

**Paperwork Reduction Act
Supporting Statement
U.S. Small Business Administration
Surety Bond Guarantee Assistance
OMB Control No. 3245-0007**

The Small Business Administration (SBA) is requesting approval for a revision of the information collection for the Surety Bond Guarantee (SBG) Program (OMB Control No. 3245-0007).

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. 694, 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 previously-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 accommodate internal system enhancements, and to clarify when SBA will apply its maximum guarantee percentage.

In addition, SBA is adding two new Surety program participation agreements to Control #3245-0007. These forms are operating agreements which Surety partners must sign to participate in the SBG program.

- SBA Form 900 – Prior Approval Surety Participation Agreement (completed by the Surety)
- SBA Form 901 – Preferred Surety Participation Agreement (completed by the Surety)

Summary of Changes

SBA Form 990, Surety Bond Guarantee Agreement:

Added Fields

- Part II: Added section 7, regulatory exclusions, to correspond with business rules in the application system which will generate automated approvals.
- Part III: Added part B, SBA Bonding Line Request fields. These fields are existing fields situated on SBA Form 994B. These fields are being rightfully transferred to SBA Form 990 to align with SBA's decision on a guarantee.
- Part IV: Add clarification language to question 1, specifying bond types and how the field should be answered.
- Part V: Updated certification section language for clarifications and to include reference to new SBA form 900.
- Part V: Added section 18, *SBA Approval Number* field, to collect a system generated approval number. The system generated approval number replaces the previous signature requirement from the Surety.

SBA Form 991, Surety Bond Agreement Addendum:

- Added clarifying language to instructions and certification sections. Clarification language stating 'must list all billed' to questions 4 and 5.

SBA Form 994, Surety Bond Guarantee Agreement:

Added Field

- Part II: Added economic disadvantage qualifiers according to [13 CFR Part 124.103](#). to Part II: Management Information, sections 14, 28, 42
 - Yes/No: personal net worth is within SBA-defined limit set forth in 13 CFR Chapter 1, Part 124.104.
 - Yes/No: 3-year average personal income is within SBA-defined limit set forth in 13 CFR Chapter 1, Part 124.104.
 - Yes/No: fair market value of all personal assets is within SBA-defined limit set forth in 13 CFR Chapter 1, Part 124.104.
- Part II: Modified instruction text to clarify how to provide additional information on individual owners of a business that won't fit in the form.
- Part II: According to OMB's Statistical Policy Directive 15, revised Part II: Management Information, sections 12, 13, 26, 27, 40, and 41 for 'Race' options compliance.
- Part II: Added text 'Country' to fields 7, 20, and 33.
- Part III: Added clarification language to question 1, specifying bond types and how the field should be answered.
- Part III: Clarified text in field 10 to state 'Street/City/County/State/Country/Zip'.
- Part III: Added language in fields 14, 15, and 16 to provide a second obligee when one exist on a bond. This is not new information collection but organizes the field to clearly provide the separate information.
- Part III: Revised text on obligee type to show 'Local Government' instead of 'Local' and split 'Private' into 'Private – Prime' and 'Private – Project Owner'.

- Part V: Updated text on field 1 to clarify the field is asking status as a U.S. Citizen or U.S. National.

SBA Form 994B, Surety Bond Guarantee Underwriting Review:

Added Field

- Part I: Modified text to show “total backlog” instead of “work program” and “within last 5 years” for clarification.
- Part III: Added text to differentiate bond categories.
- Part III: Adding fields to collect co-obligee information.
- Surety’s Review: Updated certification language to align with standard SBG Program certification language.
- Surety’s Review: Modified text to show ‘Signature’ to clarify where a signature should be added by the certifier.

Deleted Field

- Removed Part III: SBA Bonding Line Request. These fields are moving to SBA Form 990.

SBA Form 994F – Schedule of Work in Process

- No changes or revisions.

