

established criteria, or incomplete at the time of submission will be disqualified.

OSDBU will perform a responsibility determination of the prospective awardee in the region, which may include a site visit, before awarding the cooperative agreement.

#### 4.3 Conflicts of Interest

Applicants must submit signed statements by key personnel and all organization principals indicating that they, or members of their immediate families, do not have a personal, business or financial interest in any DOT-funded transportation project, nor any relationships with local or state transportation agencies that may have the appearance of a conflict of interest.

### Appendix A—Format for Proposals for the Department of Transportation Office of Small and Disadvantaged Business Utilization's Small Business Transportation Resource Center (SBTRC) Program

Submitted proposals for the DOT, Office of Small and Disadvantaged Business Utilization's Small Business Transportation Resource Center Program must contain the following 12 sections and be organized in the following order:

#### 1. TABLE OF CONTENTS

Identify all parts, sections and attachments of the application.

#### 2. APPLICATION SUMMARY

Provide a *summary overview* of the following:

- The applicant's proposed SBTRC region and city and key elements of the plan of action/strategy to achieve the SBTRC objectives.
- The applicant's relevant organizational experience and capabilities.

#### 3. UNDERSTANDING OF THE WORK

Provide a narrative which contains specific project information as follows:

- The applicant will describe its understanding of the OSDBU's SBTRC program mission and the role of the applicant's proposed SBTRC in advancing the program goals.
- The applicant will describe specific outreach needs of transportation-related small businesses in the applicant's region and how the SBTRC will address the identified needs.

#### 4. APPROACH AND STRATEGY

- Describe the applicant's plan of action/strategy for conducting the program in terms of the tasks to be performed.
- Describe the specific services or activities to be performed and how these services/activities will be implemented.
- Describe innovative and creative approaches to assist small businesses to become successful transportation contractors and increase their ability to access DOT contracting opportunities and financial assistance programs.

- Estimated direct costs, other than labor, to execute the proposed strategy.

#### 5. LINKAGES

- Describe established relationships within the geographic region and demonstrate the ability to coordinate and establish effective networks with DOT grant recipients and local/regional technical assistance agencies.
- Describe the strategy to obtain support and collaboration on SBTRC activities from DOT grantees and recipients, transportation prime contractors and subcontractors, the SBA, U.S. Department of Commerce's Minority Business Development Centers (MBDCs), Service Corps of Retired Executives (SCORE), Procurement Technical Assistance Centers (PTACs), Small Business Development Centers (SBDCs), State DOTs, and State highway supportive services contractors.
- Describe the outreach strategy related to the identified needs that can be successfully carried out within the period of this agreement and a plan for involving the Planning Committee in the execution of that strategy.

#### 6. ORGANIZATIONAL CAPABILITY

- Describe recent and relevant past successful performance in addressing the needs of small businesses, particularly with respect to transportation-related small businesses.
- Describe internal technical, financial management, and administrative resources.
- Propose a plan for sufficient matching alternative financial resources to fund the general and administrative costs of the SBTRC.

#### 7. STAFF CAPABILITY AND EXPERIENCE

- List proposed key personnel, their salaries and proposed fringe benefit factors.
- Describe the education, qualifications and relevant experience of key personnel. Attach detailed resumes.
- Proposed staffing plan. Describe how personnel are to be organized for the program and how they will be used to accomplish program objectives. Outline staff responsibilities, accountability and a schedule for conducting program tasks.

#### 8. COST PROPOSAL

- Outline the total proposed cost of establishing and administering the SBTRC in the applicant's geographical region for a 12 month period, inclusive of costs funded through alternative matching resources. Clearly identify the portion of the costs funded by OSDBU.
- Provide a brief narrative linking the cost proposal to the proposed strategy.

#### 9. PROOF OF TAX EXEMPT STATUS

#### 10. ASSURANCES SIGNATURE FORM

Complete the attached Standard Form 424B. ASSURANCES—NON CONSTRUCTION PROGRAMS identified as Attachment 1.

