

SBA One Release 1.7

Lender Guide Version 3.0

February 29, 2016

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1. General Information

1.1 System Overview

SBA One:

- Automates and simplifies the SBA 7(a) loan guaranty process
- Offers one-stop-shop-for SBA 7(a) loan guaranty applications
- Supports a single data, content, and document management system to consolidate and reduce the data that lenders must store
- Improves the efficiency and effectiveness of performing lender oversight

SBA One System components include:

- PARRiS/Delegated Authority Renewals;
- Loan Origination System;
- R.A.P.I.D. (Request Applicant Principal Information Direct);
- Document Management System;
- Electronic Signature using third party vendor DocuSign.

2. System Summary

2.1 Loan Origination

The Loan Origination Solution in SBA One is based on SOP 50 10 5(f) Subpart A, B & C. The responses in the Borrower Information Form (SBA Form 1919) and the Lender Application Form (SBA Form 1920) determine the information that must be submitted to complete a SBA loan.

The RAPID (Request Applicant Principal Information Direct) process allows lenders to directly request information from the principals without having to make the principal come into the office or answer questions (some of which are confidential) over the phone. RAPID sends out an access link and password to the principal's email account. After the principal accesses the RAPID module and completes the principal specific questions, the answers are merged back into the loan application within minutes of being submitted.

2.2 PARRiS

The United States Small Business Administration (SBA) facilitates access to capital for thousands of small businesses every year. To get more capital to small businesses, SBA seeks to expand the number of lenders and the types of lenders that offer 7(a) Standard, Small and SBA Express loan programs to small businesses.

The 7(a) loan program is a multi-purpose business program in which the SBA guarantees a portion of the loan made by a lender (SOP 50 10 5 (F), Subpart A, Ch. 1, page 6). The credit score data is aggregated, analyzed and evaluated to assist in assessing the risk of each individual lender portfolio of SBA-guaranteed loans. SBA monitors the performance of individual lenders and compares them to their peers and portfolio averages.



PARRiS allows lenders to view their portfolio’s performance based on quarterly updates from the SBA loan systems. A lender may compare its current composite risk rating and other performance against their peer group.

PARRiS also features a semi-automated delegated authority renewal process. The process begins with the Quarterly Delegated Authority Renewal Report which is sent monthly from SBA One to OCRM (Office of Credit Risk Management) Analysts. The report includes a list of lenders that have delegated authority expiring in the corresponding month of the next quarter for the OCRM analyst to review. It also includes an automated notification process for the lenders and the District Officers. The inventory of lenders expiring in the next quarter is visible in each stage of the renewal process on the delegated authority renewal grid, and the grid allows the user to filter sort and view locations in different stages of renewal.

2.3 Technical Requirements

The technical requirements for SBA One are listed in the table below:

Supported Browsers	<ul style="list-style-type: none"> • Internet Explorer for Windows – version 11 • Mozilla Firefox for Windows – versions 31, 32, and 33 • Chrome for Windows – versions 36, 37, 38, 45 and 46
Supported Operating Systems	Windows XP, Windows Vista, Windows 7, Mac OS X
PDF Reader	Adobe® or similar software may be required to view and print PDF files.
Screen Resolution	1024 x 768 minimum
Security Settings	Allow per session cookies.

2.4 Systems Interfacing with SBA One

System	Description
CLS	The Capital Access Login System (CLS) manages access to the SBA loan systems.
Capital Access Financial System (CAFS)	The Office of Capital Access’ financial systems which include ETRAN, PIMS, and GPTS.

2.5 System Menu

The system menu is the main navigation and will list the options that are available to each User in SBA One. These options reflect the way each account is set up in the CLS system, where the User only sees those services in which permission is granted.

The table below provides more information about each option.

	<p>Displays the active loan applications currently in SBA One.</p>
	<p>Initiates the SBA One Loan Origination process. Refer to Section 5: Using Loan Origination.</p>
	<p>Presents the risk scores for lenders. See Section 6: Using PARRiS.</p>
	<p>Displays the loan document repository.</p>

3. Getting Started

Before you can use SBA One, you need a CLS ID and you need to request access through CLS.

3.1 Help Contacts

Refer to the table below when you experience any issues with the following systems.

System	Contact Information
CAFS Customer Support	CLS@sba.gov
SBA One Log In & System	SBA.One@bnymellon.com

3.2 Obtaining a CLS ID

- Review the CLS Instructions for SBA Banking Partners presentation to obtain an ID.
<https://caweb.sba.gov/cls/help/CapitalAccessLoginSystem-CLSLenders.pdf>
- Whether you are requesting a new CLS ID or if you already have one, you must request access to SBA One. See the Request Application Access section of the above CLS instructions.
 - Click the folder next to **Electronic Lending – Origination (ETRAN)**. Enter all the applicable Location IDs in the Enter/Edit your SBA location section.
 - Where applicable, Click the folder next to **Electronic Lending – Servicing (ETRAN)**. Enter all the applicable Location IDs in the Enter/Edit your SBA location section.
 - Click the folder next to **Partner Information Management System (PIMS)** and enter all applicable Location IDs in the View Partner Information section.
 - Click the folder next to **SBA One** and expand the list of roles and privileges by clicking the checkbox next to the desired roles (*See section 3.2.1: Selecting SBA One Roles for guidance*)
 - Add the location ID(s) in the boxes under the corresponding roles you would like to have at the respective locations
 - Click the **Submit** button.
 - Review the details on the approval process that are described in the CLS section mentioned above.
- After receiving approval for your CLS ID to access the SBA One application, you may log on to SBA One from the CLS portal.



3.2.1 Selecting SBA One Lender Roles

Click the checkboxes next to the roles you will need in the **SBA One Roles** section. Please use the chart below as a guide.

The following table describes the functions for each **Lender Role**.

Function	Loan Officer	Loan Processor	Underwriter	E-Tran Access	PARRiS for Lender
View loan application details	√	√	√	√	
View loan documents	√	√	√	√	
Create loan application		√			
Edit loan details (pre-approval)		√	√		
Upload loan documents		√	√		
Validate loan details		√	√	√	
View status of loan approval		√	√		
Submit to E-Tran				√	
Initiate e-Signature process		√	√		
View e-Signature process		√	√	√	
Sign loan documents	√	√	√	√	
View lender scorecard					√
View scorecard details					√
View lender average					√

3.3 Logging In

1. Open the CLS Login screen at https://caweb.sba.gov/ds/dsp_login.cfm.
2. Review the information on the Warning page then click the **I Agree** button.
3. Enter your User ID and Password then click the **Login** button.
4. Click the **SBA One** link in the “Loans” menu drop down.
5. On the SBA One login page, enter your CLS Password again, then click the **SIGN IN** button.

3.4 Logging Out

Log out by clicking the User Profile Icon at the top right corner of the screen’s toolbar. This will open the **User Profile** Window. Click the **Logout** button.

4. Using the Portal

The SBA One Portal manages user roles, entitlements and profiles, universal features such as the search function, a help page, the SBA Contact Us page, document management features, tools and add-ons (utilities), and basic navigational features.

The workspace displays helpful features such as:

- the loan pipeline where you may see the number of loan applications in each stage of the application process;
- reports, which are audit logs for lenders and auditors used analyzing application transactions;
- a navigation bar for the modules available in SBA One;
- alerts to items that need attention;
- a context management carousel that displays notices from the SBA, promotions and programs;
- a calendar and news and events notifications;
- SBA One also includes a search function, from which users may locate electronic versions of documents.

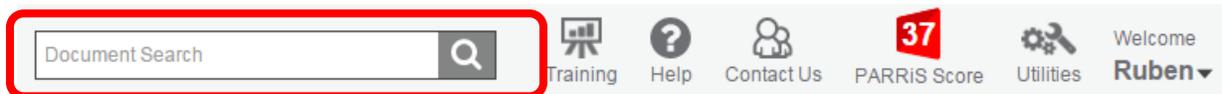
4.1 Search

The Search feature allows you to search for documents that were either uploaded or automatically generated in SBA One.

4.1.1 Basic Search

The Basic Search function allows you to search for documents in the Document Management System (DMS), portal web content and the PARRiS module of SBA One.

To conduct a Basic Search, enter information in the **Search** icon on the Toolbar. Click the **Magnifying Glass** icon to display a list of search results.



4.1.2 Advanced Search

The Advanced Search option allows you to enter additional criteria to refine the results from a Basic Search inquiry. Click the **Advanced Search** link in the top right of the page from the Basic Search results screen for more search options.



You may select any of these criteria in an Advanced Search:

- Content (text in the actual forms, keywords, etc.);
- SBA Loan Application ID (SBA One Internal Reference #);
- SBA Loan Number (Only for approved loans);
- Created By;
- Created Date (or range);
- Last Modified By;
- Last Modified Date (or range);
- Document Type (within the Ten-tab structure);
- Document Sub Type (within the Ten-tab structure);
- E-Tran Loan Number (E-Tran Application #);
- Viewable by Lender (Y or N; applies to SBA/Internal users).

When using the **Content** option to search for a document, enter the specific text you are looking for or a subset – the search function will return all of the documents that match any of the words entered. For example, to see a list of documents that contain the name Smith, enter Smith in the text box then click the **Search** button.

4.1.3 Training

The Training module is a self-paced training program which provides an overview of the SBAOne platform. The course is directed at Lenders interested in using SBAOne to originate and service 7(a) loans and to review their 7(a) portfolio risk metrics.

4.1.4 Help

The Help Feature provides information for users when creating, viewing, or modifying loans in SBA One. The help section includes frequently asked questions and SBA approved reference materials.

There are two types of Help Features that display on the SBA One Screen.

