

## 2014 Business and Industry Guaranteed Loan Program (OMB No. 0570-NEW)

<b>REPORTING REQUIREMENTS - NO FORMS</b>									
Section of Regulations	Title	Form Number (if any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses	No. of Man-hours per response	Estimated Total Man-hours	Wage Class	Cost to the Public
<b>Burden from 0570-0018</b>									
4279.16	Appeals	written documentation	10	on occasion	10	12.0	120.0	\$36	\$4,320.00
4279.29	Eligible lenders	written documentation	25	on occasion	25	12.0	300.0	\$36	\$10,800.00
4279.75	Sale or assignment of guaranteed loan	written documentation	300	on occasion	300	0.5	150.0	\$36	\$5,400.00
4279.78	Repurchase from holder	written documentation	100	on occasion	100	2.5	250.0	\$36	\$9,000.00
4279.84	Replacement of document	written documentation	2	on occasion	2	2.0	4.0	\$36	\$144.00
<b>Burden from 0570-0017</b>									
4279.119 (a)(1)(ii)	Loan guarantee limits Loan amount	Letter	5	on occasion	5	0.5	2.5	\$36	\$90.00
4279.119 (b)(2)	Loan guarantee limits Percentage of guarantee	Letter	35	on occasion	35	0.5	17.5	\$36	\$630.00
4279.125(c)	Interest rate change	Letter	20	on occasion	20	0.5	10.0	\$36	\$360.00
4279.131 & 4279.161(b)(10)	Credit quality analysis	Written documentation	600	on occasion	600	2.5	1,500.0	\$36	\$54,000.00
4279.136(a)	Hazard insurance	Assignment	25	on occasion	25	1.5	37.5	\$36	\$1,350.00
4279.136(b-c)	Life and worker compensation insurance	Assignment	100	on occasion	100	1.5	150.0	\$36	\$5,400.00
4279.136(d-e)	Flood and other insurance	Assignment	25	on occasion	25	1.5	37.5	\$36	\$1,350.00
4279.137, 4279.161(a)&(b)	Financial statements	Written report	25	on occasion	25	1.0	25.0	\$36	\$900.00
4279.144 & 4279.161(b)(13)	Appraisal reports	Written report	50	on occasion	50	8.0	400.0	\$36	\$14,400.00
4279.150 & 4279.161(b)(15)	Feasibility studies	Written report	150	on occasion	150	24.0	3,600.0	\$36	\$129,600.00
4279.161(a)	Preapplication requirements	Letter & written documentation	100	on occasion	100	2.0	200.0	\$36	\$7,200.00

Section of Regulations	Title	Form Number (if any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses	No. of Man-hours per response	Estimated Total Man-hours	Wage Class	Cost to the Public
4279.161(b) & (c)	Application requirements	Documents & other evidence	600	on occasion	600	3.5	2,100.0	\$36	\$75,600.00
4279.167(b)	Planning and performing development requirements	Written Reports	150	on occasion	150	4.0	600.0	\$36	\$21,600.00
4279.173(b)	Change in conditions request	Letter	100	on occasion	100	1.0	100.0	\$36	\$3,600.00
4279.173(c)	Central Contractor Registration requirement	Written evidence	600	on occasion	600	1.0	600.0	\$36	\$21,600.00
4279.174(a-b)	Transfer of lender	Letter & evidence	20	on occasion	20	2.0	40.0	\$36	\$1,440.00
4279.180	Changes in borrower	Letter & evidence	4	on occasion	4	3.0	12.0	\$36	\$432.00
4279.181(a-b)	Conditions precedent to issuance of guarantee	Written evidence	550	on occasion	550	2.0	1,100.0	\$36	\$39,600.00
4279.181(c)	Issuance of Loan Note Guarantee	Document	550	on occasion	550	1.0	550.0	\$36	\$19,800.00
4279.187	Refusal to execute Loan Note Guarantee	Letter/written evidence	10	on occasion	10	2.0	20.0	\$36	\$720.00
<b>Burden from 0570-0016</b>									
4287.107(b)	Loan classification	written	800	1	800	0.5	400.0	\$36	\$14,400.00
4287.107(c)	Agency and lender conference	written	2,500	1	2,500	1.5	3,750.0	\$36	\$135,000.00
4287.107(d)	Financial Reports and analysis - annually	written	3,000	1	3,000	2.0	6,000.0	\$36	\$216,000.00
4287.107(h)	Borrower visits	visit	500	1	500	2.0	1,000.0	\$36	\$36,000.00
4287.112	Interest rate adjustment	written	50	1	50	0.5	25.0	\$36	\$900.00
4287.113	Release of collateral	written	100	1	100	2.0	200.0	\$36	\$7,200.00
4287.123	Subordination of lien position	written	350	1	350	2.0	700.0	\$36	\$25,200.00

