



U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, DC 20416

OMB Control Number 3245-0365  
Expiration Date XX/XX/XXXX

## MICROLOAN INTERMEDIARY SITE VISIT REVIEW NOTIFICATION LETTER

**From:** [District Office Reviewer]  
**To:** [Microloan Intermediary]  
**Cc:** [ocrmmicro@sba.gov](mailto:ocrmmicro@sba.gov)  
**Bcc:** N/A

**Subject:** Intermediary Name (FIRS): SBA's Annual Site Visit

Attached the DO Site Visit Checklist and List of Board of Directors and Staff

Intermediary Contact,

Pursuant to 15 USC 657t(c)(2), 13 CFR § 120.1050, and Standard Operating Procedure (SOP) 52 00 B, [I will be conducting a site visit of your office]/[I will be conducting an annual review of your organization virtually/remotely]. I have tentatively scheduled [the visit]/[an exit meeting] to occur on Month 00, 20XX between the hours of 9:30 am and 3:00 pm.

To facilitate the site visit, I attached a sample of the checklist that will be utilized. I strongly encourage you to review the checklist, discuss it with your team, have documentation in the files to support the checklist items, and perform your own testing to ensure that you are prepared for the site visit.

To assist me with review preparation, please provide the following within 10 business days of this email:

- List of Board of Directors, management and Staff (attachment)
- Contact information for your entity (pages 2 and 3 of the attachment)
- Address confirmation
- Lists for the following information on microloans made under the SBA Microloan Program:
  - All active loans
    - borrower name, sequence number, approval date, and current balance
  - Paid-in-Full (PIF)/Charged-Off (CO) Loans that reached final disposition within the last six years
    - borrower name, sequence number, and outcome (PIF or CO)
  - Application denials that occurred within the last 36 months

- Applicant Name, Application Received Date, and Disposition Date
  - Borrowers that received technical assistance within the last 12 months
- Responses to questions 7 through 13 in the attachment about general operations.

As identified in the checklist, I will be conducting targeted file reviews. I will select the loans for review and will provide that list to you approximately five (5) business days in advance of the site visit.

Please do not hesitate to reach out if you have any questions.

Thank you for partnering with the Small Business Administration!

**INSERT EMAIL AUTOSIGNATURE**

**\*\*Please note, in general, for information that has already been provided by an Intermediary but is unchanged, the Intermediary may certify that the information was already provided and is unchanged in lieu of resubmitting the information. The certification that must accompany this document submission must also state to whom and on what date the information was provided to SBA.**

**PLEASE NOTE: You are not required to respond to any collection of information unless it displays a currently valid OMB Approval number. The number for this collection of information is 3245-0365. The total estimated time to respond to this collection of information, including gathering and maintaining the data needed, and completing and reviewing the collection of information, is 210 minutes. You may send comments or questions regarding this estimated time or any other aspect of this collection of information including suggestions for reducing the time or other burden to: Director, Records Management Division, 409 Third Street, S.W., Washington D. C. 20416, and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington DC 20503. PLEASE DO NOT SEND REPORTS, APPLICATIONS, OR OTHER FORMS TO THESE ADDRESSES.**

**Disclosure of Information – Requests for information contained herein may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act, 5 U.S.C. §552. The Privacy Act, 5 U.S.C. §552a, authorizes SBA to make certain “routine uses” of information protected by that Act. One such routine use is the disclosure of information maintained in SBA’s system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information 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. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies’ function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.**

1. Declined Applications
  - a. Borrower Name (Application Date)
  - b. Borrower Name (Application Date)
  - c. Borrower Name (Application Date)
  - d. Borrower Name (Application Date)
  - e. Borrower Name (Application Date)
2. Technical Assistance
  - a. Borrower Name (Sequence Number)

- b. Borrower Name (Sequence Number)
- c. Borrower Name (Sequence Number)

[Please ensure that the loans and applications above are available for inspection during my site visit.] /  
[The documents must be delivered via file transfer folder, Box.com. To upload documents, please use the following link:

**[Box.com link]**

Please let me know if you have any questions. Thanks in advance for your time and consideration.

**INSERT EMAIL AUTOSIGNATURE**

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*The Privacy Act information you provide will not be disclosed outside of the SBA, except with your consent, and as otherwise allowed by the Privacy Act of 1974, 5 U.S.C. §552a, or unless the information is subject to disclosure under the Freedom of Information Act, 5 U.S.C. §552. The Privacy Act authorizes SBA to make certain “routine uses” of information protected by that Act, which are set forth in SBA’s Systems of Records Notice SOR #21 Loan System at [https://www.sba.gov/about-sba/open-government/privacy-act#:~:text=SBA%27s%20System%20of%20Records%20Notices%20\(SORNs\)](https://www.sba.gov/about-sba/open-government/privacy-act#:~:text=SBA%27s%20System%20of%20Records%20Notices%20(SORNs).). SBA has instituted procedures to protect confidentiality and only aggregate and summary data will be provided as appropriate.*