

0570-0060 (7 CFR 4279-B and 7 CFR 4287-B)
Business and Industry Loans Guaranteed Loanmaking and Servicing
American Recovery and Reinvestment Act Funding

January 2010

REPORTING REQUIREMENTS - NO FORMS									
Section of Regulations	Title	Form Number (if any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses	Est'd # of Man-hours per response	Estimated Total Man-hours	Wage Class	Cost to the Public
PROCESSING - No Forms									
4279.113(y)	Financing housing development sites	Written	4	on occasion	4	5.0	20.0	\$ 65	\$ 1,300
4279.119 (a)(2)	Loan guarantee limits	Letter	15	on occasion	15	0.5	7.5	\$ 65	\$ 488
4279.125(b)	Interest rate change	Letter	15	on occasion	15	0.5	7.5	\$ 65	\$ 488
4279.131(a-f) 4279.161(b)(8)	Credit quality analysis	Written	350	on occasion	350	2.5	875.0	\$ 65	\$ 56,875
4279.137	Financial statements	Written	350	on occasion	350	1.75	612.5	\$ 65	\$ 39,813
4279.143(a)	Hazard insurance	Assignment	30	on occasion	30	1.5	45.0	\$ 65	\$ 2,925
4279.143(b-c)	Life insurance	Assignment	150	on occasion	150	1.5	225.0	\$ 65	\$ 14,625
4279.143(d-e)	Flood and other insurance	Assignment	25	on occasion	25	1.5	37.5	\$ 65	\$ 2,438
4279.144 & 4279.161(b)(6)	Appraisal reports	Written report	70	on occasion	70	8.0	560.0	\$ 65	\$ 36,400
4279.150 & 4279.161(b)(13)	Feasibility studies	Written report	125	on occasion	125	24.0	3,000.0	\$ 65	\$ 195,000
4279.155	Loan priorities	Written	350	on occasion	350	0.2	70.0	\$ 65	\$ 4,550
4279.156	Planning and performing development	Written reports	-	on occasion	-	4.0	-	\$ 65	\$ -
4279.161(a) (1)(3-4)	Preapplication requirements	Letter & written evidence	70	on occasion	70	2.0	140.0	\$ 65	\$ 9,100
4279.161(b) & (c)	Application requirements	Document & other evidence	350	on occasion	350	3.5	1,225.0	\$ 65	\$ 79,625

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4279.174(a-b)	Transfer of lender	Letter & evidence	3	on occasion	3	1.0	3.0	\$ 65	\$ 195
4279.180	Changes in borrower	Letter & evidence	2	on occasion	2	1.0	2.0	\$ 65	\$ 130
4279.181(a-n)	Conditions precedent to issuance of guarantee	Written	500	on occasion	500	2.0	1,000.0	\$ 65	\$ 65,000
4279.186	Issuance of Loan Note Guarantee	Document	500	on occasion	500	1.0	500.0	\$ 65	\$ 32,500
4279.187	Refusal to execute Loan Note Guarantee	Letter/written evidence	2	on occasion	2	3.0	6.0	\$ 65	\$ 390
ARRA Specific Requirements	Work Opportunity Tax Credit Program	Certification	30		30	0.25	7.5	\$ 65	\$ 488
ARRA Specific Requirements	Health care package	Certification	30		30	0.33	9.9	\$ 65	\$ 644
Processing No Forms Subtotal					2,971		8,353		\$ 542,971
SERVICING - No Forms									
4287.107(b)	Loan classification	written	600	1	600	0.5	300	\$ 65	\$ 19,500
4287.107(c)	Agency and lender conference	written	300	1	300	1.5	450	\$ 65	\$ 29,250
4287.107(d)	Financial Reports and analysis - quarterly	written	100	4	400	0.5	200	\$ 65	\$ 13,000
4287.107(d)	Financial Reports and analysis - annually	written	650	1	650	2.0	1,300	\$ 65	\$ 84,500
4287.107(f)	Borrower visits	visit	300	1	300	2.0	600	\$ 65	\$ 39,000
4287.112	Interest rate adjustment	written	5	1	5	0.5	3	\$ 65	\$ 163
4287.113	Release of collateral	written	2	1	2	2.0	4	\$ 65	\$ 260
4287.123	Subordination of lien position	written	5	1	5	2.0	10	\$ 65	\$ 650
4287.134(a)(g)	Transfer and assumption	written	-	1	-	3.5	-	\$ 65	\$ -
4287.134(a)	Credit reports	written	2	1	2	0.5	1	\$ 65	\$ 65
4287.134(c)	Appraisal reports	written	2	1	2	1.0	2	\$ 65	\$ 130