Icon	Name	Description
	Tool Tip	Provides general information about a field or selection option. When you click this icon, a small window appears with instructions to help you when creating a new loan application. Some Tool Tips include links that you can copy or paste in the URL window of your browser.
	Help Text	Provides more complete information about a field, and may include references to official policies.

4.1.5 Contact Us

The Contact Us page provides contact details for the SBA facilities.

4.1.6 PARRiS Score

The PARRiS Score appears on the Toolbar and the Risk Rating is visible when you place your cursor over the PARRiS Score icon:



The PARRiS Score and the icon color indicate the risk level.

Score	Icon Color	Risk Level
Less than 30	Green	Preferred
Between 30 and 43	Yellow	Acceptable
Greater than 44	Red	Less than acceptable

You may also click the PARRiS Score icon to review more detailed information and see the PARRiS Scorecard. For more information on PARRIS, please see Section 6.

4.2 Utilities

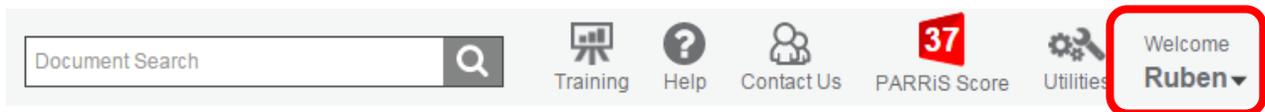
There are the following options in the Utilities menu:

- 1502 Dashboard:** this is a link to the 1502 Lender Reporting Summary on ColsonServices.com. If you already have access to the FTA system, you can enroll in the 1502 Dashboard from Colson Services. Otherwise, you have to enroll separately with FTA.

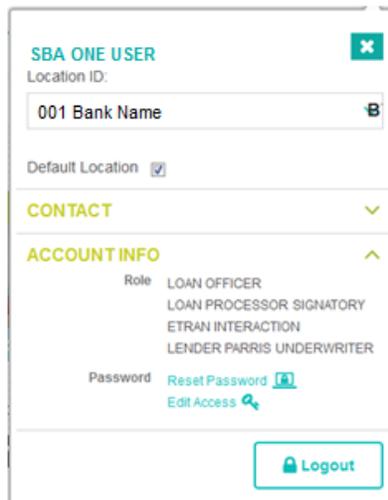
- **Guaranty Fee Estimator:** this is an optional worksheet you can download to estimate guaranty fees.
- **Re-Payment Calculator:** you can download an Excel template to calculate a revised payment amount if there are changes to loan amount, interest rate, or Maturity Date.

4.3 User Profile

Click the **Welcome** icon in the Toolbar to review detailed information about your Location ID, Contact Information, and Account Information.



Click the down arrow and expand the **ACCOUNT INFO** section to see your SBA One roles. See the [User Roles](#) section for more information.



4.4 Loan Pipeline

The Loan Pipeline screen is the summary view of the loan applications open for your institution, segregated by stage.

4.4.1 Loan Pipeline Stages

At any one time, open loan applications are in one of several stages. The number of applications in each stage of Loan Origination appears at the top of the Loan Pipeline chart.



See the Loan Stages section for more information.

458 LOANS		13 PRIMARY ELIGIBILITY		270 ELIGIBILITY		42 TERMS & CONDITIONS		4 AUTHORIZATION		69 UNDERWRITING		14 CLOSING		46 DISBURSEMENT	
Business Legal Name	Loan Number	Created By	Status	Created Date	Action										
Borrower A		Ajay Pandey	Application In-Process	18 May, 2015											
Borrower B		Ajay Pandey	Application In-Process	18 May, 2015											
Borrower C		Devi Janarthanam	Application In-Process	15 May, 2015											
Borrower D		Thilagavathy Rajendran	Application In-Process	14 May, 2015											
Borrower E		Elaine jessamine	Application In-Process	11 May, 2015											
Borrower F		Ajay Pandey	Application In-Process	05 May, 2015											

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Clicking the column headings sorts them in ascending or descending order for the highlighted stage.

Note: The Loan Pipeline chevrons will display when you maximize the resolution of your browser. If you resize the browser display, each of the Loan Pipeline stages will display as a drop down list instead of the chevrons.

Use the scrollbar on the bottom right to scan the full list. Use the navigation links at the bottom to scroll through the pages in the grid.



You can quickly filter by loan status by using the **Status** dropdown.

Our Loan Pipeline [Check Credit Score](#) [Create New Loan](#)

40 LOANS		1 PRIMARY ELIGIBILITY		8 ELIGIBILITY		4 TERMS & CONDITIONS		0 AUTHORIZATION		20 UNDERWRITING		3 CLOSING		4 DISBURSEMENT	
Search by Business Legal Name				Status		All								Go	

4.4.2 Lender Action Column

The Action column includes icons to help you determine what you may perform with a loan application. The options are listed in the table below.

Icon	Description	Action
	Edit Loan	Authorized users may edit a loan application.

Icon	Description	Action
	View Document	Allows the user to view all versions of the documents associated with the selected loan in a pop-up window.
	Upload Document	This launches the Document Upload window.
	Print Documents	Allows the user to print loan and credit memo details.

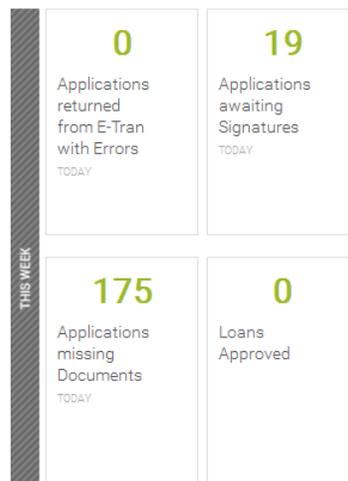
Only relevant icons will appear for a given loan application.

4.5 Alerts

Each Alert displays an important message or a loan application count based on E-Tran responses. The E-Tran responses may be viewed in the **Documents** tab.

Notifications will display on the My Workspace and PARRiS pages. Alerts will include information on the renewal status of delegated lenders, actions required at various stages, important dates, and upcoming events.

My Alerts



Refer to the table below to review the types of alerts that are generated in SBA One, where they are located, and what you can do to learn more.

Alert	Section	Actions
Application returned from E-Tran with errors	Documents Tab	<ol style="list-style-type: none"> 1. Click the Documents tab. 2. Click the link under the Business Legal Name column to open the loan documents repository. 3. Click the Validate E-Tran button. 4. Click the E-Tran Response button. 5. Review the error messages that display when the browser page opens.
Applications awaiting signatures	Documents Tab	<ol style="list-style-type: none"> 1. Click the Documents tab. 2. Click the loan under the Business Legal Name column to open the loan documents repository. 3. Review the DocuSign Status; look for documents that have been generated and sent for signature but not yet signed (these are documents that do not have a status of Completed).
Applications missing documents	Documents Tab	<ol style="list-style-type: none"> 1. Click the Documents tab. 2. Click the loan under the Business Legal Name column to open the loan documents repository. 3. Review the DocuSign Status. 4. Click the Submit to E-Tran button. 5. Review the list of forms on the pop-up message. Complete the steps for sending forms for electronic signature. See the E-Signature section.
Loan applications approved	Loan Origination Pipeline/ Documents Tab	<ol style="list-style-type: none"> 1. Click the Documents tab. 2. Click the loan under the Business Legal Name column to open the loan documents repository. 3. Enter Fund in in the Application Status search field then press the Enter key. <p>Note: This alert includes all loan applications with any of the following statuses:</p> <ul style="list-style-type: none"> • Approved Pending Funding; • Funded; • Funded Pending Loan Number.

4.6 News Carousel

The Carousel will display articles and information from the SBA, special promotions, programs, and other important information. The carousel includes:

- Images that provide a link to the SBA.gov web site;
- Announcements (available in a future release of SBA One);
- Calendar of Upcoming Events (available in a future release of SBA One).

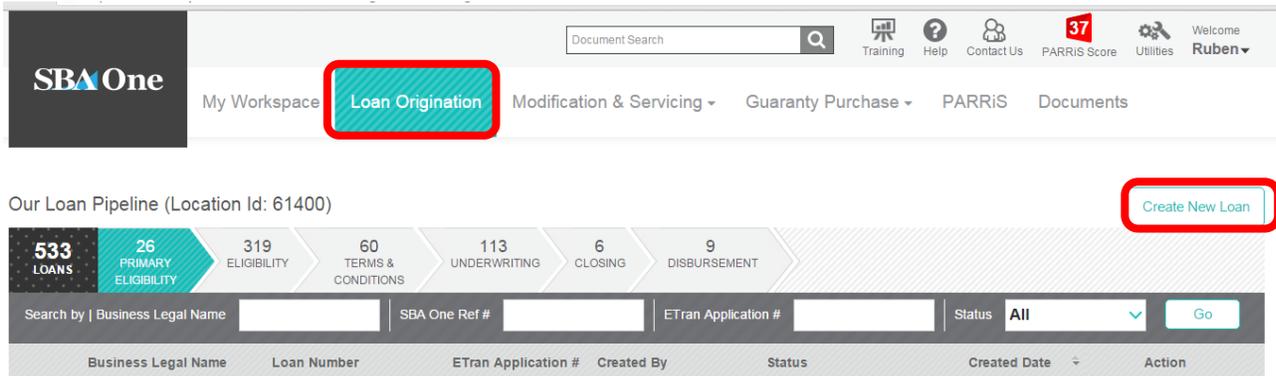


5. Using Loan Origination

The Loan Origination module guides you through the process by presenting the questions necessary to generate an SBA Loan application. The following sections describe some of the features.

