

2019 Business and Industry Guaranteed Loan Program (OMB No. 0570-0069)

REPORTING REQUIREMENTS - NO FORMS									
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
4279.16	Appeals	written documentation	10	on occasion	10	12.0	120.0	\$47.60	\$5,712.00
4279.29	Eligible lenders	written documentation	25	on occasion	25	12.0	300.0	\$47.60	\$14,280.00
4279.75	Sale or assignment of guaranteed loan	written documentation	300	on occasion	300	0.5	150.0	\$47.60	\$7,140.00
4279.78	Repurchase from holder	written documentation	100	on occasion	100	2.5	250.0	\$47.60	\$11,900.00
4279.84	Replacement of document	written documentation	2	on occasion	2	2.0	4.0	\$47.60	\$190.40
4279.119 (a)(1)(ii)	Loan guarantee limits Loan amount	Letter	5	on occasion	5	0.5	2.5	\$47.60	\$119.00
4279.119 (b)(2)	Loan guarantee limits Percentage of guarantee	Letter	35	on occasion	35	0.5	17.5	\$47.60	\$833.00
4279.125(c)	Interest rate change	Letter	20	on occasion	20	0.5	10.0	\$47.60	\$476.00
4279.131 & 4279.161(b)(10)	Credit quality analysis	Written documentation	550	on occasion	550	2.5	1,375.0	\$47.60	\$65,450.00
4279.136(a)	Hazard insurance	Assignment	25	on occasion	25	1.5	37.5	\$47.60	\$1,785.00
4279.136(b-c)	Life and worker compensation insurance	Assignment	100	on occasion	100	1.5	150.0	\$47.60	\$7,140.00
4279.136(d-e)	Flood and other insurance	Assignment	25	on occasion	25	1.5	37.5	\$47.60	\$1,785.00
4279.137, 4279.161(a)&(b)	Financial statements	Written report	25	on occasion	25	1.0	25.0	\$47.60	\$1,190.00
4279.144 & 4279.161(b)(13)	Appraisal reports	Written report	50	on occasion	50	8.0	400.0	\$47.60	\$19,040.00
4279.150 & 4279.161(b)(15)	Feasibility studies	Written report	150	on occasion	150	24.0	3,600.0	\$47.60	\$171,360.00
4279.161(a)	Preapplication requirements	Letter & written documentation	100	on occasion	100	2.0	200.0	\$47.60	\$9,520.00
4279.161(b) & (c)	Application requirements	Documents & other evidence	550	on occasion	550	3.5	1,925.0	\$47.60	\$91,630.00
4279.167(b)	Planning and performing development requirements	Written Reports	150	on occasion	150	4.0	600.0	\$47.60	\$28,560.00

4279.173(b)	Change in conditions request	Letter	100	on occasion	100	1.0	100.0	\$47.60	\$4,760.00
4279.173(c)	Central Contractor Registration requirement	Written evidence	550	on occasion	550	1.0	550.0	\$47.60	\$26,180.00
4279.174(a-b)	Transfer of lender	Letter & evidence	20	on occasion	20	2.0	40.0	\$47.60	\$1,904.00
4279.180	Changes in borrower	Letter & evidence	4	on occasion	4	3.0	12.0	\$47.60	\$571.20
4279.181(a-b)	Conditions precedent to issuance of guarantee	Written evidence	550	on occasion	550	2.0	1,100.0	\$47.60	\$52,360.00
4279.181(c)	Issuance of Loan Note Guarantee	Document	550	on occasion	550	1.0	550.0	\$47.60	\$26,180.00
4279.187	Refusal to execute Loan Note Guarantee	Letter/written evidence	10	on occasion	10	2.0	20.0	\$47.60	\$952.00
4287.107(b)	Loan classification	written	800	1	800	0.5	400.0	\$47.60	\$19,040.00
4287.107(c)	Agency and lender conference	written	2,500	1	2,500	1.5	3,750.0	\$47.60	\$178,500.00
4287.107(d)	Financial Reports and analysis - annually	written	3,000	1	3,000	2.0	6,000.0	\$47.60	\$285,600.00
4287.107(h)	Borrower visits	visit	500	1	500	2.0	1,000.0	\$47.60	\$47,600.00
4287.112	Interest rate adjustment	written	50	1	50	0.5	25.0	\$47.60	\$1,190.00
4287.113	Release of collateral	written	100	1	100	2.0	200.0	\$47.60	\$9,520.00
4287.123	Subordination of lien position	written	350	1	350	2.0	700.0	\$47.60	\$33,320.00
4287.124	Alterations of Loan Instruments	written	5	1	5	1.5	7.5	\$47.60	\$357.00
4287.134	Transfer and assumption	written	25	1	25	3.5	87.5	\$47.60	\$4,165.00
4287.134(a)	Credit reports	written	40	1	40	0.5	20.0	\$47.60	\$952.00
4287.134(c)(g)	Appraisal reports	written	300	1	300	1.0	300.0	\$47.60	\$14,280.00
4287.135	Substitution of lender	written	20	1	20	1.0	20.0	\$47.60	\$952.00
4287.145(a)	Default by Borrower	visit	120	1	120	1.0	120.0	\$47.60	\$5,712.00
4287.145(b)	Curative Actions	written	350	1	350	1.5	525.0	\$47.60	\$24,990.00