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

- Section D: Added section, *SBA Approval Number* field, to collect a system generated approval number. The system generated approval number replaces the previous signature requirement from the Surety.
- Section E: Added clarification instruction note stating ‘Losses and Expenses must be allowed under 13 CFR 115.16. Do not include ineligible expenses outlined in 13 CFR Part 115.16(f)’.
- Section H: Revised the certification language for clarifications.
- Instructions and Clarification of Selected Form 994H Items, General, item 2: Added SBA’s website hyperlink to access SBA’s electronic copy of the form.

SBA Form 900 – Prior Approval Surety Participation Agreement

SBA is adding a new agreement that must be executed by all Sureties (as defined in 13 CFR 115.10) in order for the Surety to participate in the Prior Approval Surety Bond Guarantee program. Among other things, this agreement will eliminate the need for a Surety to manually sign the SBA Form 990 or SBA Form 994H, allowing for electronic submission.

- Article 1: Commencement, Term, Suspension and Termination
- Article 2: Requirements for SBA Bond Guarantee
- Article 3: Certification of Surety Bond Guarantee Applications, Claims, and Recoveries
- Article 4: Reports

- Article 5: Audits and Investigations
- Article 6: Percentage of Indemnification
- Article 7: Dual Obligee Bonds
- Article 8: Miscellaneous
- Signature lines of authorized representatives.

SBA Form 901 – Preferred Surety Participation Agreement

The following agreement is currently used in the SBG Program to execute a Preferred Surety's delegated authority to apply SBA's guarantee to a bond application. The following are conditions that must be satisfied in order for a Surety to participate in the Preferred Surety Bond Program. This agreement eliminates the need for an SBA Form 990 and removes the manual signature requirement for SBA Form 994H, allowing for electronic submission.

- Article 1: Commencement, Term, Suspension and Termination
- Article 2: Requirements for SBA Bond Guarantee
- Article 3: Certification of Surety Bond Guarantee Applications, Claims, and Recoveries
- Article 4: Allocation of Guarantee Authority
- Article 5: Reports
- Article 6: Audits and Investigations
- Article 7: Percentage of Indemnification
- Article 8: Dual Obligee Bonds
- Article 9: Miscellaneous
- Signature lines of authorized representatives.

2. Use of Information:

The data on five of the eight 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 other three forms:

- 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.
- SBA Form 900: This form is used for participation certifications, only collecting the signature, name, title, and date of signature from the personnel authorized to sign on behalf of a surety bond company or surety bond agency seeking participation in SBA's Prior Approval Program. The information is used to document the certified acknowledgement of SBA and Surety authorities when participating in the Program.
- SBA Form 901: This form is used for participation certifications, only collecting the signature, name, title, and date of signature from the personnel authorized to sign on

behalf of a surety bond company or surety bond agency seeking participation in SBA's Preferred Surety Bond Program. The information is used to document the certified acknowledgement of SBA and Surety authorities when participating in the Program.

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.

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 Business:

This information collection on three of the eight forms in this information collection (Forms 991, 994, and 994F) impacts small business concerns – the contractors that participate or seek to participate in the SBG program. This information collection on five of the eight forms in this information collection (Forms 900, 901, 990, 994B, and 994H) impacts surety bond companies and surety bond agencies – the surety bond companies and agencies that participate or seek to participate in the SBG program. However, the economic impact on these entities is not significant. 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. In addition, 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. Finally, the newly created SBA Forms 900 and 901 will eliminate manual Surety signature requirements on SBA Forms 990 and 994H.

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. SBA Forms 900, 901 is the formal agreement used to grant sureties permission to request or apply SBA's guarantee. 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. SBA Forms 900 and 901 are only collected when surety bond companies and surety bond agencies apply to participate in the respective Surety Bond Guarantee program. SBA Form 990 is collected on every application only in the Prior Approval program. Only SBA Form 994 is collected on every application. SBA Form 994B is collected once per fiscal year on each Prior Approval program small business. SBA Form 994F is collected on each Prior Approval program application that has been over 90 days since the last SBA Form 994F collection. SBA Form 994H is collected on every claim-related submission for the Surety Bond Guarantee program.