5.1 Creating a New Loan

Create a new loan guarantee application in SBA One by clicking the **Loan Origination** menu option, then the **Create New Loan** button. The ability to create loans is based upon your User Role. See [User Roles](#) section for more information.



The screenshot shows the SBA One user interface. At the top, there is a navigation bar with the SBA One logo on the left and a search bar on the right. Below the search bar, there are several menu items: "My Workspace", "Loan Origination" (highlighted with a red box), "Modification & Servicing", "Guaranty Purchase", "PARRiS", and "Documents". Below the navigation bar, there is a section titled "Our Loan Pipeline (Location Id: 61400)" with a "Create New Loan" button (highlighted with a red box). The pipeline consists of several steps: 533 LOANS, 26 PRIMARY ELIGIBILITY, 319 ELIGIBILITY, 60 TERMS & CONDITIONS, 113 UNDERWRITING, 6 CLOSING, and 9 DISBURSEMENT. Below the pipeline, there is a search bar with fields for "Business Legal Name", "SBA One Ref #", and "ETran Application #", and a "Status" dropdown menu set to "All". At the bottom, there is a table with columns for "Business Legal Name", "Loan Number", "ETran Application #", "Created By", "Status", "Created Date", and "Action".

5.2 Expert and Guided Path Options

When you create a new loan application, you will see the following pop-up window that displays the two options: **Guided Path** or **Expert Path**.



The screenshot shows a pop-up window with two options: "GUIDED PATH" and "EXPERT PATH". The "GUIDED PATH" option is selected and has a green checkmark. The "EXPERT PATH" option is unselected and has a grey circle. Below the options are "Ok" and "Cancel" buttons.

GUIDED PATH
Use this path if you know it has to go to the LGPC, the deal is complicated, or if you have only done this a few times.

EXPERT PATH
Use this path if you don't need help / can do this in your sleep, and you know that it will go PLP or Express.

Ok Cancel

5.2.1 Guided Path

The Guided Path is the default option for non-delegated lenders when a new loan is created. It provides more detail than in the Expert Path option, and includes many validations and additional requests for inputs on behalf of the lenders. In the Guided Path, all the questions necessary to complete Loan Application forms 1919, 1920, and other SBA forms are provided.



5.2.2 Expert Path

This option only presents the minimum questions necessary to generate required SBA forms.

If presented with the Expert Path option and you have little familiarity using SBA One, you should consider the Guided Path option.

5.3 Graphical Features in Loan Origination

SBA One contains features that allow you to enter information quickly and effectively.

5.3.1 Required Questions

A red asterisk (*) indicates required questions.

5.3.2 Back and Continue Buttons

The **Back** and **Continue** buttons appear on each page of the SBA Loan Origination Solution. Use them to navigate instead of using the browser buttons.



Clicking the **Continue** button saves your entries and selections and brings you to the next page. The **Back** button does not save your changes. It only returns you to the previous page.

If you leave the page without clicking the **Continue** button, such as by using the browser's back button, data on the page will not be saved.

5.3.3 Progress Chart

The Progress Chart is used as a guide to help you track your progress in completing the loan application stages in SBA One. The calculation is expressed as the number of pages you have completed out of the number of pages in that stage.



5.3.4 Icons

These are the actions you may perform in the Loan Origination grids.

Icon	Name	Description
	Details Window	<p>Opens a grid where you must enter required details about the current question.</p> <p>After you complete the details, click the X button in the upper right corner to save the data entered and close the window.</p>
	Trash can	Removes any information you may have entered in error.

5.4 Loan Stages

Stage	Description of Functionality
Primary Eligibility	Includes some initial questions to determine if a borrower is eligible for an SBA Loan.
Eligibility	Determine if the business that has applied for the loan, the borrower, and the proceeds of the loan application are eligible according to SBA regulations. Enter the amount of the loan, how the loan will be used, the sources of funding, and any equity injection. Verify the SBA Credit Score in this phase, and also select the SBA program (7a, PLP, SBA Express).
Terms and Conditions	Specify the interest rate and payment terms for the loan application, and any conditions for the loan. Examples include fixed asset or compensation limitations, extraordinary servicing fees, and late charges. Select from a number of payment options for both fixed and revolving loans.
Authorization	Identify conditions that flow through to the SBA Loan Authorization. There are specific questions that will be used to complete the authorization based on the amount of the loan and its proceeds. Examples of authorization include Construction and Environmental Provisions.
Underwriting	Provide detailed information about the credit aspects of the loan. Details may include the ability to repay the loan, amounts of debt or worth, any amounts of Equity Injection, or any Standby Agreements. Also provide information about any collateral such as the amount available, who owns the collateral, whether there are any prior liens, and if the loan is more than \$350,000.



Stage	Description of Functionality
Closing	Refer to the items in a checklist provided for the lender's closing department. Certify that the loan has been properly closed, and upload any documentation that will be used in the closing process.
Disbursement	Identify how the loan was disbursed, to whom, when, and what the loan was used for. Verify that the loan was disbursed in accordance with SBA loan authorization.

5.4.1 Primary Eligibility Stage

Preliminary questions presented to a lender to determine if a borrower is eligible for an SBA Loan.

5.4.2 Eligibility Stage

This stage deals with background about the borrower, and includes questions regarding credit information (the date obtained, the source, and the credit score) and any history of criminal activity.

Eligibility Stage – The Basics Section

When there is more than one borrower on a loan, you may add multiple rows in this section. For example, if there are two borrowers applying for a loan such as a Limited Liability Partnership, you will need to complete information for each borrower.

Eligibility Stage – About the Business Section

Provide information about the business itself. This section includes questions about the following:

- General;
- Business Type;
- Affiliates;
- Size Standard;
- Franchise;
- Special Program;
- Credit Availability.



Eligibility Stage – About the Business Size Standard Section

The two Size Standard options have additional questions based on your response.

- SBA Size Standard;
- Alternative Size Standard.

If you select the **SBA Size Standard**, you will need to:

1. select the Indicate Primary Business indicator;
2. enter the appropriate NAICS (North American Industry Classification System) code;
3. click the button next to NAICS to open the pop-up window.

If you select **Alternative Size Standard**, you will need to:

1. select the Indicate Primary Business indicator;
2. enter the appropriate NAICS code;
3. enter dollar amounts in the **Tangible Net Worth** and **Av. Net Income** fields.

Eligibility Stage – About the Business – Franchise Section

Indicate if the borrower has an agreement with a franchise, a license, or a dealer. If you indicate the borrower has such an agreement, you will need to enter the name of the franchise. You may also see if the borrower is listed in the Franchise Registry.

Eligibility Stage – About the Business – Special Program Section

If the amount of the loan is less than or equal to \$350,000 a credit score is required. SBA Express loan programs do not require scoring in the application process. Loans over \$350,000 are not scored, and must be fully underwritten

You may also need to enter the names of the agents used to complete the loan application.

Eligibility Stage – About the Principals / Guarantors Section

Provide information about the applicants applying for the loan. Principals are added for every borrower in the Eligibility Stage. There are two types of principals: **Individual** and **Entity**. If you select Entity as a principal, you will need to add individuals as principals of the entities as well.

Be sure the **Total % Owned** in the Principal grid adds up to 100% (including the percentage owned in the Entity principal). Otherwise, you cannot advance to the next stage.

Note: There are several sections on this page. Be sure to scroll down in your browser and complete the Borrower Contact and Borrower Address sections near the bottom.



The Eligibility Stage also includes the option to send a RAPID request to the principal. For more information, see Section 5.7, RAPID Process.

Eligibility Stage – About the Business – Ethical Requirements

This stage verifies that you and any associates conduct business in compliance with the Code of Federal Regulations. Ethical requirements pertain to those seeking to secure a loan, and are required to notify the SBA of unethical behavior from an associate.

Eligibility Stage – About the Business – Conflict of Interest

Verify that there is no conflict of interest between the borrower and the SBA.

5.4.3 Terms and Conditions Stage

This stage includes several questions about:

- the amount of the loan;
- type of loan (term or revolving);
- maturity period;
- program type;
- guaranty: percentage, amount, and fee(s);
- interest rate;
- accrual method;
- interest rate swap contracts;
- loan disbursement;
- payment terms (amount and frequency);
- repayment terms (this includes guaranty, servicing fees, and late charges).

At the bottom of this page is the **Guaranty Fee (\$)** field. If you do not know the dollar amount to enter in this field, the **Guaranty Fee Estimator** can help you.

Click the **Guaranty Fee Estimator** link to open an Excel template.

Enter amounts for:

- program type;
- loan amount;
- maturity period;
- loan amount approved in the previous 90 days.

The Guaranty Fee Estimator calculates the following:

- guaranty percentage;
- guaranteed portion (in percentage);
- guaranteed portion (in dollars).

Terms and Condition Stage – Interest Rate Section

Select the type of interest that applies for the loan. The option that you select in the **Interest Rate** drop down list will determine if you need to complete additional fields in this section.



Terms and Conditions Stage – Disbursement Section

Review the default values (for the number of months) that display in this field, and change if necessary.

Terms and Conditions Stage – Repayment Section

Select the payment terms and repayment date.

5.4.4 Underwriting Stage

This section includes the following sections:

- Credit Analysis;
- Collateral;
- Insurance.

Underwriting Stage – Credit Analysis Section

The loan amount, the program type, and the usage of proceeds default on this page. You may need to scroll down to complete the section about the history of the business requesting the loan, the sources of funds, and how they are used. There are also questions about how long the business has been in operation and the management's experience in the industry.

