

3137-0029

<b><i>Application and reporting process</i></b>	<b>No. of respondents</b>	<b>Frequency</b>	<b>Annual hour burden</b>	<b>How estimated</b>	<b>Cost</b>
Applicants preparing and submitting grant applications	1,727	one time	51,010.40	Time required to plan and write grant application, minus hours for completing forms	\$1,398,195.06

3137-0071

<b><i>Application and reporting forms</i></b>	<b>No. of respondents</b>	<b>Frequency</b>	<b>Annual hour burden</b>	<b>How estimated</b>	<b>Cost</b>
Application forms	5,552	one time	5,873.49	Total of time required to complete forms required for each grant application times number of applications	\$160,992.36
Reporting forms - includes discretionary and grants to states	4,463	per year or life of grant	13,221.99	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.	\$362,414.75
<b>Totals: for forms</b>	<b>10,015</b>		<b>19,095.48</b>		<b>\$523,407.11</b>
<b>Totals for Fed Reg Notice</b>	<b>11,742</b>		<b>70,106</b>		<b>\$1,921,602</b>

burden recalculated 7/12

**Estimated burden hours and costs for grant applications by grant program**

<b><i>Preparing/submitting grant applications by grant program</i></b>	<b>Number of Respondents</b>	<b>Time per response (in hours)</b>	<b>Total Burden Hours</b>	<b>Minus burden hours for application forms</b>	<b>Burden hours for non-form application pieces</b>	<b>Cost (27.41 per hour)<sup>1</sup></b>	
21st Century Museum Professional	52	40	2,080	215.94	1,864.06	\$51,093.88	2011
Connecting to Collections Statewide Implementation	12	40	480	91.5	388.50	\$10,648.79	2011
Conservation Project Support (CP)	136	40	5,440	549.45	4,890.55	\$134,049.98	2011
Laura Bush 21st Century Librarian	119	40	4,760	424.56	4,335.44	\$118,834.41	2011
Learning Labs	98	30	2,940	549.00	2,391.00	\$65,537.31	2012
Museums for America (MFA)	481	40	19,240	1,874.89	17,365.11	\$475,977.67	2011
MUSEUM GRANTS FOR AMERICAN HISTORY AND CULTURE	41	9	369	113.22	255.78	\$7,010.93	2011
National Leadership Grant	238	40	9,520	754.92	8,765.08	\$240,250.84	2011
National Medal for Museum/Library Services	89	9	801	19.72	781.28	\$21,414.88	2012
Native American Library Services Grants: Basic	219	2	438	104.00	334.00	\$9,154.94	2011
Native American Library Services Grants: Enhancement	45	40	1,800	186.19	1,613.81	\$44,234.53	2011
Native American/Native Hawaiian Museum Services	33	9	297	116.55	180.45	\$4,946.13	2011
Native Hawaiian Library Services	2	40	80	8.66	71.34	\$1,955.43	2011

**Estimated burden hours and costs for grant applications by grant program**

Sparks! Ignition	106	30	3,180	385.00	2,795.00	\$76,610.95	2011
Grants to State Libraries Program - five year plan	56	90	5,040	61.00	4,979.00	\$136,474.39	2011
Congressional setasides	0	0	0	0.00	0.00	\$0.00	
<b>TOTALS</b>	<b>1727</b>	<b>499</b>	<b>56,465</b>	<b>5,654.00</b>	<b>51,010.40</b>	<b>\$1,398,195.06</b>	

Note: <sup>1</sup> Based on mean hour wage for librarians, BLS Occupational Employment and Wages, May 2011

**Administered through the Heritage Preservation**

Conservation Assessment Program (CAP)						
Museum Assessment Program (MAP)						
<b>Removed for FY2012</b>						
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**