7. Paperwork Reduction Act Guidelines:

No special circumstances exist. While SBA does collect confidential business information, this information is protected to the extent permitted by law. Information is submitted for each bond guaranteed, including confidential business and financial information. 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 9/05/2025 at 90 FR 43019. The comment period closed on 11/04/2025. SBA did not receive any comments.

9. Payments or Gifts:

Payments or gifts to respondents are not provided.

10. Privacy and Confidentiality:

The data collected can be accessed only by Agency personnel who have "a need to know". Surety companies are notified with the application 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). 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.

The data collection for the Surety Bond program is covered under the Capital Access Financial System (CAFS) Privacy Impact Assessment which can be found here: <https://www.sba.gov/documents?query=privacy+impact+assessment&type=5>. The System of Record Notice that supports CAFS is SBA 21, in which the latest revision can be found here: [2021-09064.pdf \(govinfo.gov\)](https://www.govinfo.gov/records/2021-09064.pdf). Also, SBA 26, Personnel Attorney Files, [SBA Privacy Act Issuance \(govinfo.gov\)](#), contains records that identify individuals authorized to execute bonds for

surety companies. The SORN and the PIA can also be found on our website at: www.sba.gov/privacy.

Personal Identification Information (PII) is collected on the individual owners and business regarding name, mailing address, TIN, financial statements, and demographics.

11. Questions of a Sensitive Nature:

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.

12. Burden Estimate:

SBA Form 900, Prior Approval Surety Participation Agreement:

The estimated annual burden imposed by this information collection is based upon SBA's analysis of the Fiscal Year 2025 participation in the SBG Program. The information collection is a nonrecurring collection, once per surety or agency, upon application to participate in the program. At initial release, there will be a total of 119 respondents – 119 sureties and agencies. Subsequent Fiscal Years are estimated to have 20 respondents – 20 sureties and agencies. The 3-year estimated average annual information collection will be 53 total respondents.

The total estimated burden is based on expected electronic submissions of the forms. SBA estimates that there will be a total of 53 electronic responses on average over the initial 3 years of information collection. The electronic responses include the application forms that are submitted to SBA electronically by sureties.

Total Annual Responses = 53

Hours per Response = 15 minutes or .25 hours

Total Estimated Annual Burden Hours = 13.25

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 [2024 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 (41-3021) equivalent)

- $13.25 \text{ hours} \times \$39.19/\text{hour} = \$519.27$

The total estimated annual cost burden to respondents = \$519.27

SBA Form 901, Preferred Surety Participation Agreement :

The estimated annual burden imposed by this information collection is based upon SBA’s analysis of the Fiscal Year 2025 participation in the SBG Program. The information collection is a nonrecurring collection, once per surety or agency, upon application to participate in the program. At initial release, there will be a total of 14 respondents – 14 sureties and agencies. Subsequent Fiscal Years are estimated to have 5 respondents – 5 sureties and agencies. The 3-year estimated average annual information collection will be 8 total respondents.

The total estimated burden is based on expected electronic submissions of the forms. SBA estimates that there will be a total of 8 electronic responses on average over the initial 3 years of information collection. The electronic responses include the application forms that are submitted to SBA electronically by sureties.

Total Annual Responses = 8

Hours per Response = 15 minutes or .25 hours

Total Estimated Annual Burden Hours = 2

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 [2024 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 (41-3021) equivalent)

- $2 \text{ hours} \times \$39.19/\text{hour} = \78.38

The total estimated annual cost burden to respondents = \$78.38

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 2025 submissions in the SBG Program. There was a total of 184 respondents – 184 sureties and agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of 7,799 electronic responses. The electronic responses include the application forms that are submitted to SBA electronically by sureties and agents.

Total Annual Responses = 7,799

Hours per Response = 15 minutes or .25 hours

Total Estimated Annual Burden Hours = 1,950

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 [2024 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 (41-3021) equivalent)

$$\text{Cost per Response} = .25 \times 39.19 = \$9.80$$

- $7,799 \text{ responses} \times \$9.80 \text{ per response} = \$76,420.50$

The total estimated annual cost burden to respondents = \$76,420.50

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 2025 submissions in the SBG Program. There was a total of 61 respondents – 21 small businesses, 20 contract owners, and 20 sureties and agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of 84 electronic responses. 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 businesses’ surety agents.

