

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

Section of Notice	Title	Form No. (if any)	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses (D) x (E)	Estimated No. of Man-hours per response	Estimated Total Man-hours (F) x (G)	Wage Class	Cost to the public (H) x (I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)

**APPLICANT Burden**

**PAPERWORK REQUIREMENTS UNDER OTHER OMB NUMBERS**

**Application for the Value-Added Producer Grants**

§ 4284.910(b)	Application for Federal Assistance	SF-424 (4040-0004)	535	1	535	1.00	535		
§ 4284.910(b)	Budget Information – Non-Construction	SF-424A (4040-0006)	535	1	535	3.00	1605		
§ 4284.910(b)	Assurances – Non-Construction	SF-424B (4040-0007)	535	1	535	0.25	134		

**Post Grant Award**

§ 4284.12(a)	Financial Status Report (Long Form)	SF-269 (0348-0039)	157	2	314	0.50	157		
§ 4284.11(c)	Request for Advance Or Reimbursement	SF-270 (0348-0004)	157	12	1884	1.00	1884		

**PAPERWORK REQUIREMENTS – NO FORMS**

**Application for the Value-Added Producer Grants**

§ 4284.910(c)	Proposal		535	1	535	76.00	40,660	\$56.62	\$2,302,169
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**Post Grant Award**

§ 4284.514(b)	Letter of Intent		157	1	157	1.00	157	56.62	\$8,889
§ 4284.11(a)	Grant Agreement		157	1	157	1.00	157	56.62	\$8,889
§ 4284.12(b)	Performance Reports		157	2	314	9.00	2,826	82.50	\$233,145
§ 4284.12(c)	Final Report		157	1	157	85.00	13,345	82.50	\$1,100,963
	Recordkeeping		157	1	157	3.00	471	29.60	\$13,942

**TOTAL:** **1,477** **57,616** **\$3,667,997**

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)

**Annual Cost to the FEDERAL GOVERNMENT**

**Application for the Value-Added Producer Grants**

Receipt of Applications			535	1	535	.10	53.50	\$20.81	\$1,113
Data Entry and Scanning of Applications			535	1	535	1.00	535.00	\$20.81	\$11,133
Conduct eligibility determinations			535	1	535	3.00	1605.00	\$38.38	\$61,600

**Application Evaluation**

Posting applications to secure website			535	1	535	.10	53.50	\$43.90	\$2,349
Non-Federal reviewer evaluation			305	2	610	3.00	1830.00	\$16.67	\$30,506
Federal reviewer evaluation			305	1	305	3.00	915.00	\$38.38	\$35,118
State Office evaluation			305	1	305	.50	152.50	\$38.38	\$5,853
Calculate final scores			305	1	305	.50	152.50	\$43.90	\$6,695
Prepare program summary			1	1	1	8.00	8.00	\$43.90	\$351

**Grant Award**

Announce awards to public			157	1	157	1.00	157.00	\$38.38	\$6,026
Inform applicants of results			535	1	535	1.00	535.00	\$38.38	\$20,533
Legal document preparation			157	1	157	1.00	157.00	\$38.38	\$6,026

**Appeals**

			10	1	10	16.00	160.00	\$38.38	\$6,141
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**Post Grant Award**

**Monitoring**

Monitoring			157	1	157	36.00	5,652.00	\$38.38	\$216,924
Administrative			157	1	157	3.00	471.00	\$19.77	\$9,312

**TOTAL:** **12,437.00** **\$419,680**

\*\* \$43.90 is the WDC rate for a GS-13, step 5; \$38.38 is the average rest-of-the-US rate for a GS-12, step 5 and GS-13, step 5; \$20.81 is the WDC rate for a GS-7, step 5; \$19.77 is the rest-of-the-US rate for a GS-7, step 5; and \$16.67 is the hourly rate of non-Federal reviewers. Figures in column (I) are rounded.