

U.S. Small Business Administration
Surety Bond Guarantee Assistance
Supporting Statement for Paperwork Reduction Act Submission
(Control # 3245-0007)

Overview of Information Collection:

The Small Business Administration (SBA) is requesting approval for a revision of the information collection for the Surety Bond Guarantee (SBG) Program, which expires on 9/30/2022.

The currently approved SBG information collection consists of the six forms listed below.

- SBA Form 990 – Surety Bond Guarantee Agreement (completed by the surety)
- SBA Form 991 – Surety Bond Guarantee Agreement Addendum (completed by the small business)
- SBA Form 994 – Application for Surety Bond Guarantee Assistance (completed by the small business)
- SBA Form 994B – Surety Bond Guarantee Underwriting Review (completed by the surety)
- SBA Form 994F – Schedule of Work in Process (completed by the small business)
- SBA Form 994H – Default Report, Claim for Reimbursement, Report of Recoveries and Record of Administrative Action (completed by the surety)

As described below, minor changes are being made to this collection, primarily to clarify procedural and system enhancements.

Summary of Changes

Generally, SBA has amended this information collection to clarify the submission procedures for using the electronic application process, as well as reducing obsolete information collection requests. In addition, information collection impacted by Final Rule RIN: 3245-AH08, effective September 7, 2022, will undergo several changes for the SBG program to successfully manage newly introduced and modified rules. The changes that have been made to the forms specifically are identified below.

SBA Form 990, Surety Bond Guarantee Agreement:

Revisions to this Form include the addition of an option to apply for a Stand-Alone Maintenance Bond. Addition also include language to address Quick Bond Agreement regulations and certification of the Surety's attorney-in-fact to allow this Form to be used for Quick Bonds. Other modifications include minor revisions to the name of field such as address, project description, and award method, among other things.

SBA Form 991, Surety Bond Agreement Addendum:

The only revision is to add an option to select "not applicable" to Suppliers.

SBA Form 994, Surety Bond Guarantee Agreement:

The revisions to Form 994 delete the largest previous program undertaken and total dollar value/number of contracts, which are no longer used in underwriting. These revisions also modify, add, or replace the following: replacing DUNS number with Unique Entity Identifier in accordance with System for Awards Management procedures, adding email addresses, and adding categories to identify veteran-owned small businesses, service-disabled veteran-owned small businesses, Tribal Entity or Native American-owned small businesses, (continue list)

SBA Form 994B, Surety Bond Guarantee Underwriting Review:

[Form 994B will delete numerous fields that are either obsolete or are collected in other forms. Obsolete administrative data includes, among other things, \(list examples\). These data will no longer be collected because \(example\). Data that are collected on other forms, including SBA Form 994, 994F, and 990, include, among other thing, \(examples\). SBA is adding field to collect information regarding individual interests and net worth and spousal net worth.](#)

SBA Form 994F – Schedule of Work in Process

No changes

SBA Form 994H, Default Report, Claim for Reimbursement, and Report of Recoveries:

No Changes

1. Need & Method for the Information Collection

The SBG Program was created to encourage surety companies to issue bonds for small business contractors. Through the SBG Program, SBA can guarantee bid, payment, and performance bonds on contracts up to \$6.5 million or up to \$10 million if a Federal contracting officer certifies that SBA's guarantee is necessary. The SBG Program is authorized by Title IV, Part B, Section 411 of the Small Business Investment Act, 15 U.S.C. 694a – 694c, which specifies the necessary conditions for granting surety bond guarantee assistance and for paying claims resulting from any contractor defaults. The SBG Program relies on Surety partners to conduct comprehensive and standard underwriting procedures to ensure small businesses possess the credit, capacity, and character to perform a contract successfully. The SBG Program forms do not capture all surety industry procedures or data requirements but ensure that the surety and small business complies with SBA's legislative and [regulatory requirements](#). (Copies of these provisions are attached).

