to its constituency, the small business community, and is done so in a fair and equitable manner. The information collected is necessary to determine whether small businesses are participating in DOT funded and DOT assisted opportunities.

We are required to publish this notice in the **Federal Register** by the Paperwork Reduction Act of 1995, Public Law 104-13.

**DATES:** Written comments should be submitted by: July 2, 2012 and submitted to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725

Seventeenth Street NW., Washington, DC 20503, Attention: OST Desk Officer. Comments may also be sent via email to OMB at the following address: [oir\\_submissions@omb.eop.gov](mailto:oir_submissions@omb.eop.gov).

#### FOR FURTHER INFORMATION CONTACT:

Arthur D. Jackson, 202-366-5344 or Patricia Martin at 202-366-5337, Office of Small and Disadvantaged Business Utilization, Office of the Secretary, U.S. Department of Transportation, 1200 New Jersey Avenue SE., Room W56 440, Washington, DC 20590. Office hours are from 9:00 a.m. to 5:00 p.m. Eastern Time, Monday through Friday, except Federal holidays.

**SUPPLEMENTARY INFORMATION:** *Title:* U.S. Department of Transportation, Office of Small and Disadvantaged Business Utilization (OSDBU).

*OMB Control No:* 2105-0554.

*Form No.:* DOT F 4500, SBTRC Regional Field Offices Intake Form.

*Form No.:* DOT F 4502, SBTRC Regional Field Office Quarterly Report Form.

*Affected Public:* Representatives of OSDBU's SBTRC Regional Field Offices and the Small Business community on a national basis.

*Type of Review:* Extension of a Currently Approved Collection of Information.

*Abstract:* In accordance with Public Law 95-507, an amendment to the Small Business Act and the Small Business Investment Act of 1953, OSDBU is responsible for the implementation and execution of DOT activities on behalf of small businesses, in accordance with Sections 8, 15 and 31 of the Small Business Act (SBA), as amended. The Office of Small and Disadvantaged Business Utilization also administers the provisions of Title 49, of the United States Code, Section 332, the Minority Resource Center (MRC) which includes the duties of advocacy, outreach, and financial services on behalf of small and disadvantaged businesses and those certified under CFR 49 parts 23 and or 26 as Disadvantaged Business Enterprises (DBE).

SBTRC's Regional Field Offices will collect information on small businesses, which includes Disadvantaged Business Enterprise (DBE), Women-Owned Small Business (WOB), Small Disadvantaged Business (SDB), 8(a), Service Disabled Veteran Owned Business (SDVOB), Veteran Owned Small Business (VOSB), HubZone, and types of services they seek from the Regional Field Offices. Services and responsibilities of the Field Offices include business analysis, general management and technical assistance and training, business

counseling, outreach services/ conference participation, short-term loan and bond assistance. The cumulative data collected will be analyzed by the OSDBU to determine the effectiveness of services provided, including counseling, outreach, and financial services. Such data will also be analyzed by the OSDBU to determine agency effectiveness in assisting small businesses to enhance their opportunities to participate in government contracts and subcontracts.

*The Regional Field Offices Intake Form, (DOT F 4500)* is used to enroll small business clients into the program in order to create a viable database of firms that can participate in government contracts and subcontracts, especially those projects that are transportation related. Each area on the fillable pdf form must be filled in electronically by the Field Offices and submitted every quarter to OSDBU. The Offices will retain a copy of each Intake Form for their records. The completion of the form is used as a tool for making decisions about the needs of the business, such as; referral to technical assistance agencies for help, identifying the type of profession or trade of the business, the type of certification that the business holds, length of time in business, and location of the firm. This data can assist the Field Offices in developing a business plan or adjusting their business plan to increase its ability to market its goods and services to buyers and potential users of their services.

*Respondents:* SBTRC Regional Field Offices.

*Annual Estimated Number of Respondents:* 100.

*Frequency:* The information will be collected quarterly.

*Annual Estimated Number of Responses:* 400.

*Estimated Total Annual Burden on Respondents:* 600 hours per year (90 minutes per response to complete each Intake Form).