Section of Regulations	Title	Form Number (if any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses	No. of Man-hours per response	Estimated Total Man-hours	Wage Class	Cost to the Public
4287.124	Alterations of Loan Instruments	written	5	1	5	1.5	7.5	\$36	\$270.00
4287.134	Transfer and assumption	written	25	1	25	3.5	87.5	\$36	\$3,150.00
4287.134(a)	Credit reports	written	40	1	40	0.5	20.0	\$36	\$720.00
4287.134(c)(g)	Appraisal reports	written	300	1	300	1.0	300.0	\$36	\$10,800.00
4287.135	Substitution of lender	written	20	1	20	1.0	20.0	\$36	\$720.00
4287.145(a)	Default by Borrower	visit	120	1	120	1.0	120.0	\$36	\$4,320.00
4287.145(b)	Curative Actions	written	350	1	350	1.5	525.0	\$36	\$18,900.00
4287.156	Protective advances	written	120	1	120	1.0	120.0	\$36	\$4,320.00
4287.157(d)	Liquidation plan	written document	120	1	120	6.0	720.0	\$36	\$25,920.00
4287.157(f)	Acceleration	written	120	1	120	0.5	60.0	\$36	\$2,160.00
4287.157(h)	Accounting and reports	written report	120	4	480	0.5	240.0	\$36	\$8,640.00
4287.180	Termination of guarantee	written	200	1	200	0.5	100.0	\$36	\$3,600.00

Section of Regulations	Title	Form Number (if any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses	No. of Man-hours per response	Estimated Total Man-hours	Wage Class	Cost to the Public
<b>REPORTING REQUIREMENTS - FORMS</b>									
4279.132	Unconditional Guarantee	Form 4279-14	650	on occasion	650	0.5	325.0	\$36	\$11,700.00
4279.161(b)(1)	Application for Loan Guarantee (B&I)	Form 4279-1	600	on occasion	600	4.0	2,400.0	\$36	\$86,400.00
4279.161(a)(3) & 4279.161(b)(2)	Certification of Non-Relocation & Market Capacity Report	Form 4279-2	20	on occasion	20	2.0	40.0	\$36	\$1,440.00
4279.173	Conditional Commitment	Form 4279-3	575	on occasion	575	1.5	862.5	\$36	\$31,050.00
4279.181(a)	Lenders Agreement	Form 4279-4	350	on occasion	350	2.0	700.0	\$36	\$25,200.00
4279.181(c)	Assignment Guarantee Agreement	Form 4279-6	400		400	0.33	132.0	\$36	\$4,752.00
4287.133	Unconditional Guarantee	Form 4279-14	25	1	25	0.5	12.5	\$36	\$450.00
4287.134(a)									
4287.145(a)	Guaranteed Loan Delinquent Status Borrower	Form 1980-44	250	12	3,000	0.33	990.00	\$36	\$35,640.00
4287.107(a)	Guaranteed Loan Status Report	Form 1980-41	3,000	2	6,000	0.33	1,980.0	\$36	\$71,280.00
<b>TOTALS</b>							24,976	33,763.00	\$1,215,468.00
<b>REPORTING REQUIREMENTS - FORMS/BURDEN APPROVED UNDER OTHER ICR's</b>									
4287.157(i)	Lender's Guaranteed Loan Payment to USDA	Form 1980-43 (0575-0137)	100	12	1,200	0.50	600.0	\$36	\$21,600.00
4287.158(c)	Loan Note Guarantee Report of Loss	Form 449-30 (0575-0137)	100	1	100	25.00	2,500.0	\$36	\$90,000.00
4279.161(b)(3)	Request for Environmental Review	1940-20 (0575-0094)	250	1	250	6.0	1,500.0	\$36	\$54,000.00
4279.181(a)	Guaranteed Loan Closing Report	1980-19 (0575-0137)	550	1	550	1.0	550.0	\$36	\$19,800.00
<b>TOTAL DOCKET</b>			3,675*		24,976		33,763.00		\$1,215,468.00

