

**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)
<b>REPORTING REQUIREMENTS - NON FORMS</b>									
<b>Oversight and Monitoring</b>									
311(g)(1); 320(a)(1)	Quarterly reports	written	40	4	160	2.00	320	\$43.16	\$13,811
320(a)(3)	Poor performance reports	written	0	1	0	2.00	0	\$43.16	\$0
313(a)(4)	Annual budget report	written	40	1	40	2.00	80	\$43.16	\$3,453
<b>Applications</b>									
316(a)	Application Narrative - initial criteria, all applicants	written	40	1	40	8.00	320	\$43.16	\$13,811
315(c)(10)	Application Narrative - documentation of eligibility, all applicants	written	40	1	40	6.00	240	\$43.16	\$10,358
310(b)	SAM Renewal	written	40	1	40	1.00	40	\$43.16	\$1,726
316(b)	Additional Documentaton - Microlenders with > 3 yrs exp (new applicants)	written	13	1	13	8.00	104	\$43.16	\$4,489
316(b)	Additional Documentaton - Microlenders with > 3 yrs exp (repeat applicants)	written	0	1	0	1.00	0	\$43.16	\$0
316(c)	Additional Documentation - Microlenders with 3 or less yrs exp (new applicants)	written	16	1	16	8.00	128	\$43.16	\$5,524
316(c)	Additional Documentation - Microlenders with 3 or less yrs exp (repeat applicants)	written	0	1	0	1.00	0	\$43.16	\$0
316(d)	Additional Documentation - Microlender enhancement grants	written	10	1	10	6.00	60	\$43.16	\$2,590
316(e)	Additional Documentation - Technical assistance only grants	written	0	1	0	6.00	0	\$43.16	\$0
316(f)	Application from microlenders with > 5 yrs exp in program	written	11	1	11	2.00	22	\$43.16	\$950
312(c)(1)	Documentation prior to loan closing	written	40	1	40	1.00	40	\$43.16	\$1,726
312(c)(2)	Lender certification at loan closing	written	40	1	40	0.50	20	\$43.16	\$863
<b>Appeals</b>									
304	Request for Appeal	written	0	1	0	2.00	0	\$43.16	\$0
<b>Subtotal</b>					<b>450</b>		<b>1374</b>		<b>\$59,302</b>
<b>REPORTING - FORMS APPROVED UNDER THIS DOCKET</b>									
315(c)(7)	Certification Regarding Debarment, Suspension & Other Resp. Matters-Primary Covered Trans.	AD-1047 or in writing	40	1	40	0.25	10	\$43.16	\$432
315(c)(9)	Compliance Review	RD 400-8	40	1	40	8.00	320	\$43.16	\$13,811
315(c)(10)	Assurance Agreement	RD 400-4	40	1	40	0.25	10	\$43.16	\$432
312(c)(1)(ii)	Deposit Agreement	RD 402-1	40	1	40	0.08	3	\$43.16	\$143
312(a)	Request for Obligation of Funds	RD 1940-1	40	2	80	0.25	20	\$43.16	\$863
312(b)	Letter of Intent to Meet Conditions	RD 1942-46	40	1	40	1.00	40	\$43.16	\$1,726
31c(c)(iv)	Promissory Note	RD 4274-3	40	1	40	1.50	60	\$43.16	\$2,590
312(a)	Loan Agreement	RD 4274-4	40	1	40	1.50	60	\$43.16	\$2,590
313(d)	Rural Business-Cooperative Service Financial Assistance Agreement	RD 4280-2	40	1	40	1.00	40	\$43.16	\$1,726
315(c)(8)	Certification of No Federal Debt	RD 1910-11	40	1	40	0.25	10	\$43.16	\$432
<b>Subtotal</b>					<b>440</b>		<b>573</b>		<b>\$24,744</b>
<b>FORMS APPROVED UNDER OTHER OMB NUMBERS</b>									
315(c)(7)	Application for Federal Assistance	SF 424 (4040-0004)	40	1	40	1.0	40.0	\$43.16	\$1,726
315(c)(4)	Budget Information - Non-Construction Progra	SF 424A (4040-0006)	40	1	40	1.00	40	\$43.16	\$1,726
315(c)(5)	Assurances - Non-Construction Program	SF 424B (4040-0007)	40	1	40	0.50	20	\$43.16	\$863
320(a)(1)(ii)	Request for Advance or Reimbursement	SF-270 (4040-0012)	40	4	160	1.00	160	\$43.16	\$6,906
315(c)(6)	Disclosure of Lobbying Activities	SF LLL (4040-0013)	40	1	40	1.00	40	\$43.16	\$1,726
<b>Subtotal</b>					<b>320</b>		<b>300</b>		<b>\$12,948</b>
<b>Average Yearly Total</b>					<b>1,210</b>		<b>2,247</b>		<b>\$95,267</b>

Collected recent \$/hr data from [https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.htm)/ as requested and calculated private sector loan officer \$/hr @ \$30.75 + 29.6% benefits = \$39.85/hr.  
KWB 5/22/2024