

BioRefinery Assistance Program

	A	B	C	D	E	F	G	H	I	J
1					Reports	Total Annual	Est. No. of	Est. Total		Total
2	Reference	Title	Form No. (if Any)	Est. No. of Respondents	Filed Annually	Responses (D) x (E)	Man hours Per Response	Man-hours (F) x (G)	Wage Class	Cost (H) x (I)
3										
4										
5	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
6	Processing - Reporting Requirements									
7	4279.204	Appeals	written	1	1	1	12.00	12	\$89.37	\$1,072.44
8	4279.208(b), (d)	Lender eligibility	written	8	1	8	1.00	8	\$48.08	\$384.64
9	4279.223	Sale or assignment of guarantee	written	7	on occasion	7	0.5	4	\$48.08	\$168.28
10	4279.225	Repurchase from holder	written	2	on occasion	2	2.50	5	\$48.08	\$240.40
11	4279.226	Replacement of document	written	1	on occasion	1	2.00	2	\$48.08	\$96.16
12	4279.233(b)	Interest rate change	letter	4	on occasion	4	0.50	2	\$48.08	\$96.16
13	4279.243(a)	Hazard insurance	assignment	1	on occasion	1	1.50	2	\$48.08	\$72.12
14	4279.243(b-c)	Life insurance	assignment	1	on occasion	1	1.50	2	\$48.08	\$72.12
15	4279.243(d-e)	Flood and other insurance	assignment	1	1	1	1.50	2	\$48.08	\$72.12
16	4279.256	Construction Planning and Performing Development	written	1	1	1	20.00	20	\$48.08	\$961.60
17	4279.256(i)(1)	Construction reports	written	1	12	12	8.00	96	\$48.08	\$4,615.68
18	4279.256(i)(2)	Progress reports	written	1	4	4	4.00	16	\$48.08	\$769.28
19	4279.256(i)(3)	Post-construction permits, completion notice, and final accounting	written	1	1	1	4.00	4	\$48.08	\$192.32
20	4279.260(a)(1)	Non-binding letter of intent	written	26	1	26	1.00	26	\$48.08	\$1,250
21	4279.260(d)	Application withdrawal notification	written	3	1	3	1.00	3	\$48.08	\$144
22	4279.260(e)	Application revisions and updates	written	3	1	3	2.00	6	\$48.08	\$288
23	4279.261(a) - (g)	Phase 1 Application - Advanced Biofuel and Renewable Chemicals (AB/RC) (Items 1 to 10)	written	9	1	9	185.00	1,665	\$48.08	\$80,053
24	4279.261(h)	Phase 1 AB/RC Application - Intergovernmental consultation (Item 11)	written	9	1	9	1.00	9	\$48.08	\$433
25	4279.261(i)	Phase 1 AB/RC Application - DUNS number (Item 12)	written	9	1	9	0.50	5	\$48.08	\$216
26	4279.261(j)	Phase 1 AB/RC Application - Other information (Item 13)	written	8	1	8	16.00	128	\$48.08	\$6,154
27	4279.261(k)(1)	Phase 2 AB/RC Application - Updates (Item 1)	written	8	1	8	12.00	96	\$48.08	\$4,616
28	4279.261(k)(2)-(k)(4), (k)(6), (k)(7)	Phase 2 AB/RC Application - AB/RC (Items 3, 4, 6, and 7)	written	8	1	8	248.00	1,984	\$48.08	\$95,391
29	4279.244	Phase 2 AB/RC Application - Appraisal reports (Item 2)	written	8	1	8	40.00	320	\$48.08	\$15,385.60
30	4279.261(k)(5)	Phase 2 AB/RC Application - Evaluation/credit rating/credit assessment (Item 5)	written	8	1	8	80.00	640	\$48.08	\$30,771
31	4279.261(k)(8)	Phase 2 AB/RC Application - Technical Assessment (Item 8)	written	8	1	8	111.00	888	\$61.85	\$54,923
32	4279.261(a) - (g)	Phase 1 Application - Biobased Product Manufacturing (BPM) (Items 1 to 10)	written	1	1	1	189.00	189	\$48.08	\$9,087
33	4279.261(h)	Phase 1 BPM Application - Intergovernmental consultation (Item 11)	written	1	1	1	1.00	1	\$48.08	\$48
34	4279.261(i)	Phase 1 BPM Application - DUNS number (Item 12)	written	1	1	1	0.50	1	\$48.08	\$24