The Small Business Investment Act, 15 U.S.C. 694b, requires the Administrator of the Small Business Administration to implement this information collection to meet the statutory requirements to reimburse a Surety under a guarantee or an agreement to indemnify. 13 C.F.R. 115 requires certain information to be collected regarding the type of bond and the amount of the guarantee. 13 C.F.R. 115.19 specifies the use of the Surety's guarantee application and consequences, including denial of liability, if the terms and conditions of the guarantee are not

followed. 13 C.F.R. 115.30 requires that a Prior Approval Surety submit the information collected in the guarantee application. 13 C.F.R. 115.32 requires information from the Prior Approval Surety regarding fees and certain changes in contract amounts. 13 C.F.R. 115.35 requires a Prior Approval Surety to submit a Claim for Reimbursement within 90 days of disbursement of a payment on a bond. 13 C.F.R. 115.64 requires a Preferred Surety Bond Program (PSB) Surety to submit information regarding certain changes in contract and fee amounts. Finally, 13 C.F.R. 115.70 requires a PSB Surety to submit information for Claims Reimbursement no later than 90 days after the Surety pays the amount.

This information will be collected electronically and will be self-administered by the Surety or agents.

If this information was not collected or was not collected as frequently, SBA's ability to make sound underwriting and claims decisions in the Surety Bond Guarantee Program would be compromised and taxpayer dollars would be placed at risk. Further reducing obstacles would place SBA at odds with statutory and regulatory requirements for the information collection

2. Use of the Information:

The data on five of the six forms in this information collection (Forms 990, 991, 994, 994B, and 994F), is used by SBG staff in the Underwriting Division who are responsible for processing SBG applications and evaluating the likelihood that the applicant will successfully complete the bonded contract. Based on the information on these forms, SBG employees make decisions to approve or not approve SBG applications for surety bond assistance.

With respect to the sixth form, SBA Form 994H, SBG employees in the Claims and Recovery Division (CRD) review the information submitted by the surety to request claims reimbursements in the event of contract default. CRD employees determine whether the surety's claim meets SBA regulatory requirements prior to payment, and then SBA pays its guaranteed share of allowable losses and expenses.

This information collection is also used by program managers and SBA senior management to monitor program performance and success and to report on program demographics. Information regarding program demographics is not shared with other Federal agencies.

3. Use of Information Technology:

Contractors and surety agents can submit these SBG forms online. Currently, 100% of this information collection is submitted electronically by surety agents to SBA. The forms are also available in PDF format on SBA's website for those who want to submit a paper application. To help alleviate burden, after the initial submission, the forms are prepopulated with available information previously entered into the system.

4. Non-duplication:

The forms are designed to minimize burdens and avoid duplication of information collected. SBA Forms 990, 991, 994, 994B, 994F and 994H are designed so that there are minimal duplicative requests for the same information. Other than the basic identification and

demographic information about the business, the information is not otherwise collected by SBA on more than one form, and in those instances, the information is auto populated after initial entry.

5. Burden on Small Businesses:

This information collection impacts small business concerns – the contractors and surety companies that participate or seek to participate in the SBG program. However, the economic impact on these entities is not significant because the hour burden is minimal. In addition, the forms are designed to collect only that which is necessary for the particular transaction. For example, Forms 990, 994, and 994B are designed so that only a minimal amount of information has to be completed, depending on the circumstances of the application. SBA Form 991 has to be completed only if the contractor has begun the work prior to submitting the SBG application to SBA. Finally, as noted above, for those applications submitted electronically, the forms are pre-populated with the information entered into the system, thereby minimizing the amount of time necessary to complete the form.

6. Less Frequent Collection:

SBA is responsible for administering the SBG Program efficiently and timely, while protecting taxpayer dollars. SBA Forms 990, 991, 994, 994B, and 994F provide data that is used by SBA to review an applicant’s experience, financial condition, and character to decide whether to approve a bond guarantee. SBA uses the claims information submitted by the surety on the SBA Form 994H to determine the legitimacy of paying the claim. If this information was not collected or was not collected as frequently, SBA’s ability to make sound underwriting and claims decisions would be compromised and taxpayer dollars would be placed at risk.

7. Paperwork Reduction Act Guidelines:

Information is submitted by a small business and surety partner for each bond guaranteed, and some information is confidential (business and financial data). Additional information will be collected on a bond guarantee if a surety partner seeks a claim reimbursement on a bond guarantee. This information is necessary for SBA to make sound judgments. The collected information can be accessed only by Agency personnel who have “a need to know”, (i.e., those who are involved in analyzing the applications and bond claims) and is protected to the extent permitted by law. Disclosure of information is governed by Freedom of Information Act and the Privacy Act.