If there are hyperlinks in this section, you may download a form to Excel. Open the dialog box, complete the spreadsheet, save it to your local computer, and find the file in list of downloads in your browser. You can also upload spreadsheets to the 10—Tab folder structure on the **Documents** tab. (See Section 5.6.2, Document Actions.)

Underwriting Stage – Collateral Details Section

Enter detailed information about the collateral including a description of the collateral and the basis for valuation.

Underwriting Stage – Insurance Section

Respond to the questions about the borrower's insurance.

5.4.5 Closing Stage

This stage provides a confirmation message about the status of the loan application. Closing will vary depending on the loan amount and the program type.

When you reach the end of the loan details, you will see a confirmation message. Verify that all stages in Loan Origination have a green check mark in the left navigation panel. The green check mark indicates you have completely answered all required questions. If any stage does not have a green check mark, click the **Review Loan** button on the confirmation message. Review the sections that are unchecked. Respond to all required questions and provide any missing information. When all Loan Origination stages are complete, click the **View Documents** button to begin generating documents and sending them out for signatures or uploading them.

5.4.5.1 Completion Checks

Before a loan application is submitted to E-Tran, SBA One will verify that the necessary documentation is complete and signed. Documents may include forms automatically generated by the system or forms that you have uploaded.

Click the **Closing Guidance** and **Closing Checklist** links to verify you have completed the necessary steps in the Loan Origination application.

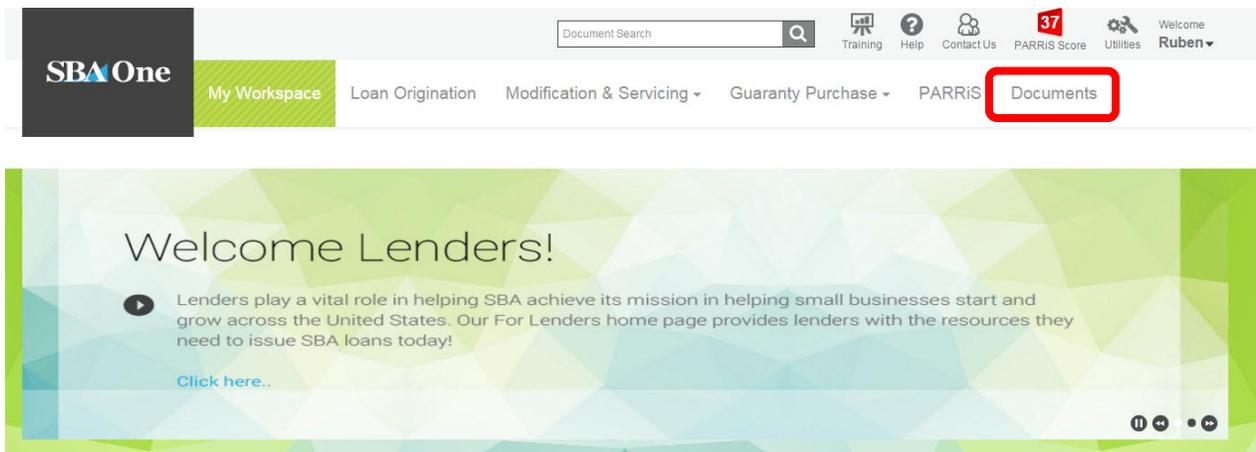
Note: The list of required documents varies depending on the loan guaranty program type.

5.4.6 Disbursement Stage

Determine how the proceeds of the loan will be used. Enter the date when the loan amount will be distributed, the name of the person who will receive it, the purpose, and the amount to be disbursed. You may provide additional information by clicking the **Upload Documents** button. Refer to the Document Actions section.

5.5 Document Management System

Click the **Documents** link to navigate to the Document Management System.



After you complete the loan application process, SBA One will generate several documents which have a 10-digit loan number populated in the loan pipeline. Some are required for the loan application itself, and some are optional. (Refer to the [SBA Forms Appendix](#).) Loan documents are maintained in SBA One's Document Management System (DMS).

DMS uses the SBA's 10-Tab format to organize forms. Documents are generated from the responses collected in the loan origination process, and you may also upload your own documents such as loan files, reports, action plans, and correspondences.



5.5.1 Navigating Documents

Click the Documents link to see the loan applications for your location ID. Clicking the **Business Legal Name** column sorts the list based on the column. Use the text boxes under the column headings to filter the list.

Business Legal Name	Application Status	SBA One Ref #	ETRAN Application #	ETRAN Loan #	Program Type
<input type="text"/>					
Business One		10258			SBA Express
Business Two		10257	10655114	8035585008	SBA Express
Business Three		10256	10655086	8035455004	SBA Express
Business Four		10255	10655084	8035435009	SBA Express
Business Five		10254			SBA Express
Business Six		10243	10655113	8035575005	SBA Express
Business Seven		10229	10655035	8035315008	SBA Express

TAB-1 (Application) is the tab that displays by default, but you may also click the other nine tabs to review the forms that may appear. Not all tabs will necessarily have forms displayed in the Document Grid. Note that the number in the ovals refer to the number of forms in each folder.

Loan Origination

SBA Express Program (12089)

- ▶ TAB 1 Application 2
- TAB 2 Lender's Credit Memo 2
- TAB 3 Authorization 1
- TAB 4 Owner/Operator Personal Information 2
- TAB 5 BV, Refi. Transcripts M&E to be Acquired 0
- TAB 6 Business Financials 0
- TAB 7 Affiliate Financials 0
- TAB 8 Franchise Docs & Purchase Agreements 0
- TAB 9 Appraisals, Environmentals, Lease Agreements 0
- TAB 10 Supporting Docs (Other) 2

[▶ Documents](#)
[▶ View Application](#)

[Validate E-tran](#)
[Submit To E-tran](#)
[E-tran Response](#)

Form Name	DocuSign Status	Created By	System/Manual	Actions
Form 1919_Business_1	completed	elaine_jessamine	System Generated	
Form 1920 -Business_1	completed	elaine_jessamine	System Generated	

[+ Add Document](#)

****Please hit the refresh icon to see the most current document status**

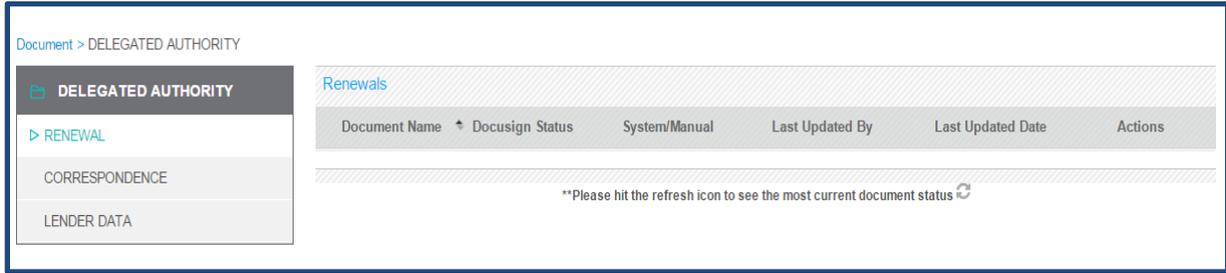
If you have Delegated Authority status, you will see the **View Delegated Authority** link under the Documents menu option. Click the link to see the folder structure for your location.

Documents

[View Delegated Authority](#)

Business Legal Name	Application Status	SBA One Ref #	ETRAN Application #	ETRAN Loan #	Program Type
---------------------	--------------------	---------------	---------------------	--------------	--------------

Here, you will find three Delegated Authority folders: **Renewal**, **Correspondence**, and **Lender Data**. You will be able to view and upload documents in these three folders.



RENEWAL: This folder will store such documents as the Good Standing Letter and Renewal Agreements, as well as Denial letters, and Extension notifications.

CORRESPONDENCE: This folder will store other correspondences with lenders and district office contacts.

LENDER DATA: This folder will store other documentation used to supporting any corrective actions.

Note: The folders may appear even if you do not have a Delegated Authority History.

Click the **Refresh** icon  at the bottom of the Documents grid so you can see the most current status for the documents in the 10-Tab Structure.

There are also document counts on the navigation panel. These numbers correspond to the number of documents on each tab.

The buttons at the top of the grid and their functions are explained in the table below.

Button	Function
	Sends the response to E-Tran, but does not submit the loan application. Use this button to check for any errors in loan application data. You may validate data at any stage after you have completed the Terms and Conditions stage.
	Submits the loan application to E-Tran, but only after you have completed the required documents.
	After validating or submitting a loan application, you may review the response from E-Tran. The message may display in a separate browser window. Review the information, take appropriate error resolution action and close the window.

Button	Function
	After validating or submitting a loan application which is then referred to the LGPC for processing, you may check E-Tran to see if the reviewer status has been advanced and/or the loan has been approved.

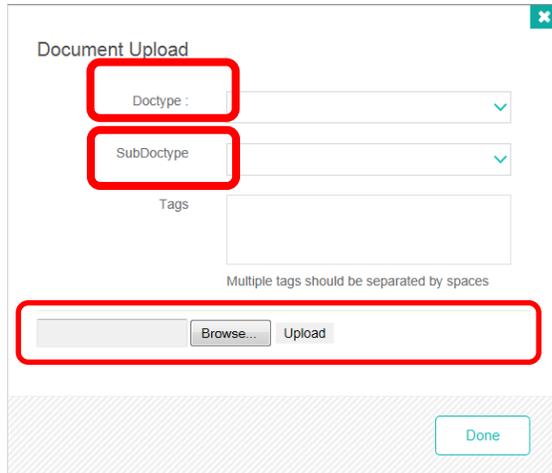
5.5.2 Document Actions

The icons in the actions column and their functions are summarized in the table below:

Icon	Name	Function
	Generate PDF	Generates the document into a PDF file.
	View Document	Saves a version of the document in the Downloads folder of your browser.
	Send For DocuSign	Sends the document to DocuSign for signature.
	Upload Document	Uploads the document into the DMS.

