

3137-0029

<i>Application and reporting process</i>	No. of respondents	Frequency	Annual hour burden	How estimated	Cost
Applicants preparing and submitting grant applications	1,716	one time	50,307.94	Time required to plan and write grant application, minus hours for completing forms	\$1,323,098.82

3137-0071

<i>Application and reporting forms</i>	No. of respondents	Frequency	Annual hour burden	How estimated	Cost
Application forms	3,839	one time	4,479.50	Total of time required to complete forms required for each grant application times number of applications	\$117,810.85
Reporting forms - includes discretionary and grants to states	802	per year or life of grant	15,569.33	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.	\$409,473.38
Totals: for forms	4,641		20,048.83		\$527,284.23

Totals for Fed Reg Notice	6,357		70,357		\$1,850,383
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Estimated burden hours and costs for grant applications by grant program

<i>Preparing/submitting grant applications by grant program</i>	Number of Respondents in FY 2009	Time per response (in hours)	Total Burden Hours	Minus burden hours for application forms	Burden hours for non-form application pieces	Cost
American Heritage Preservation	202	40	8080	672.66	7,407.34	\$194,813.04
Connecting to Collections Statewide Implementation	25	40	1000	91.5	908.50	\$23,893.55
Conservation Project Support (CP)	165	40	6,600	549.45	6,050.55	\$159,129.47
21st Century Museum Professional	59	40	2,360	215.94	2,144.06	\$56,388.78
Museums for America (MFA)	433	40	17,320	1,874.89	15,445.11	\$406,206.39
National Leadership Grant	162	40	6,480	754.92	5,725.08	\$150,569.60
						63 for libraries + 99 for museums
Native American Library Services Grants: Basic	208	2	416	104.00	312.00	\$8,205.60
Native American Library Services Grants: Enhancement	43	40	1,720	186.19	1,533.81	\$40,339.20
Native American/Native Hawaiian Museum Services	35	9	315	116.55	198.45	\$5,219.24
Museum Grants for African American History and Culture	34	9	306	113.22	192.78	\$5,070.11
Laura Bush 21st Century Librarian	116	40	4,640	424.56	4,215.44	\$110,866.07
Native Hawaiian Library Services	2	40	80	8.66	71.34	\$1,876.24
National Medal for Museum/Library Services	116	9	1,044	19.72	1,024.28	\$26,938.56
						40 for libraries + 76 for museums
Grants to State Libraries Program - five year plan	56	90	5,040	61.00	4,979.00	\$130,947.70

Estimated burden hours and costs for grant applications by grant program

Congressional setasides	60	5	300	199.80	100.20	\$2,635.26
TOTALS	1716	484	55,701	5,393.06	50,307.94	\$1,323,098.82

Burden Calculation for Generic Forms

Application forms	Number of Responses (FY2009)	Time per response (hours)	Total Burden Hours	Cost (26.30 per hour) ¹	Programs that use the form
Program Information Sheet	1,378	0.25	344.50	\$9,060.35	All except National Medal and State Programs
Budget form - detailed + summary	1,150	3.00	3450.00	\$90,735.00	All except NAG Basic and National Medal
Partnership Statement	416	0.17	70.72	\$1,859.94	NLG, L21, 21MP, MFA, NANH, AAHC
Specifications for Projects that Develop Digital Products	189	1.00	189.00	\$4,970.70	NLG, MfA, NAG Enhancement, NANH, 21MP, AAHC
Native American Library Services: Basic Grant	208	0.50	104.00	\$2,735.20	NAG Basic
Native American Library Services Grants: Enhancement	43	0.50	21.50	\$565.45	NAG Basic Enhancement 2 year grant
National Medal for Museum/Library Services cover sheet	116	0.08	9.28	\$244.06	NM for Museum/Library 40 for Libraries 76 for Museums
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	3,839	7.00	4479.50	\$117,810.85	

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)	Time per response (hours)	Total Burden Hours	Cost (26.30 per hour) ¹	
American Heritage Preservation	202	3.33	672.66	\$17,690.96	
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	
21st Century Museum Professional	59	3.66	215.94	\$5,679.22	
Museums for America (MFA)	433	4.33	1874.89	\$49,309.61	
National Leadership Grant	162	4.66	754.92	\$19,854.40	Museum - 63; M&L 19; Libraries - 80
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	
Museum Grants for African American History and Culture	34	3.33	113.22	\$2,977.69	
Laura Bush 21st Century Librarian	116	3.66	424.56	\$11,165.93	
Native Hawaiian Library Services	2	4.33	8.66	\$227.76	
National Medal for Museum/Library Services	116	0.17	19.72	\$518.64	Museum #s - 76; Libraries #s - 40
Congressional setasides - Libraries	26	3.33	86.58	\$2,277.05	

Congressional setasides				
- Museums	34	3.33	113.22	\$2,977.69
TOTALS	1660		5332.06	\$140,233.18

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)
American Heritage Preservation - 1 yr.	53	29	1,537.00	\$40,423.10	1 interim, 1 final, 2 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
21st Century Museum Professional - 3 yr.	7	29	203.00	\$5,338.90	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
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
Museum Grants for African American History and Culture - 2 yr.	11	20	220.00	\$5,786.00	1 final, 3 interims, 4 covers
Laura Bush 21st Century Librarian - 3 yr.	38	29	1,102.00	\$28,982.60	5 interims, 1 final, 6 cover
Native Hawaiian Library Services - 1 yr.	1	11.33	11.33	\$297.98	1 final, 1 cover
Congressional setasides	60	29	1,740.00	\$45,762.00	3 interims, 1 final
Totals	693	305.33	12,273.33	\$322,789	48 covers, 39 interims, 13 finals

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

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

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

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	802	366.33	15,569.33	\$409,473.38
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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	2325	0.17	395.25	10395.075
Project Interim Performance Report	1872	3	5,616.00	147700.8
Project Final Performance Report	693	9.0362	6,262.09	164692.88
SF269 Financial Report		N/A		
				322789

9.0362 is an average

48 covers
39 interims
13 finals | 1 year grant: 8 hours; 2 y
 standard form

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

Cover	Interim	Final
106	53	53
92	69	23
140	105	35
42	35	7
1002	835	167
306	255	51
208	0	208
68	51	17
88	66	22
44	33	11
228	190	38
1	0	1
0	180	60
2325	1872	693

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

1 year 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	1378 (same as FY2006)	300	99%
Budget form - detailed + summary	1150 (same as FY2006)	250	99%
Partnership Statement	416 (same as FY2006)	100	99%
Specifications for Projects that Develop Digital Products	189 (FY2006 was 755)	100	99%