*Background:* The Regional Field Offices Quarterly Report Form (DOT F 4502) must be submitted as a quarterly status report by each Field Office of business activities conducted during the three-month timeframe. The form is used to capture activities and accomplishments that were made by the Regional Field Offices during the course of the quarter. In addition, the form includes a data collection section where numbers and hours are reported and a section that is assigned for a written narrative that provides back-up which supports the data.

Activities to be reported are (1) Counseling Activity which identifies the

counseling hours provided to businesses, number of new appointments, and follow-up on counseled clients. (2) Activity for Businesses Served identifies the type of small business that is helped, such as a DBE, 8(a), WOB, HubZone, SDB, SDVOB, or VOSB. (3) Marketing Activity includes the name of an event attended by the SBTRC and the role played when participating in a conference, workshop or any other venue that relates to small businesses. (4) Meetings that are held with government representatives in the region, or at the state level, are activities that are reported. (5) Events Hosted by the SBTRC Regional Field Offices, such as small business workshops, financial assistance workshops, matchmaking events, are activities that are reported on a quarterly basis.

*Respondents:* SBTRC Regional Field Offices.

*Annual Estimated Number of Respondents:* 100.

*Frequency:* The information will be collected quarterly.

*Annual Estimated Number of Responses:* 400.

*Estimated Total Annual Burden on Respondents:* 1200 hours per year (3 hours per response to complete each Quarterly Report).

*Comments are invited on:* (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the Department, including whether the information will have practical utility; (b) the accuracy of the Department's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility and clarity of the information collection; and d) ways to minimize the burden of the collection of information on respondents, by the use of electronic means, including the use of automated collection techniques or other forms of information technology. The agency will summarize and/or include your comments in the request for OMB's clearance of this information collection.

*Authority:* The Paperwork Reduction Act of 1995; 44 U.S.C. Chapter 35, as amended; and 49 CFR 1:48.

Issued in Washington, DC, on May 24, 2012.

**Patricia Lawton,**

*DOT PRA Clearance Officer.*

[FR Doc. 2012-13199 Filed 5-30-12; 8:45 am]

**BILLING CODE 4910-9X-P**

## DEPARTMENT OF TRANSPORTATION

### Office of the Secretary

[Docket: DOT-OST-2012-0078]

#### Notice of Request for Renewal of Previously Approved Collection; Short Term Lending Program—Application for Loan Guarantee

**AGENCY:** Office of the Secretary, Department of Transportation (DOT).

**ACTION:** Notice and request for comments.

**SUMMARY:** In compliance with the Paperwork Reduction Act of 1995, Public Law 104-13, (44 U.S.C. 3501 et seq.) this notice announces that the Information Collection Request, abstracted below, will be forwarded to the Office of Management and Budget for the renewal of the Short Term Lending Program—Application for Loan Guarantee. A 60 day **Federal Register** Notice (77 FR 14459) was published March 9, 2012 (DOT-OST 2008-0244). The agency did not receive any comments.

**DATES:** Written comments should be submitted by July 2, 2012 and sent to OMB.

#### FOR FURTHER INFORMATION CONTACT:

Nancy Strine, Manager Financial Assistance Division, Office of Small and Disadvantaged Business Utilization, Office of the Secretary, U.S. Department of Transportation, 1200 New Jersey Avenue SE., Room W56-448, Washington, DC 20590. Phone number 202-366-1930. Fax number 202-366-7228. Office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, except Federal holidays.

*Comments:* Comments should be sent to OMB: Attention DOT/OST Desk Officer, Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, 725 17th Street NW., Washington, DC 20503 or fax to: 202-395-5806. Please make reference to OMB Control No. 2104-0555 Docket DOT-OST-2012-0078.

#### SUPPLEMENTARY INFORMATION:

*Title:* Short Term Lending Program—Application for Loan Guarantee.

*OMB Control No:* 2105-0555.

*Number of Respondents:* 100.

*Number of Responses:* 100.

*Total Annual Burden:* 1400.

*Abstract:* OSDBU's Short Term Lending Program (STLP) offers certified Disadvantaged Business Enterprises (DBEs) and other certified Small Businesses (8a, women-owned, small disadvantaged, HUBZone, veteran owned, and service disabled veteran