35	4279.261(j)	Phase 1 BPM Application - Other information (Item 13)	written	1	1	1	16.00	16	\$48.08	\$769
36	4279.261(k)(1)	Phase 2 BPM Application - Updates (Item 1)	written	0	1	0	12.00	0	\$48.08	\$0
37	4279.261(k)(2)-(k)(4), (k)(6), (k)(7)	Phase 2 BPM Application (Items 3, 4, 6, and 7)	written	2	1	2	248.00	496	\$48.08	\$23,848
38	4279.244	Phase 2 BPM Application - Appraisal reports (Item 2)	written	0	1	0	40.00	0	\$48.08	\$0.00
39	4279.261(k)(5)	Phase 2 BPM Application - Evaluation/credit rating/credit assessment (Item 5)	written	0	1	0	80.00	0	\$48.08	\$0
40	4279.261(k)(8)	Phase 2 BPM Application - Technical Assessment (Item 8)	written	0	1	0	111.00	0	\$61.85	\$0
41	4279.267(c)(2)(i)	Reduced request certification	written	1	1	1	8.00	8	\$48.08	\$385
42	4279.278(c)	Conditional Commitment changes	written	6	1	6	60.00	360	\$48.08	\$17,309

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1					Reports	Total Annual	Est. No. of	Est. Total		Total
2	Reference		Form No.	Est. No. of	Filed	Responses	Man hours	Man-hours	Wage	Cost
3		Title	(if Any)	Respondents	Annually	(D) x (E)	Per Response	(F) x (G)	Class	(H) x (I)
4										
5	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
78	4287.307(e)	Borrower financial reports	written	2	4	8	3	24	\$48.08	\$1,153.92
79	4287.307(f)	Audits	visit	2	1	2	8	16	\$48.08	\$769.28
80	4287.307(h)	Additional loans	written	2	1	2	1	2	\$48.08	\$96
81	4287.312	Interest rate change	written	2	1	2	1	2	\$48.08	\$96.16
82	4287.313	Release of collateral	written	2	1	2	1	2	\$48.08	\$96.16
83	4287.323	Subordination of lien position	written	2	1	2	1	2	\$48.08	\$96.16
84	4287.324	Alterations of loan instruments	written	2	1	2	1	2	\$48.08	\$96
85	4287.334	Transfer and assumption	written	2	1	2	1	2	\$48.08	\$96
86	4287.334(a)	Transfer and assumption - credit reports	written	2	1	2	1	2	\$48.08	\$96.16
87	4287.334(g)	Transfer and assumption - appraisals	written	2	1	2	40	80	\$48.08	\$3,846.40
88	4287.334(h)	Transfer and assumption - legal opinion	written	2	1	2	4	8	\$89.37	\$715
89	4287.335	Substitution of lender	written	2	1	2	1	2	\$48.08	\$36.00
90	4287.345(a)	Default by borrower - meeting	visit	2	1	2	4	8	\$48.08	\$385
91	4287.345(b)(1)	Curative actions	written	2	1	2	8	16	\$48.08	\$769
92	4287.356	Protective advances	written	2	1	2	2	4	\$48.08	\$192.32
93	4287.357(c), (d)	Liquidation plan - general	written	2	1	2	4	8	\$48.08	\$384.64
94	4287.357(e)	Liquidation - Acceleration	written	2	1	2	4	8	\$48.08	\$384.64
95	4287.357(g)	Liquidation - Accounting and reports	written	2	12	24	4	96	\$48.08	\$4,615.68
96	4287.358(c)	Final loss	written	2	1	2	1	2	\$48.08	\$36.00
97	4287.380	Termination of guarantee	written	2	1	2	1	2	\$48.08	\$96.16
98	FORMS	Subtotal				79		342		\$ 17,006.10
99	4287.307(a)	Guaranteed Loan status report - quarterly	RD 1980-41 [0570-0016]	4	4	16	0.33	5	\$48.08	\$253.86
100	4287.307(b)	Guaranteed loan delinquent status borrower	RD 1980-44 [0570-0016]	1	1	1	0.33	0	\$48.08	\$15.87
101	4287.358(a)	Loan Note Guarantee report of loss	RD 449-30 [0575-0137]	1	1	1	25.00	25	\$48.08	\$1,202.00
102	4287.357(h)	Lender's Guaranteed loan payment to USDA	RD 1980-43 [0575-0137]	1	1	1	0.50	1	\$48.08	\$24.04