X

X

X

X

**added for FY2012; 33  
Museums/65 Libraries; 98  
total for 1st round**

X

X

X

**126 for libraries + 68 for  
museums; 44 LMC  
37 for libraries + 52 for  
museums**

X

X

X

X

X

X

**Estimated burden hours and costs for grant applications by grant program**

**40 for libraries + 76 for  
museums**                    x

### Burden Calculation for Generic Forms

Application forms	Number of Responses (FY2011)	Time per response (hours)	Total Burden Hours	Cost (27.41 per hour) <sup>1</sup>	Programs that use the form
Program Information Sheet	1,582	0.25	395.50	\$10,840.66	All except National Medal and State Programs
Budget form - detailed + summary	1,335	3.00	4005.00	\$109,777.05	All except NAG Basic and National Medal
Partnership Statement	1111	0.17	188.87	\$5,176.93	NLG, L21, 21MP, MFA, NANH, Sparks, LL, C2C
Specifications for Projects that Develop Digital Products	929	1.00	929.00	\$25,463.89	NLG, MfA, NAG Enhancement, NANH, NHLS, 21MP, Sparks
Native American Library Services: Basic Grant (Budget Form)	219	0.50	109.50	\$3,001.40	NAG Basic
National Medal for Museum/Library Services cover sheet	89	0.08	7.12	\$195.16	NM for Museum/Library
Library Reviewer application	97	0.50	48.50	\$1,329.39	Discretionary grants
Museum Reviewer application	190	1.00	190.00	\$5,207.90	Discretionary grants
<b>Totals for application forms</b>	<b>5,552</b>	<b>6.50</b>	<b>5873.49</b>	<b>\$160,992.36</b>	

AAHC no longer funded for F

**37 for libraries + 52 for museums**

Note: <sup>1</sup> Based on mean hour wage for librarians, BLS Occupational Employment and Wages, May 2011

### Burden Calculation for Program Specific Forms

Application forms by program	Number of Responses (FY2011)	Time per response (hours)	Total Burden Hours	Cost (27.41 per hour) <sup>1</sup>
21st Century Museum Professional	52	3.66	190.32	\$5,216.67
Connecting to Collections Statewide Implementation	12	3.66	43.92	\$1,203.85
Conservation Project Support (CP)	136	3.33	452.88	\$12,413.44
Laura Bush 21st Century Librarian	119	3.66	435.54	\$11,938.15
Learning Labs	98	3.66	358.68	\$9,831.42 - <b>65</b>
Museums for America (MFA)	481	4.33	2082.73	\$57,087.63
Museum Grants for African American History and Culture	41	3.33	136.53	\$3,742.29
National Leadership Grant	238	4.66	1109.08	\$30,399.88 <b>126 for libraries + 68 for museums; 44 LMC</b>
National Medal for Museum/Library Services	89	0.17	15.13	\$414.71 <b>37 for libraries + 52 for museums</b>
Native American Library Services Grants : Basic	219	0.5	109.5	\$3,001.40
Native American Library Services Grants : Enhancement	45	4.33	194.85	\$5,340.84
Native American/Native Hawaiian Museum Services	33	3.33	109.89	\$3,012.08
Native Hawaiian Library Services	2	4.33	8.66	\$237.37
Sparks! Ignition	106	4.66	493.96	\$13,539.44 <b>40 for libraries + 76 for museums</b>

Congressional setasides				
- Libraries	0	3.33	0	\$0.00
Congressional setasides				
- Museums	0	3.33	0	\$0.00
<b>TOTALS</b>	<b>1671</b>		<b>5741.67</b>	<b>\$157,379.17</b>

**burden recalculated 7/12**



**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	
	52	52	52	52
	12	12	12	
	136	136		
	119	119	119	
	98	98	98	
	481	481	481	481
	41	41		
	238	238	238	238
	219			
	45	45		45
	33	33	33	33
	2	2		2
	106	106	106	106

