



U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, D.C. 20416

Date: November 29, 2021

To: Office of Management and Budget

From: Cynthia Pitts  
Director, Office of Disaster Administrative Services  
Office of Disaster Assistance

Subject: PRA Non-Substantive Change Request for OMB Control #3245-0017  
OMB Approval Date: 11/5/2021; Expiration Date: 11/30/2024

SBA's Office of Disaster Assistance (ODA) requests approval of a non-substantive change request for SBA Form 5, Disaster Business Loan Application, and SBA Form 1368, Additional Filing Requirements.

**Justification for changes to original submission**

There are two changes that ODA has made to these forms that necessitate a non-substantive change request:

- 1) The Agency has translated the approved English version of the SBA Forms 5 and 1368. The Spanish versions are a direct translation of the OMB approved forms to Spanish language with no substantive changes to the content.
- 2) On the SBA Form 5, there was a reference to a filing requirement that is no longer applicable, and the reference was inadvertently not removed.

**Circumstances necessitating the collection of information restated.**

No other changes were made to the original submission and there is no impact on burden hours associated with these changes.

The Spanish version of the SBA forms is attached for review and approval as well as the revised SBA Form 5.

If you have any questions concerning this memorandum, please contact me via email at [cynthia.pitts@sba.gov](mailto:cynthia.pitts@sba.gov) or by phone (202) 205-7570.