# **U.S. SMALL BUSINESS ADMINISTRATION**

### BORROWER'S PROGRESS CERTIFICATION

Name	Loan No.
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COMPLETE THIS FORM AS SOON AS YOU CAN ACCOUNT FOR 80 PERCENT OF THE MONEY YOU HAVE RECEIVED UP TO NOW. THIS COMPLETED FORM MUST BE RETURNED TO SBA BEFORE YOUR NEXT CHECK CAN BE ORDERED.

For the purpose of receiving additional funds from my loan, I certify, except as noted below, that:

- \* The listing on the reverse side is a true and accurate listing of the use I have made of the loan funds I have received to date, and
- \* The funds from this loan have been and will be used in accordance with the Use-of-Loan-Proceeds paragraph of the Loan Authorization and Agreement; and
- There has been no adverse change in borrower's financial condition since the date of the loan application. Also, if borrower is a business, there has been no change in the form of organization since such date. (Adverse changes include but are not limited to: judgment liens, tax liens, mechanics' liens, bankruptcy, financial reverses, etc.); and
- \* No fees have been paid or agreed to be paid to a representative (attorney, accountant, etc.) for assistance in connection with this loan except as previously reported on the application or SBA Form 159D, "Compensation Agreement."

Describe any exceptions to the above statements here:

Whoever in any matter within the jurisdiction of this agency, makes any statement knowing it to be false, or whoever knowingly and willfully falsifies, conceals or covers up a material fact, or whoever willfully overvalues any security for the purpose of obtaining for himself or for an applicant any loan, or extension thereof by renewal, deferment of action, or otherwise, or the acceptance, release or substitution of security therefor, or for the purpose of influencing in any way the action of SBA, or for the purpose of obtaining many loan, or extension thereof by renewal, deferment of action, or otherwise, or the acceptance, release or substitution of security therefor, or for the purpose of influencing in any way the action of SBA, or for the purpose of obtaining money, property, or any thing of value, under the Small Business Act, as amended, shall be punished under the provisions of 18 U.S.C. 1001 and/or 15 U.S.C. 645 by a fine of not more than \$10,000 or by imprisonment for not more than 5 years, or both.

Borrower's signature	Date
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#### Privacy Act (5 U.S.C. § 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file, when that file is retrievable by individual identifiers, such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make an eligibility and credit decision. In making loans pursuant to Section 7(b) of the Small Business Act, SBA is required to have reasonable assurance that the loan is of sound value and will be repaid or that it is in the best interest of the Government to grant the assistance requested. For these purposes, you are asked to provide your name and loan number so that SBA can assure itself that loan proceeds are being properly used and so that borrowers may provide certifications before additional funds can be disbursed. All requests under this Act are to be addressed to Office of Disaster Assistance, FOIA/Privacy Act Officer, 409 3<sup>ed</sup> St, SW, Suite 6050, Washington, DC 20416.

PLEASE NOTE: SBA collects this information to verify use of loan proceeds and so that borrowers may provide certifications which are required before additional funds can be disbursed. The estimated burden for completing this form is 30 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3<sup>rd</sup> St., S.W., Washington D.C. 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington D.C. 20503. OMB Approval (3245-0110).

#### NOTE: COMPLETE THE ITEMIZATION ON THE REVERSE

SBA use only

SBA review by

Title

Date

SBA Form 1366 (08-06) SOP 50-30 All previous editions obsolete

## ACCOUNTING OF LOAN FUNDS SPENT

List all loan funds received by SBA check(s) payable directly to you and spent to repair or replace disaster damaged property as follows:

- 1. Enter each single item or group on a separate line.
- 2. Group together items costing less than \$1,000 each, in the same grouping specified in the "Use of Loan Proceeds" paragraph of your Loan Authorization and Agreement. Do not include receipts for these items.
- 3. List each separate item costing \$1,000 or more. For these items only, please include copies of paid receipts and/or cancelled checks. Photocopies are acceptable.

**Please note:** It is not necessary for you to list loan funds received by SBA check(s) payable jointly to you and a third party (such as a contractor, supplier or seller).

Item (or group of items) purchased/work performed	Amount \$
TOTAL	\$

#### LISTING OF DEFINITE COMMITMENTS (not yet paid) FOR REPAIRS AND REPLACEMENTS

Use the same groupings as described above. (Attach copies of Bids, Construction Material Purchase Orders, Contracts, etc., for each item which you estimate will cost \$1,000 or more, IF available.)

Description of item(s) contracted and committed	Amount \$
TOTAL	\$

# YOU MUST SIGN AND DATE THE OTHER SIDE OF THIS FORM

We suggest you keep a copy of this form for your records.

**REMINDER:** Although they do not have to be submitted now, you must obtain and keep records, receipts, cancelled checks, etc., for all purchases or work performed, regardless of cost, for 3 years from the date of the last check you receive on your loan. SBA may require you to show those records at any time from now until the end of the 3-year period.