4287.156	Protective advances	written	120	1	120	1.0	120.0	\$47.60	\$5,712.00
4287.157(d)	Liquidation plan	written document	120	1	120	6.0	720.0	\$47.60	\$34,272.00
4287.157(f)	Acceleration	written	120	1	120	0.5	60.0	\$47.60	\$2,856.00
4287.157(h)	Accounting and reports	written report	120	4	480	0.5	240.0	\$47.60	\$11,424.00
4287.180	Termination of guarantee	written	200	1	200	0.5	100.0	\$47.60	\$4,760.00
REPORTING REQUIREMENTS - FORMS									
4279.132	Unconditional Guarantee	Form 4279-14	650	on occasion	650	0.5	325.0	\$47.60	\$15,470.00
4279.161(b)(1)	Application for Loan Guarantee (B&I)	Form 4279-1	500	on occasion	450	4.0	1,800.0	\$47.60	\$85,680.00
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	\$47.60	\$1,904.00
4279.173	Conditional Commitment	Form 4279-3	575	on occasion	575	1.5	862.5	\$47.60	\$41,055.00
4279.181(a)	Lenders Agreement	Form 4279-4	350	on occasion	350	2.0	700.0	\$47.60	\$33,320.00
4279.181(c)	Assignment Guarantee Agreement	Form 4279-6	400		400	0.33	132.0	\$47.60	\$6,283.20
4287.133	Unconditional Guarantee	Form 4279-14	25	1	25	0.33	8.3	\$47.60	\$392.70
4287.134(a)									
4287.145(a)	Guaranteed Loan Delinquent Status Borrower	Form 1980-44	250	12	3,000	0.33	990.0	\$47.60	\$47,124.00
4287.107(a)	Guaranteed Loan Status Report	Form 1980-41	3,000	2	6,000	0.33	1,980.0	\$47.60	\$94,248.00
4287.157(i)	Lender's Guaranteed Loan Payment to USDA	Form 1980-43 (0575-0137)	100	12	1,200	0.50	600.0	\$47.60	\$28,560.00
4287.158(c)	Loan Note Guarantee Report of Loss	Form 449-30 (0575-0137)	100	1	100	25.00	2,500.0	\$47.60	\$119,000.00
4279.161(b)(3)	Request for Environmental Review	1940-20 (0575-0094)	250	1	250	6.0	1,500.0	\$47.60	\$71,400.00
4279.181(a)	Guaranteed Loan Closing Report	1980-19 (0570-0137)	550	1	550	1.0	550.0	\$47.60	\$26,180.00
TOTAL DOCKET					26,776		37,958.75		\$1,806,836.50

COST TO THE FEDERAL GOVERNMENT						
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	550	0.5	\$27.00	\$7,425		
Review application & lender analysis; site visit, negotiations, & env. assessment	550	20.0	\$27.00	\$297,000		
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		
ANNUALIZED TOTAL				\$1,118,988		

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.