

September 17, 2013

The Honorable Nick J. Rahall, II  
U.S. House of Representatives  
Washington, DC 20515

Dear Representative Rahall:

Thank you for your recent letter on behalf of Mrs. Kristina Oliver, State Director of the West Virginia Small Business and Technology Development Center (SBTDC), regarding the proposed revisions to the U.S. Small Business Administration (SBA) Customer Intake Form (641) and the Training Report Form (888).

The West Virginia Small Business Development (SBDC) Program is administered by the West Virginia Development Office of the State of West Virginia through a cooperative agreement with the U.S. Small Business Administration's (SBA) Office of Small Business Development Centers and has points of service across the state.

Reviewing Mrs. Oliver's letter, we confirm that she has appropriately responded to the Paperwork Reduction Act (PRA) Federal Register Notice. This Notice related to the SBA Client Intake Form 641 referred to in the Reporting and Recordkeeping Requirements under the Office of Management and Budget Review 44185-44186 (2013-17623). This Notice allowed for comments to be sent to Mr. Curtis Rich of the SBA Administrative Branch.

The public comment period for PRA ended on August 22, 2013. Mrs. Oliver's comments are being reviewed and an applicable response will be posted on SBA's Entrepreneurial Development Management Information System (EDMIS) website ([www.sba.gov/edmis](http://www.sba.gov/edmis)).

We appreciate your support of SBA and the West Virginia small business community. If you and your staff have any further questions, please contact the SBA Office of Congressional and Legislative Affairs at (202) 205-6700.

Sincerely,

Carroll A. Thomas  
Associate Administrator  
Office of Small Business Development Centers