\*This includes respondents with currently serviced loans, new loan applicants, and eligible lender applicants.

3,000 serviced loans

650 new applicants (includes possibility of multiple owners)

25 eligible lenders

<b>COST TO THE FEDERAL GOVERNMENT</b>					
Activity	Number	No. of Hours	Rate	TOTAL	
Exception authority	5	3.0	\$27.00	\$405	
Appeals	10	16.0	\$27.00	\$4,320	
Lender eligibility determination, and monitoring	50	4.0	\$27.00	\$5,400	
Secondary Market activities	300	1.0	\$27.00	\$8,100	
Replacement of documents	2	2.0	\$27.00	\$108	
Review preapplication material	100	4.0	\$27.00	\$10,800	
Assigning of Loan Priority Points	600	0.5	\$27.00	\$8,100	
Review application & lender analysis; site visit, negotiations, & env. assessment	600	20.0	\$27.00	\$324,000	
Approve loan and obligate funds	575	2.0	\$27.00	\$31,050	
Review documents and issue guarantee	550	4.0	\$27.00	\$59,400	
Financial Statement Review	3,000	3.0	\$27.00	\$243,000	
Servicing Actions	1,560	4.0	\$27.00	\$168,480	
Borrower/lender visits	3,500	3.0	\$27.00	\$283,500	
<b>ANNUALIZED TOTAL</b>				<b>\$1,146,663</b>	

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.

## CHANGES IN BURDEN - 0570-0017

Section of Regulations	Title	Previous Burden	New Burden	Difference
4279.113(y)	Financing housing development sites	30.0	-	(30.0)
4279.119 (a)(1)(ii)	Loan guarantee limits Loan amount	2.5	2.5	-
4279.119 (b)(2)	Loan guarantee limits Percentage of guarantee	-	17.5	17.5
4279.125(c)	Interest rate change	10.0	10.0	-
4279.131 & 4279.161(b)(10)	Credit quality analysis	1,500.0	1,500.0	-
4279.136(a)	Hazard insurance	37.5	37.5	-
4279.136(b-c)	Life and worker compensation insurance	150.0	150.0	-
4279.136(d-e)	Flood and other insurance	37.5	37.5	-
4279.137 & 4279.161(a)&(b)	Financial statements	5.0	25.0	20.0
4279.144 & 4279.161(b)(13)	Appraisal reports	100.0	400.0	300.0
4279.150 & 4279.161(b)(15)	Feasibility studies	4,320.0	3,600.0	(720.0)
4279.161(a)	Preapplication requirements	200.0	200.0	-
4279.161(b) & (c)	Application requirements	2,100	2,100.0	-
4279.167	Planning and performing development requiremen	800.0	600.0	(200.0)
4279.173(b)	Change in conditions request	-	100.0	100.0
4279.173(c)	Central Contractor Registration requirement	-	600.0	600.0
4279.174(a-b)	Transfer of Lender	20.0	40.0	20.0
4279.180	Changes in borrowers	4.0	12.0	8.0
4279.181(a-b)	Conditions precedent to issuance of guarantee	1,100.0	1,100.0	-
4279.181(c)	Issuance of Loan Note Guarantee	550.0	550.0	-
4279.187	Refusal to execute Loan Note Guarantee	30.0	20.0	(10.00)

