

3137-0029

<i>Application and reporting process</i>	No. of respondents	Frequency	Annual hour burden	How estimated	Cost
Applicants preparing and submitting grant applications	1,774	one time	49,766.60	Time required to plan and write grant application, minus hours for completing forms	\$1,308,861.58

3137-0071

<i>Application and reporting forms</i>	No. of respondents	Frequency	Annual hour burden	How estimated	Cost
Application forms	4,264	one time	5,246.00	Total of time required to complete forms required for each grant application times number of applications	\$137,969.80
Reporting forms - includes discretionary and grants to states	793	per year or life of grant	14,902.33	The number of respondents equals the number of grant awardees in a year. The burden hours are based on the number of forms and time required to complete them over the life of the grant.	\$391,931.28

Totals: for forms **5,057** **20,148.33** **\$529,901.08**

Totals for Fed Reg Notice **6,831** **69,915** **\$1,838,763**

burden recalculated 5/11

Estimated burden hours and costs for grant applications by grant program

Preparing/submitting grant applications by grant program	Number of Respondents	Time per response (in hours)	Total Burden Hours	Minus burden hours for application forms	Burden hours for non-form application pieces	Cost	
21st Century Museum Professional	59	40	2,360	215.94	2,144.06	\$56,388.78	2009
Connecting to Collections Statewide Implementation	25	40	1,000	91.5	908.50	\$23,893.55	2009
Conservation Project Support (CP)	165	40	6,600	549.45	6,050.55	\$159,129.47	2009
Laura Bush 21st Century Librarian	116	40	4,640	424.56	4,215.44	\$110,866.07	2009
Learning Labs	150	30	4,500	549.00	3,951.00	\$103,911.30	est 2012
Museums for America (MFA)	433	40	17,320	1,874.89	15,445.11	\$406,206.39	2009
Museum Grants for African American History and Culture	34	9	306	113.22	192.78	\$5,070.11	2009
National Leadership Grant	162	40	6,480	754.92	5,725.08	\$150,569.60	2009
National Medal for Museum/Library Services	116	9	1,044	19.72	1,024.28	\$26,938.56	2009
Native American Library Services Grants: Basic	208	2	416	104.00	312.00	\$8,205.60	2009
Native American Library Services Grants: Enhancement	43	40	1,720	186.19	1,533.81	\$40,339.20	2009
Native American/Native Hawaiian Museum Services	35	9	315	116.55	198.45	\$5,219.24	2009
Native Hawaiian Library Services	2	40	80	8.66	71.34	\$1,876.24	2009

Estimated burden hours and costs for grant applications by grant program

Sparks! Ignition	110	30	3,300	385.00	2,915.00	\$76,664.50
Grants to State Libraries Program - five year plan	56	90	5,040	61.00	4,979.00	\$130,947.70
Congressional setasides	60	5	300	199.80	100.20	\$2,635.26
TOTALS	1774	504	55,421	5,654.40	49,766.60	\$1,308,861.58

2011

Administered through the Heritage Preservation

Conservation Assessment Program (CAP)						
Museum Assessment Program (MAP)						

Removed for FY2012						
American Heritage Preservation	202	40	8080	672.66	7,407.34	\$194,813.04

Estimated burden hours and costs for grant applications by grant program

**added for FY2012;
50/50 L&M;
estimate**

**63 for libraries + 99
for museums;**

Estimated burden hours and costs for grant applications by grant program

**added after
submission;
added FY2011**

**40 for libraries + 76
for museums**

Burden Calculation for Generic Forms

Application forms	Number of Responses (FY2009/2010)	Time per response (hours)	Total Burden Hours	Cost (26.30 per hour) ¹	Programs that use the form
Program Information Sheet	1,602	0.25	400.50	\$10,533.15	All except National Medal and State Programs
Budget form - detailed + summary	1,394	3.00	4182.00	\$109,986.60	All except NAG Basic and National Medal
Partnership Statement	416	0.17	70.72	\$1,859.94	NLG, L21, 21MP, MFA, NANH, Sparks, LL, C2C
Specifications for Projects that Develop Digital Products	189	1.00	189.00	\$4,970.70	NLG, MfA, NAG Enhancement, NANH, NHLS, 21MP, Sparks
Native American Library Services: Basic Grant (Budget Form)	208	0.50	104.00	\$2,735.20	NAG Basic
National Medal for Museum/Library Services cover sheet	116	0.08	9.28	\$244.06	NM for Museum/Library
Library Reviewer application	97	0.50	48.50	\$1,275.55	Discretionary grants
Museum Reviewer application	242	1.00	242.00	\$6,364.60	Discretionary grants
Totals for application forms	4,264	6.50	5246.00	\$137,969.80	

AAHC no longer funded for F

**40 for Libraries
76 for Museums**

Note: ¹ Based on mean hour wage for librarians, BLS Occupational Employment and Wages, May 2008

Burden Calculation for Program Specific Forms

Application forms by program	Number of Responses (FY2009/2010)	Time per response (hours)	Total Burden Hours	Cost (26.30 per hour) ¹
21st Century Museum Professional	59	3.66	215.94	\$5,679.22
Connecting to Collections Statewide Implementation	25	3.66	91.5	\$2,406.45
Conservation Project Support (CP)	165	3.33	549.45	\$14,450.54
Laura Bush 21st Century Librarian	116	3.66	424.56	\$11,165.93
Learning Labs	150	3.66	549	\$14,438.70
Museums for America (MFA)	433	4.33	1874.89	\$49,309.61
Museum Grants for African American History and Culture	34	3.33	113.22	\$2,977.69
National Leadership Grant	162	4.66	754.92	\$19,854.40
National Medal for Museum/Library Services	116	0.17	19.72	\$518.64
Native American Library Services Grants : Basic	208	0.5	104	\$2,735.20
Native American Library Services Grants : Enhancement	43	4.33	186.19	\$4,896.80
Native American/Native Hawaiian Museum Services	35	3.33	116.55	\$3,065.27
Native Hawaiian Library Services	2	4.33	8.66	\$227.76
Sparks! Ignition	110	4.66	512.60	\$13,481.38