8. Consultation and Public Comments:

A Federal Register notice requesting comments on this SBG information collection request was published on 3/18/2022 at 87 FR 15482. The comment period closed on 5/17/2022. SBA did not receive any comments.

9. Gifts & Payments:

Payments or gifts to respondents are not provided.

10. Privacy & Confidentiality:

The data collected can be accessed only by Agency personnel who have “a need to know”. Respondents are notified with the application, SBA Form 994, that disclosure of confidential information submitted to the Agency will be protected to the extent permitted by law, including the Freedom of Information Act (5 U.S.C. 552), the Privacy Act (5 U.S.C. 552a) and the Right to Financial Privacy Act (12 U.S.C. 3401). The information collected subject to these privacy laws are required by the laws stated above in Section 1 to obtain an SBA guarantee. As stated above, these data are used to make underwriting and claims reimbursement decisions in the program. SBA is collecting only the minimum information required to identify the Principal and the Surety/agent that benefit from SBA’s guarantee and ensure they are eligible for Federal financial assistance. The applicant business and any indemnitor of the bond are required by law to provide their social security numbers, or other taxpayer identification numbers, in order to do business with SBA. Other individuals signing the application (e.g., officers and directors who are not indemnitors) are requested to voluntarily provide their social security numbers. SBA is authorized under the Small Business Investment Act (Act) to conduct criminal background checks and to make all investigations deemed necessary to determine whether individuals seeking assistance (such as a guaranteed surety bond) have not engaged in, or are about to engage in, any acts that would violate the Act. The social security number facilitates this investigation and helps to identify and differentiate one individual from another with the same or similar names.

All information submitted to SBA through the electronic application system is protected by SBA’s electronic security controls in accordance with National Institute of Standards and Technology.

SBA’s System of Records Notifications are found at the following location: [SBA Privacy Act Issuance \(govinfo.gov\)](#)

SBA’s Privacy Impact Assessments are found at the following location: [Small Business Administration \(sba.gov\)](#)

Form 994 contains the following disclosures:

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must provide information contained in agency files and records to a person requesting it. Information about approved bond guarantees that will be automatically released includes, among other things, statistics on the Surety Bond Guarantee (SBG) programs and other information such as the names of small businesses (and their officers, directors, stockholders or partners) and the amount of the bond guarantees. Proprietary data on an applicant would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Privacy Act (5 U.S.C. 552a) and Debt Collection Improvement Act (31 U.S.C. 7701)

Authorities and Purpose for Collecting Information: SBA is collecting the information on this form, including social security numbers and other personal information, to make a character and credit eligibility decision in connection with you or your company's application for SBA assistance. SBA may also use social security numbers for the purpose of collecting and reporting on any delinquent fees or other amounts owed SBA.

Under the provisions of 31 U.S.C. 7701, the applicant business and any indemnitor of the bond are required to provide their social security numbers, or other taxpayer identification numbers, in order to do business with SBA. Failure to provide this information would affect your ability to obtain an SBA guaranteed bond. For other individuals signing this application, the submission of the social security number is voluntary and failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. However, in evaluating whether the applicant satisfies the criteria for a bond guarantee under section 411 of the Small Business Investment Act, 15 USC 694b, SBA considers whether the applicant and each owner of 20% or more of its equity, and each of its officer, directors, or general partners, possesses good character. In making this determination, SBA considers the person's integrity, candor, and criminal history if any. SBA is authorized, through section 308(f) of the Small Business Investment Act, to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B) of the Small Business Act, 15 USC § 636(a)(1)(B). In addition, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Small Business Investment Act, see 15 USC Section 687b(a). In conducting the criminal background check, SBA also uses your social security number to distinguish you from other individuals with the same or similar name or other personal identifier. This use is permitted under Executive Order 9397.

Routine Uses: Some of the information collected may be checked against criminal history indices of the Federal Bureau of Investigation. When the information collected indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. See, SBA's Privacy Act System of Records, at 74 Fed. Reg. 14890 (2009) (as amended from time to time) for other published routine uses for the collected information.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401)

This is notice, as required by the Right of Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a bond guarantee. SBA is required to provide a certificate of its compliance with this Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent access. The law also provides that SBA's access rights continue

for the term of any approved bond agreement. No further notice to you of SBA's access rights is required during the term of any such agreement.

The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a bond guarantee, or concerning an approved bond guarantee, as necessary to process or service the bond guarantee. No other transfer of your financial records to another Government authority will be permitted by SBA except as required or permitted by law.

