

Burden Estimate for Rural Cooperative Development Grant Program
 USDA Rural Business-Cooperative Service

Section of Notice (A)	Form No. (if any) (B)	No. of Respondents (C)	Reports Filed Annually (D)	Total Annual Responses (C) x (D) (E)	Estimated No. of Manhours per response (F)	Estimated Total Manhours (E) x (F) (G)	Wage** Class (H)	Total Cost (G) x (H) (I)
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APPLICANT BURDEN

PAPERWORK REQUIREMENTS UNDER OTHER OMB NUMBERS

Application for the Rural Cooperative Development Grant

§ 4284.510(b)	SF-424 (0348-0043)	60	1	60	0.75	45		
§ 4284.510(b)	SF-424A (0348-0044)	60	1	60	3	180		
§ 4284.510(b)	SF-424B (0348-0040)	60	1	60	0.25	15		

Post Grant Award

§ 4284.12(a)	SF-269 (0348-0039)	25	4	100	0.5	50		
§ 4284.11(c)	SF-270 (0348-0004)	25	12	300	1	300		

RECORDKEEPING REQUIREMENTS

§ 4284.16 (c)	Records Retention		on occasion					
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PAPERWORK REQUIREMENTS - NO FORMS

Application for the Rural Cooperative Development Grant

§ 4284.510(c) Proposal		60	1	60	100	6000	\$35.00	\$210,000
<u>Post Grant Award</u>								
§ 4284.514(b) Letter of Intent		25	1	25	1	25	\$35.00	\$875
§ 4284.11(a) Grant Agreement		25	1	25	1	25	\$35.00	\$875
§ 4284.11(e) Beneficiary Data		25	1	25	35	875	\$35.00	\$30,625
§ 4284.12(b) Performance Reports		25	2	50	17	850	\$35.00	\$29,750
§ 4284.12(c) Final Report		25	1	25	17	425	\$35.00	\$14,875
TOTAL						8,200		\$287,000

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Annual Cost to the FEDERAL GOVERNMENT								
<u>Application for the Rural Cooperative Development Grant</u>								
Receipt and Acknowledge of Applications		60	2	120	1	120	\$19.91	\$2,389
Data Entry and Scanning of Applications		60	2	120	1	120	\$19.91	\$2,389
Conduct Eligibility Determinations		60	1	60	3	180	\$42.00	\$7,560
<u>Panel Scoring Evaluation</u>								
Copying and destroying of applications		40	2	80	0.5	40	\$19.91	\$796
Panel member application review		40	3	120	3	360	\$35.32	\$12,715
Travel for panel members		8	1	8	45	360	\$35.32	\$12,715
Conduct panel		10	1	10	40	400	\$35.32	\$14,128
<u>Grant Award</u>								
Legal Document Preparation		25	1	25	1	25	\$35.32	\$883
Inform applicants of results		60	1	60	1	60	\$42.00	\$2,520
<u>Post Grant Award</u>								
Monitoring		25	1	25	25	625	\$35.32	\$22,075
Administrative		25	1	25	15	375	\$19.91	\$7,466
TOTAL						2,665		\$85,637

** \$35.32 is the base rate for a GS-12, Step 5; \$42.00 is the base rate for a GS-13, step 5 and \$19.91 is the base rate for a GS-7, step 5. These rates reflect the benefit of locality adjustment.