**added for FY2012;
Abby est.; 50/50 L&M**

**Museum - 63; M&L 19;
Libraries - 80**

**Museum #s - 76;
Libraries #s - 40**

added for FY2011

Congressional setasides				
- Libraries	26	3.33	86.58	\$2,277.05
Congressional setasides				
- Museums	34	3.33	113.22	\$2,977.69
TOTALS	1659		5505.06	\$144,783.08

min/hr

15 minutes

3 hours

Y2012 10.2 minutes

60 minutes

30 minutes

.08 minutes

30 minutes

60 minutes

NLG, L21,
21MP, MFA,
NANH, Sparks,
LL, C2C

NLG, MfA, NAG
Enhancement,
NANH, NHLS,
21MP, Sparks

PIS	Budget forms	partnerships	Dig	
	59	59	59	59
	25	25	25	
	165	165		
	116	116	116	
	150	150	150	
	433	433	433	433
	34	34		
	162	162	162	162
	208			
	43	43		43
	35	35	35	35
	2	2		2
	110	110	110	110

26

26

34

34

1602

1394

1090

844

540

Estimated burden hours and costs for post-award reporting by grant program

Post-award burden cost calculation by discretionary grant program

Discretionary Grant program	Number of Responses (FY2009)	Time per response (hours)	Total Burden Hours	Cost (26.30 per hour) ¹	Basis for calculation (number of reports)
21st Century Museum Professional - 3 yr.	7	29	203.00	\$5,338.90	5 interims, 1 final, 6 cover
Connecting to Collections Statewide Implementation - 2 yr.	23	29	667.00	\$17,542.10	3 interims, 1 final, 4 cover
Conservation Project Support (CP) - 2yr.	35	29	1,015.00	\$26,694.50	3 interims, 1 final, 4 cover
Laura Bush 21st Century Librarian - 3 yr.	38	29	1,102.00	\$28,982.60	5 interims, 1 final, 6 cover
Learning Labs	30	29	870.00	\$22,881.00	5 interims, 1 final, 6 cover
Museums for America (MFA) - 3 yr. (most are 2 yr.)	167	29	4,843.00	\$127,370.90	5 interims, 1 final, 6 cover
Museum Grants for African American History and Culture - 2 yr.	11	20	220.00	\$5,786.00	1 final, 3 interims, 4 covers
National Leadership Grant - 3 yr.	51	29	1,479.00	\$38,897.70	5 interims, 1 final, 6 cover
Native American Library Services Grants: Basic - 1 yr.	208	2	416.00	\$10,940.80	1 final, 1 cover
Native American Library Services Grants: Enhancement - 2 yr.	17	20	340.00	\$8,942.00	1 final, 3 interims, 4 covers
Native American/Native Hawaiian Museum Services - 2 yr.	22	20	440.00	\$11,572.00	1 final, 3 interims, 4 covers
Native Hawaiian Library Services - 1 yr.	1	11.33	11.33	\$297.98	1 final, 1 cover
Sparks	14	29	406.00	\$10,677.80	5 interims, 1 final, 6 cover
Congressional setasides	60	29	1,740.00	\$45,762.00	3 interims, 1 final
Totals	684	305.33	11,606.33	\$305,246.48	56 covers, 48 interims, 13 finals (1 NAG)

Museum - 21; M&L - 4; Libraries - 26

Estimated burden hours and costs for post-award reporting by grant program

Note: ¹ Based on mean hour wage for librarians, BLS Occupational Employment and Wages, May 2008

Post-award forms: Grants to States	Number of Responses (FY2009)	Time per response (hours)	Total Burden Hours	Cost (26.30 per hour)
State Grants Final Year Report (SPR)	53	40	2,120.00	\$55,756.00
State Grants Financial Report	56	21	1,176.00	\$30,928.80
Totals	109	61	3,296.00	\$86,684.80

Grant total: Discretionary grants and Grants to States	793	366.33	14,902.33	\$391,931
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Post-award forms: individual report forms for discretionary grant programs	Number of Responses	Time per response (Hours)	Total Burden Hours	Cost (26.30 per hour)¹
Performance Report Cover Page	2483	0.17	422.11	11,101.49
Project Interim Performance Report	2039	3	6,117.00	160,877.10
Project Final Performance Report	476	12.0537	5,737.56	150,897.86
NAG Final Financial & Performance	208	2	416.00	10,940.80
TOTAL				333,817

reestimated 6/3/11

56 covers
 48 interims
 13 final | 1 year grant: 8 hours; 2 year
 1 final

Estimated burden hours and costs for post-award reporting by grant program

Cover	Interim	Final	NAG Final
42	35	7	
92	69	23	
140	105	35	
228	190	38	
180	150	30	
1002	835	167	
44	33	11	
306	255	51	
208			208
68	51	17	
88	66	22	
1	0	1	
84	70	14	
0	180	60	
2483	2039	476	208

Estimated burden hours and costs for post-award reporting by grant program

grant: 10 hours; 3 year grant: 13 hours

Application forms	Number of Responses (FY2009)	Number of Respondents for Small Entity (FY2009)	Percentage of Respondents Reporting Electronically (FY2009)
Program Information Sheet	1,602	300	99%
Budget form - detailed + summary	1,150	250	99%
Partnership Statement	416 (same as FY2006)	100	99%
Specifications for Projects that Develop Digital Products	189 (FY2006 was 755)	100	99%