#### 11. CERTIFICATION SIGNATURE FORMS

Complete form DOTF2307-1 DRUG-FREE WORKPLACE ACT CERTIFICATION FOR a GRANTEE OTHER THAN AN INDIVIDUAL identified as attachment 2 and Form

DOTF2308-1 CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS identified as Attachment 3.

#### Signed Conflict of Interest Statements

The statements must say that they, or members of their immediate families, do not have a personal, business or financial interest in any DOT-funded transportation projects, nor any relationships with local or state transportation agencies that may have the appearance of a conflict of interest.

#### 12. STANDARD FORM 424

Complete Standard Form 424 Application for Federal Assistance identified as Attachment 4.

PLEASE BE SURE THAT ALL FORMS HAVE BEEN SIGNED BY AN AUTHORIZED OFFICIAL WHO CAN LEGALLY REPRESENT THE ORGANIZATION.

#### Brandon Neal,

Director, Office of Small and Disadvantaged Business Utilization, Office of the Secretary, U.S. Department of Transportation.

[FR Doc. 2015-14030 Filed 6-8-15; 8:45 am]

BILLING CODE 4910-9X-P

## DEPARTMENT OF TRANSPORTATION

### Office of the Secretary

[Docket Number: DOT-OST-2015-0123]

### Request for OMB Clearance of a New Information Collection; New Information Collection: Women and Girls in Transportation Initiative Internship Volunteer Program

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

**ACTION:** 60-Day Notice; Letter of public notification of the Women and Girls in Transportation Initiative Internship Volunteer Program (WITIIP) information collection activity.

**SUMMARY:** In compliance with the Paperwork Reduction Act of 1995, Public law 104-13 (44 U.S.C. 3501 et seq) this notice announces the Information Collection Request on DOT Form OST 1250.1 Application for Transportation Internship, DOT Form OST 1250.1A Student Internship Evaluation, and DOT Form OST 1250.18 Internship Evaluation for this new DOT program.

Executive Order 13506, ("EO 13506") dated March 11, 2009, entitled "Establishing a White House Council on Women and Girls". EO 13506 requires Federal agencies to address issues that particularly impact the lives of women and girls and to ensure that Federal programs and policies address and take into account the distinctive concerns of women and girls, including women of

color and those with disabilities. Furthermore, EO 13506 points specifically to the fact that women are still significantly underrepresented in the science, engineering, and technology fields. In response to EO 13506, DOT established the WITI. The WITI encourages women and girls to pursue careers in the science, technology, engineering, and mathematics fields and enter the transportation industry through outreach and the provision of transportation-related internship opportunities. The program is administered by the DOT OST Office of Small and Disadvantaged Business Utilization (OSDBU).

**FOR FURTHER INFORMATION CONTACT:** For further information concerning this notice, contact Michelle Harris, Manager, Regional Assistance Division, OSDBU, U.S Department of Transportation, 1200 New Jersey Ave, SE., Room W56-444, Washington, DC 20590. Telephone: 1-800-532-1169 or 202-366-1930. Email: [michelle.harris@dot.gov](mailto:michelle.harris@dot.gov).

**SUPPLEMENTARY INFORMATION:**

*Title:* Women and Girls in Transportation Initiative Internship Volunteer Program Application for Internship Volunteer.

*Catalog of Federal Domestic Assistance Number:* 20.907 Women and Girls in Transportation Initiative.

*OMB Control Number:* 2105-XXXX.

*Form Number:* OST F 1250.1.

*Affected Public:* Female students currently enrolled in a participating institution of education with a 2.8 Grade Point Average or higher.

*Frequency:* One-time.

*Estimated Average Burden per Response:* 2 hours.

*Estimated Annual Burden Hours:* 660 hours.

*Abstract:* The information collected will be from female students currently enrolled in a participating institution of education with a 2.8 Grade Point Average or higher. The information collected will be used by DOT OSDBU to verify eligibility and process the application. The information being collected relates the name of the student; gender; full street address; email address; phone number; school name; school address; current Grade Point Average; expected graduation date; major area of study; minor area of study; and a professor's evaluation of the student's critical skills and the professor's recommendation. A copy of the student's most current transcript will be collected to verify the student's enrollment status and Grade Point Average. A one-page letter of interest will be collected in order to select the

best candidates for the different transportation-related internships available.