5.5.2.1 Uploading Documents in Internet Explorer

1. Click the  in the Action column in the Loan Pipeline or Documents Grid. The **Document Upload** window will open.



2. Click the **Doctype** drop down list to determine the tab in which the document will be stored. Select from one of the 10 tabs in the left navigation section.

3. Click the **SubDoctype** drop down list and select the form (or forms) you want to upload.
4. In the **Tags** section, enter search terms to help you find the document using the Basic Search function. If you enter more than one tag, be sure to include a space between each one. Tags do not work in the **Advanced Search**.

Some examples of what you may enter in the Tags section include:

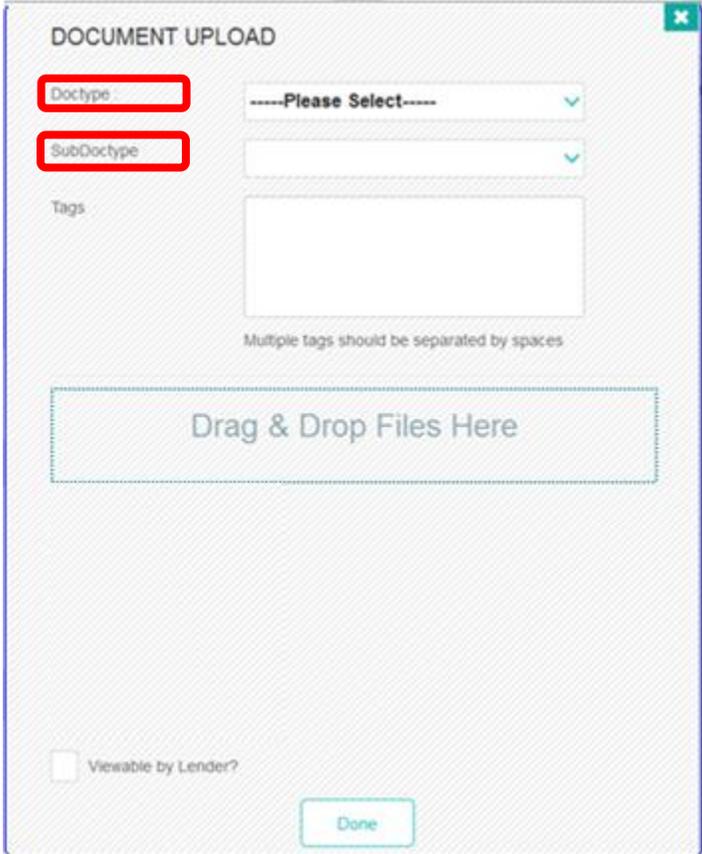
- Name of Business
 - Borrower's Name
 - Principal
5. Click the **Browse** button.
 - On the **Choose the File to Upload** window, navigate the document's file location.
 - Click the desired file.
 - Click the **Open** button.

The filename will appear to the left of the **Browse** button.

6. Click the **Upload** button.
7. Click the **Done** button. The document will display in the Documents Grid.

5.5.2.2 Uploading Documents in Chrome or Mozilla browsers

1. Click the  in the **Action** column in the Loan Pipeline Grid or the Documents Grid.



DOCUMENT UPLOAD

Doctype: -----Please Select-----

SubDoctype: -----

Tags:

Multiple tags should be separated by spaces

Drag & Drop Files Here

Viewable by Lender?

Done

2. Click the **Doctype** drop down to determine the tab in which the document will be stored. Select from one of the 10 tabs in the left navigation section.
3. Click the **SubDoctype** drop down list and select the form (or forms) you want to upload.
4. In the **Tags** section, enter search terms to help you find the document using the Basic Search function. You may enter more than one tag, but if you do, be sure to include a space in between each one. Some examples of what you may enter in the Tags section include:
 - Legal Business Name;
 - Borrower's Name;
 - Principal.
5. Select the form to upload.
6. Click the file and drag it to the **Drag & Drop File Here** box.
7. Click the **Done** button. The document will display in the Documents Grid.

5.6.3 Sending forms for signature

After completing the Loan Origination process, you send forms out for signature. DocuSign is integrated with SBA One to permit authorized personnel enter signatures on SBA forms. There are two methods a signer can apply a signature:

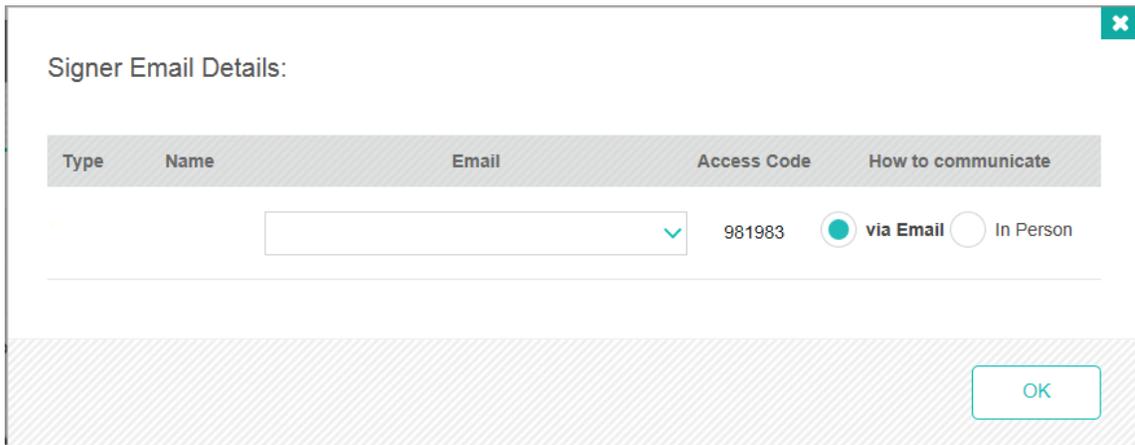
- sending documents electronically, or
- allowing signers apply a signature in person by applying a signature in ink before sending by fax or scanning.

5.6.3.1 Sending Documents for E-Signature

1. Click the **Documents** menu item to review the items in the Document grid.
2. Find the loan application under the **Business Legal Name** column, and click to launch the 10-Tab document inventory. (Tab 1 – Application is selected by default.)
3. Click the appropriate tab in the Document Inventory to find the form that you want to send for an electronic signature.

Note: Certain forms will need to be signed and uploaded in the Documents tab before the loan can be submitted. See Section 7.2 in the Appendix to determine when forms are generated in SBA One, and which loans are required, conditional, and optional.

4. Click  in the **Actions** column. You will see a message that indicates the document will be available in view mode. Click the **OK** button on the message to continue.
5. Click  icon. The **Signer Email Details** window displays.



Type	Name	Email	Access Code	How to communicate
		<input type="text"/>	981983	<input checked="" type="radio"/> via Email <input type="radio"/> In Person

OK

6. Review the name that defaults in the **Name** field.
7. Select the signer's email address from the **Email** drop down list.
8. Make sure the **via Email** option in the **How to communicate** section is selected.



If there is more than one borrower name in this window, select every name. Each signer will receive a separate message with an individual access code.

9. Click the **OK** button. You will see a confirmation message that the document has been sent to DocuSign.

The person you selected in the Signer Email Details window will receive two e-mail messages from DocuSign:

- the first message includes instructions to review the document you have sent;
- the second message includes an access code that the signer enters in the DocuSign website.

The signer must answer the requested Knowledge Based Authentication (KBA) questions before entering a signature. KBA questions may include Social Security Number, address, or date of birth. The signer has only three attempts to answer the security identifying questions. Otherwise, authentication will fail, and the form will be returned back to you.

The signer may also select one of the following options when receiving the loan application form:

Option	Notes
Finish Later	<p>The signer can save the document in its current state and finish the signing process later.</p> <p>The signer needs to enter a signature within 30 days of receiving forms. After 30 days, you will need to resend to the signer.</p>
Print and Sign	<p>The signer prints the document and signs in ink. The document can be uploaded or returned to you by scanning/emailing or faxing.</p> <p>See the Signing the Forms in Person section below.</p>
Assign to Someone Else (witness signature)	<p>The original signer enters the e-mail address for another signer who will be responsible for reviewing and signing the forms.</p>
Decline to Sign	<p>The signer chooses not to sign and describes why in the Reason field. You will receive a notice when this happens.</p>



After the signer accesses DocuSign and enters an electronic signature or declines to sign the document, the DocuSign status in the Document Management System 10-Tab Structure will be updated.

Refer to the table below:

Status	When Status is Updated	Notes
Pending	The user initiates signature process.	
Sent	The form was sent to the signer.	
Completed	The signer has received the submitted loan application and applied an electronic signature.	<ul style="list-style-type: none"> The lender will receive an email notification.
Declined	Signer declines to sign the loan application.	<ul style="list-style-type: none"> Loan applications will expire 30 days after the signer receives the notification. The lender receives an e-mail notification.

To review the status for loan application forms, click the **Documents** menu, and click on the selected loan application under the **Business Legal Name** column. Click the Refresh icon to review the most current status for the documents in the 10-Tab Structure.

Click the **Validate E-Tran** button to validate the loan. If there are no errors, click the **Submit to E-Tran** button to submit for final approval. If the loan is successfully approved, you will receive an e-mail notification that indicates the loan application was approved. Click the **E-Tran Response** button to review the details of the loan application.