103		Subtotal				19		31		\$ 1,495.77
104										
105		Grand Total Servicing				98		373		\$ 18,501.87
106										
107										
108		GRAND TOTALS				361		7,803		\$388,466

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1	A	B	C	D	E	F	G	H	I	J	K
2	Reference		Form No.	Est. No. of	Reports	Total Annual	Est. No. of	Est. Total		Total	
3		Title	(if Any)	Respondents	Filed	Responses	Man hours	Man-hours	Wage	Cost	
4					Annually	(D) x (E)	Per Response	(F) x (G)	Class	(H) x (I)	
5	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	
6	Processing - Reporting Requirements										
7	4279.204	Appeals	written	3	1	3	12.00	36	\$89.37	\$3,217.32	
8	4279.208(b), (d)	Lender eligibility	written	25	1	25	1.00	25	\$48.08	\$1,202.00	
9	4279.223	Sale or assignment of guarantee	written	20	on occasion	20	0.5	10	\$48.08	\$480.80	
10	4279.225	Repurchase from holder	written	6	on occasion	6	2.50	15	\$48.08	\$721.20	
11	4279.226	Replacement of document	written	3	on occasion	3	2.00	6	\$48.08	\$288.48	
12	4279.233(b)	Interest rate change	letter	12	on occasion	12	0.50	6	\$48.08	\$288.48	
13	4279.243(a)	Hazard insurance	assignment	2	on occasion	2	1.50	3	\$48.08	\$144.24	
14	4279.243(b-c)	Life insurance	assignment	2	on occasion	2	1.50	3	\$48.08	\$144.24	
15	4279.243(d-e)	Flood and other insurance	assignment	2	1	2	1.50	3	\$48.08	\$144.24	
16	4279.256	Construction Planning and Performing Development	written	28	1	28	20.00	560	\$48.08	\$26,924.80	
17	4279.256(i)(1)	Construction reports	written	2	12	24	8.00	192	\$48.08	\$9,231.36	
18	4279.256(i)(2)	Progress reports	written	2	4	8	4.00	32	\$48.08	\$1,538.56	
19	4279.256(i)(3)	Post-construction permits, completion notice, and final accounting	written	2	1	2	4.00	8	\$48.08	\$384.64	
20	4279.260(a)(1)	Non-binding letter of intent	written	79	1	79	1.00	79	\$48.08	\$3,798	
21	4279.260(d)	Application withdrawal notification	written	3	1	3	1.00	3	\$48.08	\$144	
22	4279.260(e)	Application revisions and updates	written	3	1	3	2.00	6	\$48.08	\$288	
23	4279.261(a) - (g)	Phase 1 Application - Advanced Biofuel and Renewable Chemicals (AB/RC)	written	27	1	27	185.00	4,995	\$48.08	\$240,160	
24	4279.261(h)	Phase 1 AB/RC Application - Intergovernmental consultation	written	27	1	27	1.00	27	\$48.08	\$1,298	
25	4279.261(i)	Phase 1 AB/RC Application - DUNS	written	27	1	27	0.50	14	\$48.08	\$649	
26	4279.261(j)	Phase 1 AB/RC Application - Other information	written	9	1	9	16.00	144	\$48.08	\$6,924	
27	4279.261(k)(1)	Phase 2 AB/RC Application - Updates	written	9	1	9	12.00	108	\$48.08	\$5,193	
28	4279.261(k)(2)-(k)(4), (k)(6), (k)(7)	Phase 2 AB/RC Application - AB/RC	written	23	1	23	248.00	5,704	\$48.08	\$274,248	
29	4279.244	Phase 2 AB/RC Application - Appraisal reports	written	23	1	23	40.00	920	\$48.08	\$44,233.60	
30	4279.261(k)(5)	Phase 2 AB/RC Application - Evaluation/credit rating/credit assessment	written	23	1	23	80.00	1,840	\$48.08	\$88,467	
31	4279.261(k)(8)	Phase 2 AB/RC Application - Technical Assessment	written	23	1	23	111.00	2,553	\$61.85	\$157,903	
32	4279.261(a) - (g)	Phase 1 Application - Biobased Product Manufacturing (BPM)	written	1	1	1	189.00	189	\$48.08	\$9,087	