*Title:* Women and Girls in Transportation Initiative Internship Volunteer Program Student Evaluation.

*Catalog of Federal Domestic Assistance Number:* 20.907 Women and Girls in Transportation initiative Internship Volunteer Program.

*OMB Control Number:* 2105-XXXX.

*Form Number:* OST F 1250.1A.

*Affected Public:* Transportation-related internship/volunteer providers.

*Frequency:* One-time.

*Estimated Average Burden per Response:* 2 hours.

*Estimated Annual Burden Hours:* 660 hours.

*Abstract:* The information collected will be from internship/volunteer providers at the conclusion of the student's transportation-related internship/volunteer opportunity. The information collected will be used by participating educational institutions to verify successful completion of the internship for academic credit, if offered. The evaluation will also be used by DOT OSDBU to verify successful completion of the internship/volunteer position to evaluate the student's performance in the event the students apply for future internship/volunteer opportunities offered by the program. The information collected will also be used by the intern to identify their strengths and areas of improvement. The information being collected relates the name of the organization; full street address; name of the supervisor and evaluator; internship semester; date the internship/volunteer position concluded; internship description; intern's name, major area of study, and school name. The information collected also relates the evaluation of the student's performance of the performance elements; evaluation of the student's strengths and weaknesses; evaluator's general comments; and the internship/volunteer provider's willingness to host future interns.

*Title:* Women and Girls Internship in Transportation Internship Volunteer Program Evaluation.

*Catalog of Federal Domestic*

*Assistance Number:* 20.907 Entrepreneurial Training and Technical Assistance Women and Girls Program.

*OMB Control Number:* 2105-XXXX.

*Form Number:* OST F 1250.18.

*Affected Public:* WITI student interns/volunteers.

*Frequency:* One-time.

*Estimated Average Burden per Response:* 2 hours.

*Estimated Annual Burden Hours:* 660 hours.

*Abstract:* The information collected will be from student interns/volunteers at the conclusion of the student's transportation-related internship/volunteer experience. The information collected will be used by DOT OSDBU to evaluate internship/volunteer providers and the student's experience to improve the WIT! and possibly identify potential problem internship/volunteer providers. The information being collected relates the name of the student's major area of study, and school name; internship provider's name, full mailing address; intern/volunteer's supervisor; internship/volunteer semester; date the position concluded; and internship/volunteer description. The information collected also relates the evaluation of the internship/volunteer provider and internship/volunteer experience; suggested WITI improvements; evaluator's general comments; and the intern's willingness to apply for future opportunities.

**Brandon Neal,**

*Director, Office of Small and Disadvantaged Business Utilization.*

[FR Doc. 2015-14031 Filed 6-8-15; 8:45 am]

**BILLING CODE 4910-9X-**

## DEPARTMENT OF TRANSPORTATION

### Office of The Secretary

#### Application of Menagerie Enterprises, Inc. d/b/a Monarch Air for Commuter Air Carrier Authority

**AGENCY:** Department of Transportation

**ACTION:** Notice of Order to Show Cause (Order 2015-6-1) Docket DOT-OST-2014-0192

**SUMMARY:** The Department of Transportation is directing all interested persons to show cause why it should not issue an order finding Menagerie Enterprises, Inc. d/b/a Monarch Air, fit, willing, and able, and awarding it commuter air carrier authorization.

**DATES:** Persons wishing to file objections should do so no later than June 10, 2015.

**ADDRESSES:** Objections and answers to objections should be filed in Dockets DOT-OST-2014-0192 and addressed to the U.S. Department of Transportation, Docket Operations, 1200 New Jersey Avenue SE., West Building Ground Floor, M-30, Room W12-140, Washington, DC and should be served upon the parties listed in Attachment A to the order.

**FOR FURTHER INFORMATION CONTACT:** Shabu Thomas, Air Carrier Fitness