When submitting a loan application from one of the Non-Delegated programs (CLP, 7a Standard, 7a Short Term, or 7a Small Non-delegated) to E-Tran, the loan has a Status of **In Review – Reviewer 1** in the Loan Pipeline. The LGPC (Loan Guaranty Processing Center) will need to review the responses in the Underwriting stage and also the loan documents before the loan number can be generated.

When submitting a loan application as 7a Small Delegated, the loan has the Status of **In Review – Reviewer 1** in the Loan Pipeline and the loan number will be available only after the LGPC review.

5.6.3.2 Signing the Forms in Person

You also have the option to print a hard copy of the loan application form and have it signed.

1. Select the **In Person** option in the **How to Communicate** section.
2. Click the **OK** button.
3. Click the **View Document** icon, and print a copy of the form.

4. Send the form to the signer, and request that he or she sign the form in ink. The signer has several options to return the loan application:
 - scan a copy and send as an attachment in an e-mail;
 - mail a copy;
 - return in person.
5. When you receive a copy of the signed form, click the **Add Document** button to manually upload the form into DMS.
6. When all required documents appear as **Complete** in the DocuSign Status column, click the **Validate E-Tran** button to validate the loan application. If there are no errors, click the **Submit to E-Tran** button to submit for final approval. If the loan is successfully approved, you will receive an e-mail notification to indicate that the loan application succeeded. Click the **E-Tran Response** button to review the details of the loan application.

5.6 RAPID Process

RAPID (Request Applicant Principal Information Direct) is a website used to gather information from a principal associated with a loan application. This is an optional step in the Loan Origination module, and if you decide to launch the RAPID process, SBA One will automatically send two e-mail messages to the principal you identified in the About the Principals / Guarantors section.

The first message includes a link that the principal clicks to launch the RAPID web site. The second message includes an Access Code that principal enters into the RAPID screen, where, if the credentials are accepted, the principal can respond to loan application questions. All responses are optional in the RAPID request. If principal does not reply to all questions in the RAPID process, you will need to enter responses in the Eligibility Section. When the principal submits responses, they are synched in the SBA One loan application. This feature is helpful when there are multiple principals associated with a loan application, or the lender feels that the principal can more efficiently complete the questions on the application.

Note: The loan application will be locked (except for the RAPID screen) until the earlier of the following occurs:

- all principals to whom a RAPID request has been sent responds;
- the RAPID request link expires (usually two days);
- the RAPID questionnaire expires (usually five days).

If you decide **not** to begin a RAPID process for the loan application, select the No option and click the **Continue** button. You will be taken to the Eligibility – Financial Needs section.

To Begin a RAPID Process

1. Click **Yes** next to the question “Do you wish to begin the RAPID process for the loan application?”
2. Click the **Continue** button.
3. Review the Borrower and Principal information in the Principal Summary table. Click the checkbox next to each principal who will receive a RAPID request.
4. Enter the e-mail address for each principal.
5. Click the **Send Mail** button. The  icon will appear to the left of the **Business Legal Name** indicating a RAPID request was sent to the borrower. You will not be able to make any changes to the loan application until:
 - all selected principals have submitted responses to the RAPID request; or,
 - the RAPID request expires for all selected principals. The request will expire if the principal does not do either of the following:
 - click the link in the RAPID notification within 48 hours after it was initiated;
 - submit a response to the RAPID request within five days after it was initiated.

After the principal accepts the RAPID request, responds to the questions, and submits, the icon no longer displays in the Loan Pipeline.

Note: If this  icon displays in the Loan Pipeline, it indicates that there may be an error in the RAPID process. If the **Status** column displays **Access Expired**, it means more than five days have passed from the time after the request was initiated. Click the icon to access to the RAPID Summary screen, and review the Status column. Enter the principal’s correct email address. Click the **Send Mail** button to re-send the RAPID request to the principal.

6. Click the **Loan Origination** menu option, and click the Eligibility chevron in the Loan Pipeline. Enter the name of the loan application in the **Business Legal Name** search box then click the **Go** button.
7. Click  icon in the **Action** column.
8. Click the **Close RAPID** button on the Eligibility Summary page.
9. Click the **Continue** button to make additional edits to the loan application.



Eligibility Stage – About the Business - Financial Needs

There are sections on this page you may need to complete:

- Purchase of land and building
- Machinery and equipment
- Furniture and fixtures
- Working Capital
- Refinancing of existing debt
- SBA Guaranty

Based on the amount you enter in the Use of Proceeds section, you may need to answer additional questions about the finances related to the borrower's loan. If the loan requires multiple proceeds for any of the items listed above, click one of the **Add** buttons in the Financial Needs grid to enter more information about the proceeds and any amounts.

If you indicated that businesses have been acquired in the About the Business section, you will see a new entry for them in the Use of Proceeds table.

6. Using PARRiS

PARRiS is an acronym for **P**erformance, **A**sset Management, **R**egulatory Compliance, **R**isk Management, and **S**pecial Items.

Component	Objective
Portfolio Performance	The degree of financial risk to SBA that a lender presents considering overall portfolio performance indicators and attributes.
Asset Management	The quality of the origination, servicing and liquidation practices in the lender's SBA operation. This component also includes an assessment of how effective the lender's SBA program management and related risks are.
Regulatory Compliance	An assessment of the lender's compliance with SBA Loan Program Requirements.
Risk Management	The overall institution risk and a lender's use of an effective governance model to identify, understand, and mitigate risk exposure in its 7(a) portfolio.
Special Items	A list of additional key metrics or items that are not included in the other components but may pose risks to SBA or present program integrity concerns.

The PARRiS Score is a composite risk model that uses data in SBA's Loan and Lender Monitoring System (L/LMS) to assess the risk of 7(a) lenders. SBA assigns all SBA lenders a PARRiS Score on a quarterly basis.

With the PARRiS dashboard, you may:

- search overall credit quality for lenders, both for current and historical (previous eight quarters) risk information;
- view the PARRiS Scorecard Score and Risk Rating, and compare an individual rating to other lenders of similar size (which is considered a Peer Group);
- view Score Ranges for the contributing line items;
- export reports of individual lender scorecard and loan level data in either Excel or PDF files.

6.1 PARRiS Scorecard

My Workspace Loan Origination Modification & Servicing **PARRiS** Guaranty Purchase Documents

PARRiS Scorecard

2014 SECOND QUARTER

49

VIEW ALL

● SCORE < 30 (Preferred)
 ● 30 - 43 (Acceptable)
 ● 44 - 75 (Less than Acceptable)

- PERFORMANCE
- ASSET MANAGEMENT
- REGULATORY COMPLIANCE
- RISK MANAGEMENT
- SPECIAL ITEMS
- COMPARE WITH PEERS
- SCORE RANGE

Current Quarter
 History

Export to Excel Export to PDF

PARRiS Risk Categories	PARRiS Risk	Lender Rates	No. of Points
Performance	5 Year Cumulative Net Yield	-10.0%	5
	12 Month Default Rate	2.3%	3
	5 Year Default Rate	9.9%	5
Asset Management	Stressed Rate	1.8%	3
	Early Problem Loan Rate	0.8%	3
	High Risk Origination Rate	8.2%	3
Regulatory Compliance	1502 Reporting Rate	97.9%	3
	Loans in Active Default Status over 3 Years Rate	74.1%	5
	24 Month Repair/Denial Rate	7.1%	5
Risk Management	FDIC Total Risk-Based Rate (+)	1390.0%	1
	Non-Performing Asset Ratio	38.1	1
	Lender Risk Rating (to be replaced by LPR)	3	3
Special Items	Average SBPS (weighted)	186.0	3
	Recovery Rate (Over last 5 years)	0.2%	5
	Has Prudential Regulator (Preferred) / No Corrective Action Request (Preferred)	Preferred	1

When one of the PARRiS risks in the center column appears in blue, it is a hyperlink you can click to find more detailed information about what is driving the score for this metric. It will display the underlying loan level details including:

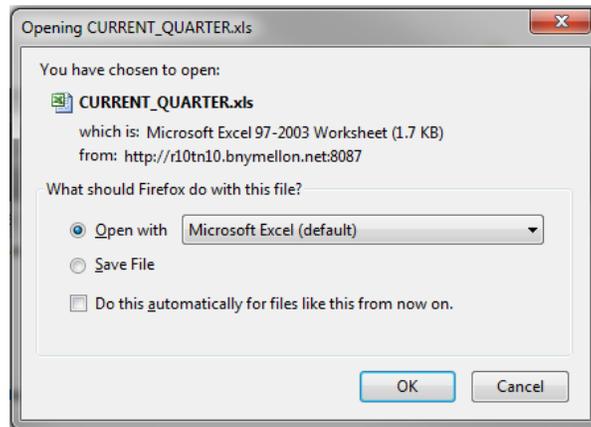
- Loan Number,
- Borrower,
- Approval Date,
- Approval Amount.

Scores are calculated using a model developed and approved by the OCA (Office of Capital Access). Every quarter, the PARRiS Scorecard will be refreshed with new data, and you will have the option of reviewing older data (from the previous eight quarters) by clicking the **History** radio button option. See View Historical Data.

6.1.1 Exporting Scorecard Data to Excel



Click the **Export to Excel** button on the top of the scorecard.

