

**OMB No. 0570-0062 - Rural Microentrepreneur Assistance Program
USDA Rural Business-Cooperative Service**

Section of Rule (4280.XXX)	Title	Form No. (if any)	No. of Respondents	Reports Filed	Total Responses (D) x (E)	Estimated No. of Manhours per response	Estimated Total Manhours (F) x (G)	Wage Class	Total Cost (H) x (I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
	REPORTING REQUIREMENTS - NON FORMS								
	Oversight and Monitoring								
311(g)(1); 320(a)(1)	Quarterly reports	written	70	4	280	2.00	560	\$62.00	\$34,720
320(a)(3)	Poor performance reports	written	2	1	2	2.00	4	\$62.00	\$248
313(a)(4)	Annual budget report	written	70	1	70	2.00	140	\$62.00	\$8,680
	Applications								
316(a)	Application Narrative - initial criteria, all applicants	written	73	1	73	8.00	584	\$62.00	\$36,208
315(c)(10)	Application Narrative - documentation of eligibility, all applicants	written	73	1	73	6.00	438	\$62.00	\$27,156
316(b)	Additional Documentaton - Microlenders with > 3 yrs exp (new applicants)	written	20	1	20	8.00	160	\$62.00	\$9,920
316(b)	Additional Documentaton - Microlenders with > 3 yrs exp (repeat applicants)	written	29	1	29	1.00	29	\$62.00	\$1,798
316(c)	Additional Documentation - Microlenders with 3 or less yrs exp (new applicants)	written	11	1	11	8.00	88	\$62.00	\$5,456
316(c)	Additional Documentation - Microlenders with 3 or less yrs exp (repeat applicants)	written	5	1	5	1.00	5	\$62.00	\$310
316(d)	Additional Documentation - Microlender enhancement grants	written	10	1	10	6.00	60	\$62.00	\$3,720
316(e)	Additional Documentation - Technical assistance only grants	written	7	1	7	6.00	42	\$62.00	\$2,604
316(f)	Application from microlenders with > 5 yrs exp in program	written		1	0	2.00	0		\$0
312(c)(1)	Documentation prior to loan closing	written	70	1	70	1.00	70	\$62.00	\$4,340
312(c)(2)	Lender certification at loan closing	written	70	1	70	0.50	35	\$62.00	\$2,170
	Appeals								
304	Request for Appeal	written	2	1	2	2.00	4	\$62.00	\$248
	Subtotal				722		2219		\$137,578
	REPORTING - FORMS APPROVED UNDER THIS DOCKET								
315(c)(7)	Certification Regarding Debarment, Suspension & Other Resp. Matters-Primary Covered Trans.	SF 424 (4040-0004)	73	1	73	1.0	73.0	\$63.65	\$4,647
315(c)(7)	Certification Regarding Debarment, Suspension & Other Resp. Matters-Primary Covered Trans.	AD-1047 or in writing	73	1	73	0.25	18	\$62.00	\$1,132
315(c)(9)	Compliance Review	RD 400-8	73	1	73	8.00	584	\$62.00	\$36,208
315(c)(10)	Assurance Agreement	RD 400-4	73	1	73	0.25	18	\$63.65	\$1,162
312(c)(1)(ii)	Deposit Agreement	RD 402-1	70	1	70	0.10	7	\$62.00	\$434
312(a)	Request for Obligation of Funds	RD 1940-1	70	2	140	0.25	35	\$62.00	\$2,170

312(b)	Letter of Intent to Meet Conditions	RD 1942-46	70	1	70	1.00	70	\$62.00	\$4,340
31c(c)(iv)	Promissory Note	RD 4274-3	70	1	70	1.50	105	\$62.00	\$6,510
312(a)	Loan Agreement	RD 4274-4	70	1	70	1.50	105	\$62.00	\$6,510
313(e)	Rural Economic Development Grant/Rural Microentrepreneur Assistance Program Agreement	RD 4280-3	75	1	75	1.00	75	\$62.00	\$4,650
315(c)(8)	Certification of No Federal Debt	RD 1910-11	70	1	70	0.25	18	\$62.00	\$1,085
Subtotal					857		1108		\$68,847

FORMS APPROVED UNDER OTHER OMB NUMBERS

315(c)(4)	Budget Information - Non-Construction Progr	SF 424A (4040-0006)	73	1	73	1.67	122	\$62.00	\$7,558
315(c)(5)	Assurances - Non-Construction Program	SF 424B (4040-0007)	73	1	73	0.25	18	\$62.00	\$1,132
320(a)(1)(ii)	Request for Advance or Reimbursement	SF-270 (0348-0004)	70	4	280	1.00	280	\$62.00	\$17,360
315(c)(6)	Disclosure of Lobbying Activities	SF LLL (0348-0046)	73	1	73	0.16	12	\$62.00	\$724
Subtotal					499		432		\$26,774

Average Yearly Total	75.0	1,579.0	3327	\$206,424.9
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