Total Annual Responses = 84

$$\text{Hours per Response} = 31 \text{ minutes or } .51 \text{ hours}$$

$$\text{Total Estimated Annual Burden Hours} = 14.3$$

The total Estimated Burden Hours to respondents is 31 minutes per response, or .51 hours. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2024 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 (47-4090) equivalent)

- $4.8 \text{ hours} \times \$25.44/\text{hour} = \$121.09$

Contract Owner Time – (Purchasing Managers (11-3061) equivalent)

- $4.8 \text{ hours} \times \$72.42/\text{hour} = \$344.72$

Professional Employee Time – (Insurance Sales Agents (41-3021) equivalent)

- $4.8 \text{ hours} \times \$39.19/\text{hour} = \$186.54$

The total estimated annual cost burden to respondents = \$652.36

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 2025 submissions in the SBG Program. There was a total of 2,485 respondents – 2,291 small businesses and 194 sureties and agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of 11,727 electronic responses. 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 = 11,727

Hours per Response = 30 minutes or .50 hours

Total Estimated Annual Burden Hours = 5,863.5

The total Estimated Burden Hours to respondents is 30 minutes per response, or .50 hours. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2024 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 (47-4090) equivalent)

- $2,931.8 \text{ hours} \times \$25.44/\text{hour} = \$74,583.72$

Professional Employee Time – (Insurance Sales Agents (41-3021) equivalent)

- $2,931.8 \text{ hours} \times \$39.19/\text{hour} = \$114,895.28$

The total estimated annual cost burden to respondents = \$189,479.00

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 2025 submissions in the SBG Program. There was a total of 146 respondents – 146 sureties and agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of 807 electronic responses. The electronic responses include the application forms that are submitted to SBA electronically by sureties and agents.

Total Annual Responses = 807

Hours per Response = 7 minutes or .11 hours

Total Estimated Annual Burden Hours = 88.8

The total Estimated Burden Hours to respondents is 7 minutes per response, or .11 hours. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2024 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 (41-3021) equivalent)

$$88.8 \text{ hours} \times \$39.19/\text{hour} = \$3,478.90$$

The total estimated annual cost burden to respondents = \$3,478.90

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 2025 submissions in the SBG Program. There was a total of 1,024 respondents – 873 small businesses and 151 sureties and agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of 1,968 electronic responses. 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 = 1,968

Hours per Response = 20 minutes or .34 hours

Total Estimated Annual Burden Hours = 669.1

The total Estimated Burden Hours to respondents is 20 minutes per response, or .34 hours. The following estimated annual cost burden to respondents is based on median hourly wage rates reported in the [2024 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 (47-4090) equivalent)

- $334.6 \text{ hours} \times \$25.44/\text{hour} = \$8,511.21$

Professional Employee Time – (Insurance Sales Agents (41-3021) equivalent)

- $334.6 \text{ hours} \times \$39.19/\text{hour} = \$13,111.41$

The total estimated annual cost burden to respondents = \$21,622.61

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 2025 submissions in the SBG Program. There was a total of 24 respondents – 24 sureties and agents.

The total estimated burden is based on electronic submissions of the forms. SBA estimates that there will be a total of 744 electronic responses. The electronic responses include the application forms that are submitted to SBA electronically by sureties.

Total Annual Responses = 744

Hours per Response = 15 minutes or .25 hours

Total Estimated Annual Burden Hours = 186

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 [2024 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 \(41-3021\) equivalent\)](#)

- $186 \text{ hours} \times \$39.19/\text{hour} = \$7,289.34$

The total estimated annual cost burden to respondents = \$7,289.34

Total Annualized Cost to the respondents = \$299,540.36

Total Estimated Annual Burden Hours to the respondents = 9,369 burden hours

13. Estimated nonrecurring costs:

None.