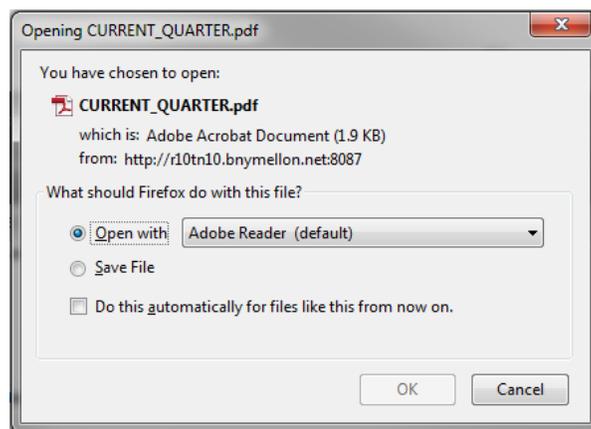


Click the **OK** button, and the results are exported to an Excel spreadsheet with the name `CURRENT_QUARTER.xls`. You may save the spreadsheet to a local or network directory.

After exporting the data to Excel you may apply filters or sort it. Data is exported as text so you must use Excel's "Convert to Number" functionality if you would like to sum it.

6.1.2 Exporting Scorecard Data to PDF

You may also export scorecard information to a PDF file. Click the **Export to PDF** button at the top of the Scorecard.



The results are exported to a PDF file with the default name `CURRENT_QUARTER.pdf`.

6.1.3 View Historical Data

You may also review historical data for the scorecard to analyze performance for the previous eight quarters (when available).

<input type="radio"/> Current Quarter <input checked="" type="radio"/> History <input checked="" type="radio"/> Lender Rates <input type="radio"/> Number of Points		Export to Excel Export to PDF		
Risk Categories	2014-Q1	2013-Q4	2013-Q3	2013-Q2
5 Year Cumulative Net Yield	-10.0%	-10.0%	-10.0%	-10.0%
12 Month Default Rate	2.3%	2.3%	2.3%	2.3%
5 Year Default Rate	9.9%	9.9%	9.9%	9.9%
Stressed Rate	1.8%	1.8%	1.8%	1.8%
Early Problem Loan Rate	0.8%	0.8%	0.8%	0.8%
High Risk Origination Rate	8.2%	8.2%	8.2%	8.2%
1502 Reporting Rate	97.9%	97.9%	97.9%	97.9%
Loans in Active Default Status over 3 Years Rate	74.1%	74.1%	74.1%	74.1%
24 Month Repair/Denial Rate	7.1%	7.1%	7.1%	7.1%
FDIC Total Risk-Based Rate (*)	1390.0%	1390.0%	1390.0%	1390.0%
Non-Performing Asset Ratio	38.1	38.1	38.1	38.1
Lender Risk Rating (to be replaced by LPR)	3	3	3	3
Average SBPS (weighted)	186.0	186.0	186.0	186.0
Recovery Rate (Over last 5 years)	0.2%	0.2%	0.2%	0.2%
Has Prudential Regulator (Preferred) / No Corrective Action Request	Preferred	Preferred	Preferred	Preferred

When you select the **History** option, you will be able to see your lending rates for each of the risk categories.

Navigating in the Scorecard Grid:

The **Previous Navigation** button that appears in the far right column displays older historical Risk Categories for previous quarters.

When it displays in the far left column, the **Current Navigation** button displays more recent data. You may also select the **Number of Points** option in the Scorecard.

<input type="radio"/> Current Quarter <input checked="" type="radio"/> History		<input type="radio"/> Lender Rates <input checked="" type="radio"/> Number of Points		 Export to Excel  Export to PDF	
Risk Categories		2014-Q1	2013-Q4	2013-Q3	2013-Q2
5 Year Cumulative Net Yield		5	5	5	5
12 Month Default Rate		3	3	3	3
5 Year Default Rate		5	5	5	5
Stressed Rate		3	3	3	3
Early Problem Loan Rate		3	3	3	3
High Risk Origination Rate		3	3	3	3
1502 Reporting Rate		3	3	3	3
Loans in Active Default Status over 3 Years Rate		5	5	5	5
24 Month Repair/Denial Rate		5	5	5	5
FDIC Total Risk-Based Rate (*)		1	1	1	1
Non-Performing Asset Ratio		1	1	1	1
Lender Risk Rating (to be replaced by LPR)		3	3	3	3
Average SBPS (weighted)		3	3	3	3
Recovery Rate (Over last 5 years)		5	5	5	5
Has Prudential Regulator (Preferred) / No Corrective Action Request (Preferred)		1	1	1	1

When you select this option, you will be able to see the points assigned to each risk category for the previous eight quarters.

For more information about how points are calculated and how they are added in the overall PARRiS score, see Score Range.

6.2 Definitions of Risk Categories

Performance Risk	
Risk Category	Description
5 Year Cumulative Net Yield	$\frac{\text{The annualized cumulative net cash flow (including purchase, recovery, origination and servicing fees)}}{\text{SBA's guarantee share of the gross balance averaged over the last 5 years}}$
12 Month Default Rate	$\frac{\text{Default amount for the last 12 months (either by transfer to liquidation amount or gross purchase amount)}}{\text{the active gross balance in regular servicing averaged over the last 12 months plus the default amount over the last 12 months}}$
5 Year Default Rate	$\frac{\text{Annualized default amount for the last 60 months (either by transfer to liquidation amount or gross purchase amount)}}{\text{the active gross balance in regular servicing averaged over last five years plus the default amount over the last five years}}$
Asset Management Risk	
Risk Category	Description
Stressed Rate	$\frac{\text{The sum of past due (31-59 days), deferred, and delinquent (60 days or more) balances}}{\text{active gross balance in regular servicing}}$
Early Problem Loan Rate	$\frac{\text{The balance for loans that have had either a deferment, delinquency (60 or more days past due), liquidation, purchase, or charge off status within 18 months of disbursement for loans disbursed in the past three years}}{\text{Gross Approval Amount for loans disbursed in the past three years}}$
High Risk Origination Rate	$\frac{\text{The gross approval amount for high risk loans (ones that have an original Small Business Portfolio Score of less than 160) disbursed in the past three years}}{\text{Gross Approval Amount for loans disbursed in the past three years}}$

Regulatory Compliance	
Risk Category	Description
1502 Reporting Rate	$\frac{\text{The number of correctly reported loans}}{\text{Total active loans in lender's SBA portfolio}}$
Loans in Default Status Over 3 Years Rate	$\frac{\text{Gross Balance of loans in active default status over 3 years}}{\text{Gross Balance of all loans currently in active default}}$
24 Month Repair Denial Rate	$\frac{\text{Last 24 months repair, denial, or voluntary purchase withdrawal amount}}{\text{Last 24 months Gross SBA Purchase Amount}}$
Risk Management	
Risk Category	Description
FDIC Total Risk-Based Capital	Data for this risk type is pulled from FDIC (Federal Deposit Insurance Corporation).
Non-Performing Asset Ratio	This is the ration of loans that are 90 or more days past due compared to tangible equity and reserves. Data is pulled from FDIC.
Lender Purchase Rating	This is a rating for the lender based on forecasted purchases for the next 12 months.
Special Items	
Risk Category	Description
Average SBPS (weighted)	This is the average Small Business Portfolio Score weighted by Active Gross Balance.
Recovery Rate (Over last 5 years)	$\frac{\text{Cumulative Recovery Amount (funds realized after default) for defaulted loans charged off or paid in full over the last 5 years}}{\text{Cumulative Default Amount for loans charged off or paid in full over last 5 years}}$
Public Corrective Action with Regulator / or No Prudential Regulator	This determines if there is an occurrence of a public corrective action plan or the lack of a Prudential Regulator. Data is pulled from FDIC.



6.3 Compare with Peers

Click the **Compare With Peers** option to review how your scorecard data compares to lenders with similarly sized SBA portfolios.

PARRiS Scorecard

2014 SECOND QUARTER

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VIEW ALL

PERFORMANCE

ASSET MANAGEMENT

REGULATORY COMPLIANCE

RISK MANAGEMENT

SPECIAL ITEMS

COMPARE WITH PEERS

SCORE RANGE

● SCORE < 30 (Preferred)
 ● 30 - 43 (Acceptable)
 ● 44 - 75 (Less than Acceptable)

PARRiS Risk Categories		PARRiS Risk	Lender Rates	No. of Points
Performance	5 Year Cumulative Net Yield		-10.0%	5
	12 Month Default Rate		2.3%	3
	5 Year Default Rate		9.9%	5
Asset Management	Stressed Rate		1.8%	3
	Early Problem Loan Rate		0.8%	3
	High Risk Origination Rate		8.2%	3
Regulatory Compliance	1502 Reporting Rate		97.9%	3
	Loans in Active Default Status over 3 Years Rate		74.1%	5
	24 Month Repair/Denial Rate		7.1%	5
Risk Management	FDIC Total Risk-Based Rate (*)		1390.0%	1
	Non-Performing Asset Ratio		38.1	1
	Lender Risk Rating (to be replaced by LPR)		3	3
Special Items	Average SBPS (weighted)		186.0	3
	Recovery Rate (Over last 5 years)		0.2%	5
	Has Prudential Regulator (Preferred) / No Corrective Action Request (Preferred)		Preferred	1

The default Compare with Peers option is **Lender Rates**.

<input checked="" type="radio"/> Lender Rates		<input type="radio"/> Number of Points		Yours	Peers
PARRiS Risk Categories	PARRiS Risk	Lender Rates	Lender Rates		
Performance	5 Year Cumulative Net Yield	-10.0%	-0.9%		
	12 Month Default Rate	2.3%	2.8%		
	5 Year Default Rate	9.9%	3.7%		
Asset Management	Stressed Rate	1.8%	1.7%		
	Early Problem Loan Rate	0.8%	3.2%		
	High Risk Origination Rate	8.2%	10.9%		
Regulatory Compliance	1502 Reporting Rate	97.9%	97.5%		
	Loans in Active Default Status over 3 Years Rate	74.1%	40.9%		
	24 Month Repair/Denial Rate	7.1%	2.1%		
Risk Management	FDIC Total Risk-Based Rate (+)	1390.0%	1350.3%		
	Non-Performing Asset Ratio	38.1	26.8		
	Lender Risk Rating (to be replaced by LPR)	3	2		
Special Items	Average SBPS (weighted)	186.0	186.4		
	Recovery Rate (Over last 5 years)	0.2%	0.4%		
	Has Prudential Regulator (Preferred) / No Corrective Action Request (Preferred)	Preferred	1.7%		



You may also use the radio selection button to toggle from comparing **Lender Rates** to **Number of Points**.