33	4279.261(h)	Phase 1 BPM Application - Intergovernmental	written	1	1	1	1.00	1	\$48.08	\$48	
34	4279.261(i)	Phase 1 Application - DUNS	written	1	1	1	0.50	1	\$48.08	\$24	
35	4279.261(j)	Phase 1 BPM Application - Other information	written	1	1	1	16.00	16	\$48.08	\$769	
36	4279.261(k)(1)	Phase 2 BPM Application - Updates	written	1	1	1	12.00	12	\$48.08	\$577	
37	4279.261(k)(2)-(k)(4), (k)(6), (k)(7)	Phase 2 BPM Application	written	0	1	0	248.00	0	\$48.08	\$0	
38	4279.244	Phase 2 BPM Application - Appraisal reports	written	0	1	0	40.00	0	\$48.08	\$0.00	
39	4279.261(k)(5)	Phase 2 BPM Application - Evaluation/credit rating/credit assessment	written	0	1	0	80.00	0	\$48.08	\$0	
40	4279.261(k)(8)	Phase 2 BPM Application - Technical Assessment	written	0	1	0	111.00	0	\$61.85	\$0	
41	4279.267(c)(2)(i)	Reduced request certification	written	2	1	2	8.00	16	\$48.08	\$769	
42	4279.278(c)	Conditional Commitment changes	written	6	1	6	60.00	360	\$48.08	\$17,309	
43	4279.279	Transfer of lender	written	3	1	3	1.00	3	\$48.08	\$144	
44	4279.280	Changes in borrower	written	2	1	2	1.00	2	\$48.08	\$96	

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2	Reference		Form No.	Est. No. of	Reports	Total Annual	Est. No. of	Est. Total		Total	
3		Title	(if Any)	Respondents	Filed	Responses	Man hours	Man-hours	Wage	Cost	
4					Annually	(D) x (E)	Per Response	(F) x (G)	Class	(H) x (I)	
5	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	
45	4279.281(a-c)	Conditions precedent to issuance of loan note guarantee	written	6	1	6	4.00	24	\$48.08	\$1,154	
46	4279.281(b)(12)	Statement for loan guarantees	RD 1940-Q, Exhibit A-2	2	1	2	0.25	1	\$48.08	\$24	
47	4279.290(a)	Requirements after construction, annual reports	written	2	1	2	8.00	16	\$48.08	\$769	
48	4279.290(b)	Annual Lender inspections	visit	2	1	2	4.00	8	\$48.08	\$385	
49		Application Guide	written	79	1	79	2.00	158	\$48.08	\$7,597	
50		Subtotal				522		18,098		\$ 906,769	
51	REPORTING REQUIREMENTS - FORMS										
52	LOAN APPLICATIONS										
53	4279.260(a), 4279.261	Application for a loan guarantee	RD 4279-1 [0570-0017]	28	1	28	4.00	112	\$48.08	\$5,384.96	
54	4279.261(k)(8)(B)(2)	Request for Environmental Information	RD 1940-20 [0575-0094]	28	1	28	6.00	168	\$48.08	\$8,077	
55		Disclosure of Lobbying Activities	SF LLL [4040-0013]	28	1	28	0.17	5	\$48.08	\$228.86	
56		Certification Regarding Debarment, Suspension & Other Resp. Matters-Primary Covered Trans.	AD-1047 or in writing	28	1	28	0.25	7	\$48.08	\$336.56	
57		Equal Opportunity Agreement	RD 400-1 [0575-0018]	28	1	28	0.17	5	\$48.08	\$228.86	
58		Assurance Agreement	RD 400-4 [0575-0018]	28	1	28	0.25	7	\$48.08	\$336.56	
59	LOAN APPROVAL AND OBLIGATING FUNDS										
60	4279.278(b)	Conditional Commitment	RD 4279-3 [0570-0017]	6	1	6	1.50	9	\$48.08	\$432.72	
61	BASIC GUARANTEE AND LOAN PROVISIONS										
62	4279.220	Lender's Agreement	RD 4279-4 [0570-0017]	2	1	2	2.00	4	\$48.08	\$192.32	
63	4279.245(c)	Unconditional Guarantee	RD 4279-14 [0570-0017]	2	1	2	0.50	1	\$48.08	\$48.08	
64	4279.281(a)(2)	Guaranteed loan closing report	RD 1980-19 [0575-0137]	2	1	2	1.00	2	\$48.08	\$96.16	
65	4279.281(d)(1)	Assignment guaranteed agreement	RD 4279-6 [0570-0017]	2	1	2	0.50	1	\$48.08	\$48.08	