## CHANGES IN BURDEN - 0570-0017

Section of Regulations	Title	Previous Burden	New Burden	Difference
4279.132	Form 4279-14 - Unconditional guarantee	275.0	325.0	50.0
4279.161(b)(1)	Form 4279-1 - Application for Loan Guarantee (B&I)	555.0	2,400.0	1,845.00
4279.161(a)(3) & (b)(2)	Form 4279-1A - Application for Loan Guarantee (B&I One-Doc)	50.0	-	(50.0)
4279.161(a)(3) & (b)(2)	Form 4279-2 - Certification of non-Relocation & Market Capacity Report	40.0	40.0	-
4279.173	Form 4279-3 - Conditional Commitment	862.5	862.5	-
4279.181(a)	Form 4279-4 - Lenders Agreement	700.0	700.0	-
4279.181(c)	Form 4279-6 - Assignment Guarantee Agreement	200.0	200.0	-
<b>TOTAL DOCKET</b>		13,679	15,629.50	1,950.50

<b>Total previous burden</b>	13,679
<b>Total new burden</b>	15,630
<b>Total difference</b>	1,951

**CHANGES IN BURDEN - 0570-0016**

Section of Regulations	Title	Previous Burden	New Burden	Difference
4287.107(b)	Loan classification	550.0	400.0	(150.00)
4287.107(c)	Agency and lender conference	570.0	3,750.0	3180.00
4287.107(d)	Financial Reports and analysis - quarterly	2,200.0	-	(2200.00)
4287.107(d)	Financial Reports and analysis - annually	7,500.0	6,000.0	(1500.00)
4287.107(h)	Borrower visits	3,260.0	1,000.0	(2260.00)
4287.112	Interests rate adjustment	28.0	25.0	(3.00)
4287.113	Release of collateral	220.0	200.0	(20.00)
4287.123	Subordination of lien	440.0	700.0	260.00
4287.124	Alterations of Loan Instruments	165.0	7.5	(157.50)
4287.134	Transfer and assumption	77.0	87.5	10.50
4287.134(a)	Credit report	22.0	20.0	(2.00)
4287.134(c) - (g)	Appraisal reports	44.0	300.0	256.00
4287.135	Substitution of lender	22.0	20.0	(2.00)
4287.145(a)	Default by Borrower	130.0	120.0	(10.00)
4287.145(b)	Curative Actions	315.0	525.0	210.00
4287.156	Protective advances	272.0	120.0	(152.00)
4287.157(d)	Liquidation plan	780.0	720.0	(60.00)
4287.157(f)	Acceleration	65.0	60.0	(5.00)
4287.157(h)	Accounting and reports	260.0	240.0	(20.00)
4287.18	Termination of guarantee	272.0	100.0	(172.00)

**CHANGES IN BURDEN - 0570-0016**

Section of Regulations	Title	Previous Burden	New Burden	Difference
4287.107(a)	Form 1980-41 - Guaranteed Loan Status Report	2,508.0	1980.0	(528.00)
4287.134(a)-(g)	Form 4279-14 - Unconditional Guarantee	-	12.5	12.50
4287.145(a)	Form 1980-44 - Guaranteed Loan Borrower Default Status	752.0	990.0	238.00
<b>Total Docket</b>		20,452	17,377.50	(3074.50)
<b>Total previous burden</b>				20,452
<b>Total new burden</b>				17,378
<b>Total difference</b>				(3,075)

**CHANGES IN BURDEN from OMB No. 0570-0018**

Section of Regulations	Title	Previous Burden	New Burden	Difference
4279.16	Appeals	120.0	120	-
4279.29	Eligible lenders	250.0	300	50
4279.43	Certified lender program	360.0	-	(360)
4279.43(f)(1)	Funds reservation	120.0	-	(120)
4279.75	Sale or assignment of guaranteed loan	150.0	150	-
4279.78	Repurchase from holder	250.0	250	-
4279.84	Replacement of document	4.0	4	-
<b>CHANGES IN BURDEN - FORMS</b>				
4279.43(c)	Certified Lender Program - Form 4279-8	15	-	(15)
<b>DOCKET TOTAL</b>		1,269	824	(445)

<b>Total previous burden</b>	1,269
<b>Total new burden</b>	824
<b>Total difference</b>	(445)