<input type="radio"/> Lender Rates		<input checked="" type="radio"/> Number of Points		Yours	Peers
PARRiS Risk Categories	PARRiS Risk	No. of Points	No. of Points		
Performance	5 Year Cumulative Net Yield	5	3.11		
	12 Month Default Rate	3	3.14		
	5 Year Default Rate	5	3.41		
Asset Management	Stressed Rate	3	2.95		
	Early Problem Loan Rate	3	3.65		
	High Risk Origination Rate	3	2.78		
Regulatory Compliance	1502 Reporting Rate	3	3.22		
	Loans in Active Default Status over 3 Years Rate	5	2.81		
	24 Month Repair/Denial Rate	5	2.43		
Risk Management	FDIC Total Risk-Based Rate (*)	1	1.3		
	Non-Performing Asset Ratio	1	1.38		
	Lender Risk Rating (to be replaced by LPR)	3	1.62		
Special Items	Average SBPS (weighted)	3	3.14		
	Recovery Rate (Over last 5 years)	5	2.95		
	Has Prudential Regulator (Preferred) / No Corrective Action Request (Preferred)	1	1.7		

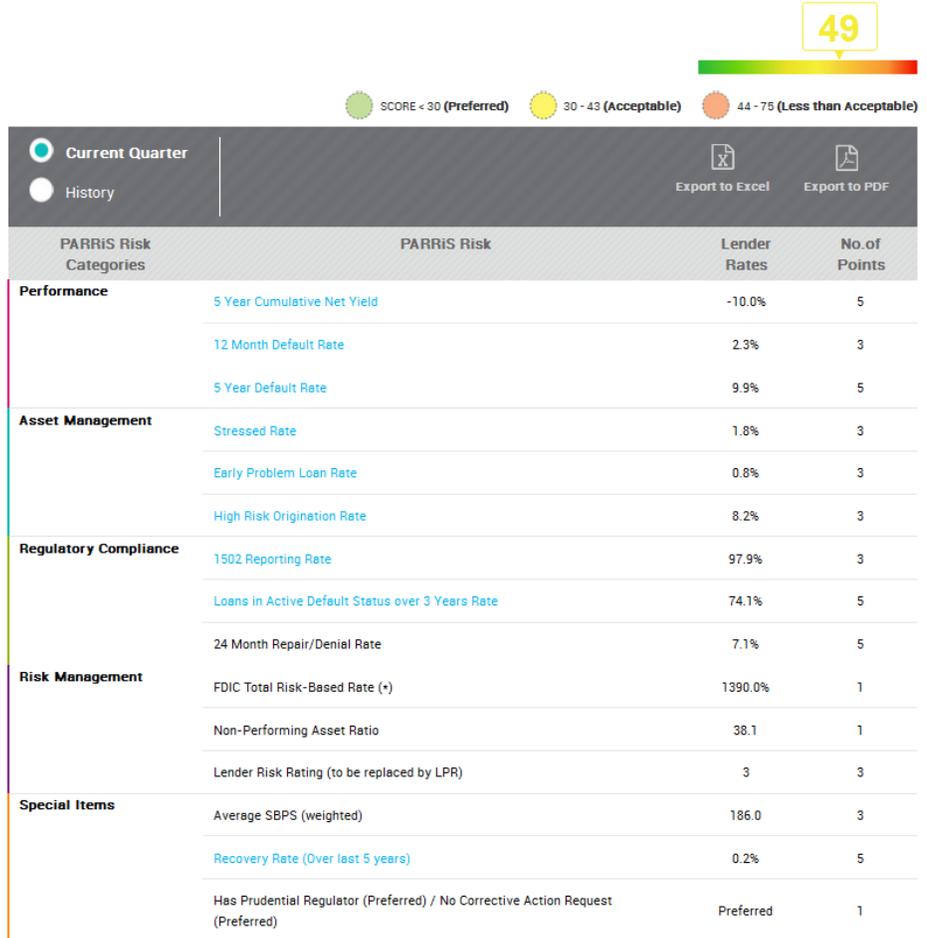
6.4 Score Range

Click the **Score Range** option (the last option in the PARRiS Scorecard) to see the number of points assigned per rating level for each PARRiS risk category.

PARRiS Scorecard

2014 SECOND QUARTER

- VIEW ALL
- PERFORMANCE
- ASSET MANAGEMENT
- REGULATORY COMPLIANCE
- RISK MANAGEMENT
- SPECIAL ITEMS
- COMPARE WITH PEERS
- SCORE RANGE**



You may see how points are assigned to each risk, and how they correspond to the **Preferred**, **Acceptable** and **Less Than Acceptable** risk levels.



In the example below, if the percentage in the 12 Month Default Rate is zero, one point is added in the PARRiS score.

If the percentage for the same risk is between zero and six, three points are added. The points for each risk are added to determine the overall PARRiS Score.

PARRiS Risk Categories	PARRiS Risk	Preferred (+ 1 Point)	Acceptable (+ 3 Points)	Less Than Acceptable (+ 5 Points)
Performance	5 Year Cumulative Net Yield	>2 %	-3% - 2%	< -3%
	12 Month Default Rate	0%	> 0% - 6%	>6%
	5 Year Default Rate	0%	> 0% - 5%	>5%
Asset Management	Stressed Rate	0%	> 0% - 5%	>5%
	Early Problem Loan Rate	0%	> 0% - 2%	>2%
	High Risk Origination Rate	< 7%	7% - 18%	>18%
Regulatory Compliance	1502 Reporting Rate	100%	97% - < 100%	< 97%
	Loans in Active Default Status over 3 Years Rate	<19%	19% - 63%	> 63%
	24 Month Repair/Denial Rate	0%	> 0% - 4%	> 4%
Risk Management	FDIC Total Risk-Based Rate (*)	>=10%	8% - <10%	< 8%
	Non-Performing Asset Ratio	< 100%	< 100%	>=100%
	Lender Risk Rating (to be replaced by LPR)	1,2	3	4,5
Special Items	Average SBPS (weighted)	> 203	181 - 203	< 181
	Recovery Rate (Over last 5 years)	> 63%	21% - 63%	< 21%
	Has Prudential Regulator (Preferred) / No Corrective Action Request (Preferred)	Has Prud Regulator and No Corrective Action	Has Prud Regulator and No Corrective Action	No Prudential Regulator and/or Has Corrective Action

Appendices

7.1 Abbreviations and Descriptions

Abbreviation	Description
CLS	Capital Access Login System
DMS	Document Management System
EPC	Eligible Passive Company
FDIC	Federal Deposit Insurance Corporation
FTA	Fiscal Transfer Agent
GLS	General Login System (Internal to SBA)
L/LMS	Loan and Lender Management System
LGPC	Loan Guaranty Processing Center
LOS	Loan Origination Solution
NAICS	North American Industry Classification System
NIST	National Institute of Standard and Technology
OCA	Office of Capital Access
OCRM	Office of Credit Risk Management
PIMS	Partner Identification Management System
SBA	Small Business Administration
SBPS	Small Business Predictive Score
SOP	Standard Operating Procedure



7.2 Standard 7(a) Guaranty and SBA Express Forms

Refer to the tables below to determine which loan application forms are required, optional, or conditional depending on your responses to the questions in Loan Origination.

You can also refer to the tables in this section to see the names of the forms, where in the 10-Tab structure they can be uploaded or generated, and which require a signature for approval.

Required

Form #	Name	Tab #	When Generated	Requires Signature
147	SBA Note	10	Closing	Yes
1919	Borrower Information Form	1	Application	Yes
1920	Lender Application for Guaranty and Eligibility Checklist	1	Application	Yes
413	Personal Financial Statement	4	Application-dated within 90 days of submission	Yes
N / A	Borrower's Certification	N / A	Closing	Yes
722	Equal Opportunity Policy	N / A	Closing	No
1050	Settlement Sheet	10	First Disbursement, Closing Note: This is required for Standard 7(a) loans.	Yes
1502	Guaranty Loan Status & Lender Remittance Form	N / A	Servicing	No

Optional

Form #	Name	Tab #	When Generated	Requires Signature
1050	Settlement Sheet	10	First Disbursement, Closing Note: This is optional only for 7(a) Small Loans.	Yes
N / A	Loan Agreement	N / A	Closing	Yes



Conditional

Form #	Name	Tab #	When Generated	Requires Signature
148	Unconditional Guarantee	10	Closing	Yes
148L	Unconditional Limited Guarantee	10	Closing	Yes
155	Standby Creditor's Agreement	2	Closing	Yes
159 (7a)	Compensation Agreement	10	Closing	Yes
1846	Statement Regarding Lobbying	10	Closing	Yes
601	Agreement of Compliance	10	Closing	Yes
912	Statement of Personal History	10	Application	Yes
1059	Security Agreement	N / A	Closing	Yes
IRS 4506-T	Transcript of Tax Return	10	Application Signatures must be within 120 days of request.	Yes
1971	Religious Eligibility	N / A	Application	Yes
FEMA 81-93	Standard Flood Hazard Determination	N / A	Closing	No