66	4279.281	Loan Note Guarantee	RD 4279-5 [0575-0065]	2	1	2	0.17	0	\$48.08	\$16.06	
67		Subtotal				184		321		\$15,427	
68											
69		Grand Total - Processing				706		18,418		\$ 922,195.71	
70											
71	Servicing - Reporting Requirements										
72											
73	4287.306	Appeals	written	3	1	3	10	30	\$63.46	\$1,903.80	
74	4287.307 - intro	Borrower visits	visit	3	1	3	8	24	\$36.98	\$887.52	
75	4287.307(a)	Loan classification	written	2	1	2	1	2	\$36.98	\$73.96	
76	4287.307(c)	Annual renewal fee transmittal	written	2	1	2	1	2	\$36.98	\$36.00	
77	4287.307(d)	Agency and lender conference	written	2	1	2	4	8	\$36.98	\$295.84	

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2	Reference		Form No.	Est. No. of	Reports	Total Annual	Est. No. of	Est. Total		Total	
3		Title	(if Any)	Respondents	Filed	Responses	Man hours	Man-hours	Wage	Cost	
4					Annually	(D) x (E)	Per Response	(F) x (G)	Class	(H) x (I)	
5	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	
78	4287.307(e)	Borrower financial reports	written	2	4	8	3	24	\$36.98	\$887.52	
79	4287.307(f)	Audits	visit	1	1	1	8	8	\$36.98	\$295.84	
80	4287.307(h)	Additional loans	written	1	1	1	1	1	\$36.98	\$37	
81	4287.312	Interest rate change	written	4	1	4	1	4	\$36.98	\$147.92	
82	4287.313	Release of collateral	written	1	1	1	1	1	\$36.98	\$36.98	
83	4287.323	Subordination of lien position	written	6	1	6	1	6	\$36.98	\$221.88	
84	4287.324	Alterations of loan instruments	written	1	1	1	1	1	\$36.98	\$37	
85	4287.334	Transfer and assumption	written	1	1	1	1	1	\$36.98	\$37	
86	4287.334(a)	Transfer and assumption - credit reports	written	1	1	1	1	1	\$36.98	\$36.98	
87	4287.334(g)	Transfer and assumption - appraisals	written	1	1	1	40	40	\$36.98	\$1,479.20	
88	4287.334(h)	Transfer and assumption - legal opinion	written	2	1	2	4	8	\$63.46	\$508	
89	4287.335	Substitution of lender	written	1	1	1	1	1	\$36.98	\$36.00	
90	4287.345(a)	Default by borrower - meeting	visit	1	1	1	4	4	\$36.98	\$148	
91	4287.345(b)(1)	Curative actions	written	1	1	1	8	8	\$36.98	\$296	
92	4287.356	Protective advances	written	4	1	4	2	8	\$36.98	\$295.84	
93	4287.357(c), (d)	Liquidation plan - general	written	1	1	1	4	4	\$36.98	\$147.92	
94	4287.357(e)	Liquidation - Acceleration	written	1	1	1	4	4	\$36.98	\$147.92	
95	4287.357(g)	Liquidation - Accounting and reports	written	1	12	12	4	48	\$36.98	\$1,775.04	
96	4287.358(c)	Final loss	written	1	1	1	1	1	\$36.98	\$36.00	
97	4287.380	Termination of guarantee	written	1	1	1	1	1	\$36.98	\$36.98	
98	FORMS	Subtotal				62		240		\$ 9,841.52	
99	4287.307(a)	Guaranteed Loan status report - quarterly	RD 1980-41 [0570-0016]	2	4	8	0.33	3	\$36.98	\$97.63	
100	4287.307(b)	Guaranteed loan delinquent status borrower	RD 1980-44 [0570-0016]	1	1	1	0.33	0	\$36.98	\$12.20	
101	4287.358(a)	Loan Note Guarantee report of loss	RD 449-30 [0575-0137]	1	1	1	25.00	25	\$36.98	\$924.50	
102	4287.357(h)	Lender's Guaranteed loan payment to USDA	RD 1980-43 [0575-0137]	2	1	2	0.50	1	\$36.98	\$36.98	
103		Subtotal				12		29		\$ 1,071.31	
104											
105		Grand Total Servicing				74		269		\$ 10,912.83	
106											
107											
108		GRAND TOTALS				780		18,687		\$933,109	