11. Sensitive Questions:

Not applicable.

12. Burden Estimate: (See Appendix Table 1)

SBA Form 990, Surety Bond Guarantee Agreement:

The estimated annual burden imposed by this information collection is based upon SBA's analysis of the Fiscal Year 2021 submissions in the SBG Program. There were 108 total respondents – 108 sureties/agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of:

- Respondents: 108 sureties/agents
- Electronic Responses: 8,100

The electronic responses include the application forms that are submitted to SBA electronically by sureties and agents.

Total Annual Responses = 8,100

Hours per Response = 10 minutes or .17 hours

The total Estimated Burden Hours to respondents is 10 minutes per response, or .17 hours. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2021 BLS Occupational Employment Statistics](#). Professional Employee Time involves data and non-data entry duties, such as post completion management.

Professional Employee Time – (Insurance Sales Agents equivalent)

- $1,377 \text{ hours} \times \$23.96/\text{hour} = \$32,992$

Total Estimated Annual Burden Hours = 1,377

Total Estimated Annual Cost Burden to Respondents = \$32,992

SBA Form 991, Surety Bond Agreement Addendum:

The estimated annual burden imposed by this information collection is based upon SBA's analysis of the Fiscal Year 2021 submissions in the SBG Program. There was a total of 89 respondents – 21 small businesses, 41 contract owners, and 41 sureties/agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of:

- Respondents: 21 small businesses, 41 contract owners, and 41 sureties/agents
- Electronic Responses Per Respondent: 42

The electronic responses include the application forms that are submitted to SBA electronically by sureties, agents, and contract owners and small businesses to the small business' surety agents.

Total Annual Responses = 126

Hours per Response = 10 minutes or .17 hours

The total Estimated Burden Hours to respondents is 10 minutes per response, or .17 hours multiplied by the count of each respondent – 30 small businesses, 31 contract owners, and 28 sureties and agents. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2021 BLS Occupational Employment Statistics](#). Professional Employee Time involves data and non-data entry duties, such as post completion management.

Small Business Time – (Miscellaneous Construction and Related Workers equivalent)

- 7 hours x \$19.16/hour = \$136

Contract Owner Time – (Purchasing Managers, Buyers, and Purchasing Agents)

- 7 hours x \$36.26/hour = \$258

Professional Employee Time – (Insurance Sales Agents equivalent)

- 7 hours x \$23.96/hour = \$171

Total Estimated Annual Burden Hours = 21

Total Estimated Annual Cost Burden to Respondents = \$566

SBA Form 994, Surety Bond Guarantee Agreement:

The estimated annual burden imposed by this information collection is based upon SBA's analysis of the Fiscal Year 2021 submissions in the SBG Program. There was a total of 1,536 respondents – 1,420 small businesses and 116 sureties/agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of:

- Respondents: 116 sureties/agents, 1,420 small businesses
- Electronic Responses per Respondent: 8,100

The electronic responses include the application forms that are submitted to SBA electronically by sureties, agents and small businesses to their surety agents.

Total Annual Responses = 16,200

Hours per Response = 15 minutes or .25 hours

The total Estimated Burden Hours to respondents is 10 minutes per response, or .17 hours multiplied the count of each respondent – 765 small businesses and 126 sureties and agents. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2021 BLS Occupational Employment Statistics](#). Professional Employee Time involves data and non-data entry duties, such as post completion management.

Small Business Time – (Miscellaneous Construction and Related Workers equivalent)

- $2,025 \text{ hours} \times \$19.16/\text{hour} = \$38,799$

Professional Employee Time – (Insurance Sales Agents equivalent)

- $2,025 \text{ hours} \times \$23.96/\text{hour} = \$48,519$

Total Estimated Annual Burden Hours = 4,050

The Total Estimated Annual Cost Burden to Respondents = \$87,318

SBA Form 994B, Surety Bond Guarantee Underwriting Review:

The estimated annual burden imposed by this information collection is based upon SBA's analysis of the Fiscal Year 2021 submissions in the SBG Program. There was a total of 136 respondents – 116 sureties/agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of:

- Respondents: 116 sureties/agents
- Electronic Responses: 800

The electronic responses include the application forms that are submitted to SBA electronically by sureties and agents.