14. Estimated Costs to the Federal Government:

SBA Form 900, Prior Approval Surety Participation 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](#))

$5.3 \text{ hours} \times \$65.70/\text{hour} = \$348.21$

SBA Form 901, Preferred Surety Participation 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](#))

$0.8 \text{ hours} \times \$65.70/\text{hour} = \$52.56$

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 7 minutes per response, or .13 hours.

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

$1,014 \text{ hours} \times \$65.70/\text{hour} = \$66,619.80$

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 .1 hours.

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

$2.8 \text{ hours} \times \$65.70/\text{hour} = \$183.96$

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 .1 hours.

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

$1,172.7 \text{ hours} \times \$65.70/\text{hour} = \$77,046.39$

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 .1 hours.

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

$80.7 \text{ hours} \times \$65.70/\text{hour} = \$5,301.99$

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](#))

$$334.6 \text{ hours} \times \$65.70/\text{hours} = \$21,980.59$$

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 .1 hours.

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

$$74.4 \text{ hours} \times \$65.70/\text{hours} = \$4,888.08$$

Total Annualized Cost to the Federal Government = \$176,421.58

Total Estimated Annual Burden Hours to Federal Government = 2,679

The tables below combine all non-Federal burden estimates with Federal burden estimates to provide total combined burden estimates on each form.

	Time Per Response (Minutes)	Time per Response (Hours)	Cost per Response (Dollars)
Form 900	15	0.25	\$8.18
Form 901	15	0.25	\$8.18
Form 990	10	0.17	\$9.17
Form 991	10	0.17	\$7.47
Form 994	15	0.25	\$7.58
Form 994B	10	0.17	\$5.44
Form 994F	10	0.17	\$7.39
Form 994H	15	0.25	\$8.18

	Number of Responses	Annual Time Burden	Annual Cost Burden
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		(Hours)	(Dollars)
Form 900	106	18.6	\$867.48
Form 901	16	2.8	\$130.94
Form 990	15,598	2,964.0	\$143,040.30
Form 991	112	17.1	\$836.32
Form 994	35,181	7,036.2	\$266,525.39
Form 994B	1,614	169.5	\$8,780.89
Form 994F	5,904	1,003.7	\$43,603.20
Form 994H	1,488	260.4	\$12,177.42

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	11,472	\$475,961.94
Record Keeping	-	\$0.00
Third Party Disclosure	-	\$0.00
Total	11,472	\$475,961.94

15. Explanation of Program Changes or Adjustments:

All Forms

The increase in total annual responses and estimated burden hours from the previous submission are due to an increase in program usage and increase in median wages. Annual responses have been matched to actual annual responses experienced in the program. 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 900, Prior Approval Surety Participation Agreement:

- One-time responses are based on Surety participation agreements in the Prior Approval Program (Plan A).

SBA Form 901, Preferred Surety Participation Agreement :

- One-time responses are based on Surety participation agreements in the Preferred Surety Program (Plan B).

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. Expiration Date for Collection of Information:

Not applicable; SBA will display the expiration date.

18. Exceptions to Certifications for Paperwork Reduction Act Submissions:

None.

B. Collection of Information Employing Statistical Methods:

Not Applicable.

Clearance Copy

Response Explanation:

Form 900: Required to participate in the Prior Approval Program (Plan A).

Form 901: Required to participate in the Preferred Surety Program (Plan B).

Form 991: Required only if job started prior to application. Both small businesses and contract owners must complete the form.

Form 994: All Parts of Form required to be completed with first application each fiscal year. Small business responds but surety and agent must review response for accuracy and completeness before submitting the response to SBA.

Form 994F: Required per application unless already on file from within 90 days of the application. *(Prior Approval Program Only)*

Form 990: Required per initial application and per subsequent change to the initial submission. Only the surety and agent respond, and all small business information is already available. *(Prior Approval Program Only)*

Form 994B: Required to be completed with first application each fiscal year. *(Prior Approval Program Only)*

Form 994H: Required for each claim and recovery submission. *(Prior Approval Program Only)*