

SUPPORTING STATEMENT FOR APPROVAL

A. Justification

1. Legal authority for this information collection is found in the Better Utilization of Investments Leading to Development Act of 2018 (the “BUILD Act”), Public Law 115-254. DFC-015 MTU Intake Questionnaire is the principal document to be used by the U.S. International Development Finance Corporation (“DFC”) to collect information from potential clients seeking support from the Mission Transaction Unit (MTU) of DFC. MTU works together with USAID missions and operating units to promote and advance the agencies' development object to determine if the proposed transaction is eligible for DFC Finance products and whether it meets required underwriting criteria.
2. The MTU Intake Questionnaire will be an initial screening document used by the Mission Transaction Unit to determine, alongside USAID Missions and operating units, whether a financial institution, investor or project is eligible for DFC debt and guaranty financing product.
3. This form is completed with the use of a web-based application. This provides a secure and efficient means for applicants to transmit the required information to the agency.
4. The information collected is not duplicated elsewhere. The information is not already available in any other electronic form and would not be requested by another federal agency or lending institution since it is applicable solely to DFC’s finance program.
5. DFC’s applicants include large and small financial institutions, intermediaries, businesses and entrepreneurs. The same questions are asked of all applicants. The complexity of the answers will depend upon the nature of the project for which DFC financing is being requested.
6. Without a form to collect the information, the amount of staff time needed to gather the requisite information would be significantly greater and would result in multiple requests for information from program users. This would reduce the amount of time that could be devoted to working with applicants/clients and credit analysis and underwriting, thereby reducing the productivity and administrative efficiency of the finance program.
7. No special circumstances exist that require the information collection to be conducted in a manner inconsistent with the guidelines of the Paperwork Reduction Act and OMB's implementing regulations.

8. The first Federal Register Notice was published on August 21, 2020 (85 FR 51684). The agency received no public comments. The second Federal Register Notice was published on October 30, 2020 (85 FR 68859). The agency received no public comments.
9. No payments and gifts are offered to respondents.
10. When trade secrets or confidential commercial or financial information are submitted to the agency in this collection, they will be held in confidence to the extent permitted by applicable law including the Freedom of Information Act (“FOIA”) at 5 U.S.C. section 552(b)(4) and the agency’s implementing regulations at 22 C.F.R. Part 706.
11. Not applicable. None of the questions on this form are of a sensitive nature.
12. The estimated burden of collecting this information is as follows:
 - 130 respondents
 - x 1 per respondent
 - =130 total annual responses
 - x (1.0 hours per average respondent)
 - =130 respondent hours
 - x \$75/hour for personnel, record-keeping, overhead
 - \$9,750 total cost to respondents

Respondents only complete the form once per request for financing.

13. The estimated annualized cost to respondents is as follows:
 - (a) Total capital and start-up costs: \$0
 - (b) Total operation and maintenance costs: \$0.

All costs associated with the form are part of the normal cost of doing business. Since all submissions will be electronic and stored on DFC’s secure servers, there will be no postage or storage costs.

14. The estimated annualized cost to the Federal government is as follows:

130	respondents per year
x 1	per respondent
130	total annual responses
x 1	average hours to review one response
130	total federal hours
x \$58.13	GS-14/1 (DCB) hourly wage
\$7,556.90	total cost to the Federal government

15. This is a new information collection.
16. Not applicable. Information provided in the application is not published.
17. Not applicable. The OMB expiration date will be printed on each form.

18. Not applicable. No exceptions are being requested on the certification statement.