



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

Date: June 26, 2024

To: Office of Management and Budget (OMB)

From: Louis A. Cupp
Office of Investment and Innovation

Subject: Urgent PRA Non-Substantive Change Request for OMB Control #3245-0063
OMB Approval Date: 08/21/2023; Expiration Date: 08/31/2026

SBA's Office of Investment and Innovation (OII) requests urgent approval of non-substantive and/or technical changes to the architecture of SBA Form 468, SBIC Financial Reports, plus clarifications in the accompanying SBA Form 468 Instructions. These changes have been identified by users, including SBA data teams, since the last upgraded version OMB approved on April 2, 2024.

Justification for changes to original submission

The urgency for OMB approval is to allow SBA to publish to its website the upgraded versions of SBA Form 468 and accompanying Instructions to Small Business Investment Companies (SBICs) for immediate use in financial reporting of the quarter ending 6/30/2024.

Between further testing of the Form 468 Excel workbook and additional preparations to interface 468 submissions with the legacy system SBIC-WEB and the new FundHub CRM system, additional technical items were identified, mostly regarding the refinement of formulae and data parsing architecture. Although most of the refinement of v4.0 may not be readily seen, some changes required corresponding modifications to the accompanying instructions. All changes are to increase functionality of the form and be more 'user friendly' for both SBICs and SBA data teams.

Circumstances necessitating the collection of information restated.

No other changes were made to the original information collection submission and there is no impact on burden hours associated with the SBA Form 468 and accompanying Instructions.

Under separate cover and via email from Lindsey.McCready@sba.gov, OMB will receive an Excel 'change log' of non-substantive and/or technical changes to the SBA Form 468 and a 'tracked changes' version of the 468 Instructions.

If you have any questions concerning this memorandum, please contact me via email at Louis.Cupp@sba.gov or by phone (202) 365-8687.