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4287.135	Substitution of lender	written	2	1	2	1.0	2	\$ 65	\$ 130
4287.156	Protective advances	written	2	1	2	1.0	2	\$ 65	\$ 130
4287.157(c)	Liquidation plan	written document	2	1	2	6.0	12	\$ 65	\$ 780
4287.157(f)	Acceleration	written	2	1	2	0.5	1	\$ 65	\$ 65
4287.157(h)	Accounting and reports	written report	2	4	8	0.5	4	\$ 65	\$ 260
4287.180	Termination of guarantee	written	10	1	10	0.5	5	\$ 65	\$ 325
Servicing No Forms Subtotal					2,292		2,896		\$ 188,208
REPORTING REQUIREMENTS - FORMS									
PROCESSING - Forms									
4279.161(b)(2) Form 4279-1	Application for Loan Guarantee (B&I)	RBS Only	200	on occasion	200	4.0	800.0	\$ 65	\$ 52,000
4279.161(c) Form 4279-1A	Application for Loan Guarantee (B&I One-Doc)	RBS Only	150	on occasion	150	3.0	450.0	\$ 65	\$ 29,250
4279.161(a)(2) Form 4279-2	Certification of Non-Relocation & Market Capacity Report	RBS Only	30	on occasion	30	2.0	60.0	\$ 65	\$ 3,900
4279.173 3575.53 Form 4279-3	Conditional Commitment	RBS # RHS # RUS #	550	on occasion	550 - -	1.5	825.0 - -	\$ 65	\$ 53,625 \$ - \$ -
4279.186(a) 3575.4 Form 4279-4	Lenders Agreement	RBS # RHS # RUS #	350	on occasion	350 - -	2.0	700.0 - -	\$ 65	\$ 45,500 \$ - \$ -
4279.149(a) Form 4279-14	Unconditional Guarantee	RBS Only	450	on occasion	500	0.5	250.0	\$ 65	\$ 16,250
Processing Forms Subtotal					1,780		3,085		\$ 200,525
SERVICING - Forms									
4279.75(a)	Assignment Guarantee	RBS #	500		600	0.5	300.0	\$ 65	\$ 19,500

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3575.64	Agreement	RHS #		on	-		-	\$	-
Form 4279-6		RUS #		occasion	-		-	\$	-
4287.107(a)	Guaranteed Loan Status Report	Form 1980-41	700	2	1,400	0.33	462	\$ 65	\$ 30,030
4287.145(a)	Guaranteed Loan Delinquent Status Borrower	Form 1980-44	60	6	360	0.33	119	\$ 65	\$ 7,722
ARRA NOFA	ARRA Reporting Requirements	on-line report	700	1	700	1.0	700	\$ 65	\$ 45,500
Servicing Forms Subtotal					3,060		1,581		\$ 102,752
Total Processing (no forms plus forms)					4,751		11,438		\$743,496
Total Servicing (no forms plus forms)					5,352		4,476		\$290,960
TOTAL DOCKET					10,103		15,915		1,034,456

RECORDKEEPING REQUIREMENTS

All recordkeeping requirements are reported in 4287.107(d) -- (0570-0016)

REPORTING REQUIREMENTS - FORMS APPROVED UNDER OTHER NUMBERS

Section of Regulations	Title	Form Number (if any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses	Est'd # of Man-hours per response	Estimated Total Man-hours	Wage Class	Cost to the Public
4279.161(b)(3)	Request for Environmental Review	1940-20 (0575-0094)	250	1	250	6.0	1,500.0		
4279.186(a)(3)	Guaranteed Loan Closing Report	1980-19 (0570-0137)	600	1	600	1.0	600.0		
4287.157(i)	Lender's Guaranteed Loan Payment to USDA	Form 1980-43 (0575-0137)	600	12	7,200	0.50	3,600.0		
4287.158(c)	Loan Note Guarantee Report of Loss	Form 449-30 (0575-0137)	100	1	100	25.0	2,500.0		

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Cost to the Federal Government				
Activity	Number	# of Hours	Rate	TOTAL
Processing				
Review preapplication material, DOL	70	6	\$ 35	\$ 14,700
Review application & lender analysis; site visit, negotiations, & env. assessment	350	20	\$ 35	\$ 245,000
Approve loan and obligate funds	420	8	\$ 35	\$ 117,600
Processing Subtotal				\$ 377,300
Servicing				
Review documents and issue guarantee	600	6	\$ 35	\$ 126,000
National Office Reviews	600	1	\$ 40	\$ 24,000
Financial Statement Review	750	3.0	\$35.00	\$ 78,750
Liquidation Plan	2	3.0	\$35.00	\$ 210
Borrower / lender visits	300	3.0	\$35.00	\$ 31,500
Release of Collateral	2	2.0	\$35.00	\$ 140
Subordination of Collateral	5	2.0	\$35.00	\$ 350
Servicing Subtotal				\$ 260,950
Servicing 3-year average				\$ 86,983

The reviews are typically completed by GS-11 & 12 State Loan Specialists and GS-13 State Program Directors. The loans are typically approved by the State Director. The GS-8 or 9 State Loan Technician typically does the data entry in the computer system.