Total Annual Responses = 800

Hours per Response = 10 minutes or .17 hours

The total Estimated Burden Hours to respondents is 10 minutes per response, or .17 hours. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2021 BLS Occupational Employment Statistics](#). Professional Employee Time involves data and non-data entry duties, such as post completion management.

Professional Employee Time – (Insurance Sales Agents equivalent)

- $136 \text{ hours} \times \$23.96/\text{hour} = \$3,258.56$

Total Estimated Annual Burden Hours = 136

Total Estimated Annual Cost Burden to Respondents = \$3,259

SBA Form 994F – Schedule of Work in Process

The estimated annual burden imposed by this information collection is based upon SBA’s analysis of the Fiscal Year 2021 submissions in the SBG Program. There was a total of 1,030 respondents – 922 small businesses and 108 sureties/agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of:

- Respondents: 922 small businesses, 108 sureties/agents
- Electronic Responses Per Respondent: 2,500

The electronic responses include the application forms that are submitted to SBA electronically by sureties, agents and small businesses to their surety agents.

Total Annual Responses = 5,000

Hours per Response = 10 minutes or .17 hours

The total Estimated Burden Hours to respondents is 10 minutes per response, or .17 hours. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2021 BLS Occupational Employment Statistics](#). Professional Employee Time involves data and non-data entry duties, such as post completion management.

Small Business Time – (Miscellaneous Construction and Related Workers equivalent)

- $425 \text{ hours} \times \$19.16/\text{hour} = \$8,143$

Professional Employee Time – (Insurance Sales Agents equivalent)

- $425 \text{ hours} \times \$23.96/\text{hour} = \$10,183$

Total Estimated Annual Burden Hours = 850

The total estimated annual cost burden to respondents = \$18,326.00

SBA Form 994H, Default Report, Claim for Reimbursement, and Report of Recoveries:

The estimated annual burden imposed by this information collection is based upon SBA’s analysis of the Fiscal Year 2021 submissions in the SBG Program. There was a total of 24 respondents – 24 sureties.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of:

- Respondents: 24 sureties
- Electronic Responses: 240

The electronic responses include the application forms that are submitted to SBA electronically by sureties.

Total Annual Responses = 240

Hours per Response = 15 minutes or .25 hours

The total Estimated Burden Hours to respondents is 15 minutes per response, or .25 hours. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2021 BLS Occupational Employment Statistics](#). Professional Employee Time involves data and non-data entry duties, such as post completion management.

Professional Employee Time – (Insurance Sales Agents equivalent)

- $60 \text{ hours} \times \$23.96/\text{hour} = \$1,437$

Total Estimated Annual Burden Hours = 60

Total Estimated Annual Cost Burden to Respondents = \$1,437

Total Estimated Annual Burden Imposed by This Information Collection for All Forms:

Total Estimated Annual Burden Hours = 6,494

Total Estimated Annual Cost Burden to Respondents = \$143,898

13. Estimated Non-recurring Cost:

No additional costs.

14. Estimated Cost to the Government: (See Appendix Table 2.)

SBA Form 990, Surety Bond Guarantee Agreement:

The estimated annual cost to the Federal government includes professional duties, including the evaluation of information provided to reach a decision on the application. The total Estimated Burden Hours to the Federal government is 6 minutes per response, or .10 hours.

Employee Time – GS 13, Step 5 ([DC/MD/VA locality](#))

810 hours x \$58.20 = \$47,142.00

SBA Form 991, Surety Bond Agreement Addendum:

The estimated annual cost to the Federal government includes professional duties, including the evaluation of information provided to reach a decision on the application. The total Estimated Burden Hours to the Federal government is 6 minutes per response, or .10 hours.

Employee Time – GS 13, Step 5 ([DC/MD/VA locality](#))

4 hours x \$58.20 = \$244

SBA Form 994, Surety Bond Guarantee Agreement:

The estimated annual cost to the Federal government includes professional duties, including the evaluation of information provided to reach a decision on the application. The total Estimated Burden Hours to the Federal government is 6 minutes per response, or .10 hours.

Employee Time – GS 13, Step 5 ([DC/MD/VA locality](#))

810 hours x \$58.20 = \$47,142

SBA Form 994B, Surety Bond Guarantee Underwriting Review:

The estimated annual cost to the Federal government includes professional duties, including the evaluation of information provided to reach a decision on the application. The total Estimated Burden Hours to the Federal government is 6 minutes per response, or .10 hours.

Employee Time – GS 13, Step 5 ([DC/MD/VA locality](#))

80 hours x \$58.20 = \$4,656.00

SBA Form 994F – Schedule of Work in Process

The estimated annual cost to the Federal government includes professional duties, including the evaluation of information provided to reach a decision on the application. The total Estimated Burden Hours to the Federal government is 10 minutes per response, or .17 hours.

Employee Time – GS 13, Step 5 ([DC/MD/VA locality](#))

425 hours x \$58.20 = \$24,735

SBA Form 994H, Default Report, Claim for Reimbursement, and Report of Recoveries:

The estimated annual cost to the Federal government includes professional duties, including the evaluation of information provided to reach a decision on the application. The total Estimated Burden Hours to the Federal government is 6 minutes per response, or .10 hours.

Employee Time – GS 13, Step 5 ([DC/MD/VA locality](#))

24 hours x \$58.20 = \$1,397

Total Annualized Cost to the Federal Government = \$125,316

Total Estimated Annual Burden Hours to Federal Government = 2,153

15. Reasons for Changes:

All Forms

The decreases in total annual responses and estimated burden hours from the previous submission are due to an adjustment in calculation of annual response and time burden. Clerical staff time burden hour calculations were merged into surety/agent time burden calculations because, depending on organizational structure, many or all the administrative clerical duties are performed by surety/agent professionals. Annual responses have been more accurately matched to actual annual responses experienced in the program after the program office received more detailed data to represent these numbers. Per response time burden calculations have been adjusted to account for the time to collect, deliver, review, and submit the information by subject parties.

SBA Form 990, Surety Bond Guarantee Agreement:

- Annual responses are based on the submission of a regular application within the Prior-Approval program.

SBA Form 991, Surety Bond Agreement Addendum:

- Annual responses are based on the submission of a regular application for a job that has already been started by the contractor in both Prior-Approval and Preferred programs.

SBA Form 994, Surety Bond Guarantee Agreement:

- Annual responses are based the submission of a small business' first regular application each fiscal year in both Prior-Approval and Preferred programs.

SBA Form 994B, Surety Bond Guarantee Underwriting Review:

- Annual responses are based the submission of a small business' first regular application each fiscal year in the Prior-Approval program.

SBA Form 994F – Schedule of Work in Process

- Annual responses are based on a percentage of total regular applications in the Prior-Approval program. SBA form 994F is only due when an application is over 90 days from the form's 'as of' date.

SBA Form 994H, Default Report, Claim for Reimbursement, and Report of Recoveries:

- Annual responses are based on all submissions for status reports, claims for reimbursement, and recovery in the Prior-Approval program.

16. Publicizing Results:

This collection of information will not be published, except for aggregated statistical data in various agency performance and budget reports.

17. OMB to Display Approval:

SBA will display the expiration date.

18. Exceptions to "Certifications for Paperwork Reduction Submissions"

None.

19. Surveys, Censuses, and Other Collection that Employ Statistical Methods

Not Applicable.

APPENDIX

Table 1	Estimated Burden Calculation		
	Annual Responses	Estimated Burden Hours/Response	Total Estimated Burden Hours
<i>Small Business</i>			
Form 991	42	10 min	7
Form 994	8,100	10 min	2,025
Form 994 F	2,500	10 min	425
Total Responses:	10,642	Total Burden:	2,457
<i>Surety / Agent</i>			
Form 990	8,100	10 min	1,377
Form 991	42	10 min	7
Form 994	8,100	15 min	2,025
Form 994 B	800	10 min	136
Form 994 F	2,500	10 min	425
Form 994 H	240	15 min	60
Total Responses:	19,782	Total Burden:	4,030
<i>Contract Owner</i>			
Form 991	42	6 min	7
Grand Total Responses:			
	30,466	Grand Total Burden	6,494

Table 2	Estimated Burden Calculation		
	Annual Responses	Estimated Burden Hours/Response	Total Estimated Burden Hours
<i>Federal Government</i>			
Form 990	8,100	6 min	810
Form 991	42	6 min	4.20
Form 994	8,100	6 min	810
Form 994 B	800	6 min	80
Form 994 F	2,500	10 min	425
Form 994 H	240	6 min	24
Total Responses:	19,782	Total Burden:	2,153