0	0		
0	0		
<b>1582</b>	<b>1363</b>	<b>1139</b>	<b>957</b>
		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 (FY2011)	Time per response (hours)	Total Burden Hours	Cost (27.41 per hour) <sup>1</sup>	Basis for calculation (number of reports)	
21st Century Museum Professional - 3 yr.	10	29	290.00	\$7,948.90	5 interims, 1 final, 6 cover	
Connecting to Collections Statewide Implementation - 2 yr.	6	29	174.00	\$4,769.34	3 interims, 1 final, 4 cover	
Conservation Project Support (CP) - 2yr.	31	29	899.00	\$24,641.59	3 interims, 1 final, 4 cover	
Laura Bush 21st Century Librarian - 3 yr.	24	29	696.00	\$19,077.36	5 interims, 1 final, 6 cover	
Learning Labs	12	29	348.00	\$9,538.68	5 interims, 1 final, 6 cover	1st rol
Museums for America (MFA) - 3 yr. (most are 2 yr.)	160	29	4,640.00	\$127,182.40	5 interims, 1 final, 6 cover	
Museum Grants for African American History and Culture - 2 yr.	15	20	300.00	\$8,223.00	1 final, 3 interims, 4 covers	
National Leadership Grant - 3 yr.	48	29	1,392.00	\$38,154.72	5 interims, 1 final, 6 cover	Museum
Native American Library Services Grants: Basic - 1 yr.	215	2	430.00	\$11,786.30	1 final, 1 cover	
Native American Library Services Grants: Enhancement - 2 yr.	15	20	300.00	\$8,223.00	1 final, 3 interims, 4 covers	
Native American/Native Hawaiian Museum Services - 2 yr.	21	20	420.00	\$11,512.20	1 final, 3 interims, 4 covers	
Native Hawaiian Library Services - 1 yr.	2	11.33	22.66	\$621.11	1 final, 1 cover	
Sparks	14	29	406.00	\$11,128.46	5 interims, 1 final, 6 cover	
Congressional setasides	0	0	0.00	\$0.00	3 interims, 1 final	
<b>Totals</b>	<b>573</b>	<b>276.33</b>	<b>9,911.66</b>	<b>\$271,678.60</b>	<b>56 covers, 48 interims, 13 fina</b>	

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

Note: <sup>1</sup> Based on mean hour wage for librarians, BLS Occupational Employment and Wages, May 2011

<b>Post-award forms: Grants to States</b>	<b>Number of Responses (FY2009)</b>	<b>Time per response (hours)</b>	<b>Total Burden Hours</b>	<b>Cost (27.41 per hour)<sup>1</sup></b>
State Grants Final Year Report (SPR)	53	40	2,120.00	\$58,109.20
State Grants Financial Report - States	51	21	1,071.00	\$29,356.11
State Grants Financial Report - territories	5	21	105.00	\$2,878.05
<b>Totals</b>	<b>109</b>	<b>82</b>	<b>3,296.00</b>	<b>\$90,343.36</b>

none of these are small entities

<b>Grant total: Discretionary grants and Grants to States</b>	<b>682</b>	<b>358.33</b>	<b>13,207.66</b>	<b>\$362,022</b>
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<b>Post-award forms: individual report forms for discretionary grant programs</b>	<b>Number of Responses</b>	<b>Time per response (Hours)</b>	<b>Total Burden Hours</b>	<b>Cost (27.41 per hour)<sup>1</sup></b>
Performance Report Cover Page	2177	0.17	370.09	<b>10,144.17</b>
Project Interim Performance Report	1604	3	4,812.00	<b>131,896.92</b>
Project Final Performance Report	358	12.05	4,313.90	<b>118,244.00</b>
NAG Final Financial & Performance	215	2	430.00	<b>11,786.30</b>
	<b>4354</b>	<b>17.22</b>	<b>9,925.99</b>	<b>272,071</b>

56 covers  
48 interims  
13 final | 1 year grant  
1 final

Line 25 + line 35	4463	99.22	13221.99	362,414.75
apps- 0071	5552	6.5	5873.49	160,992.36
	<b>10015</b>	<b>105.72</b>	<b>19095.48</b>	<b>523407.11</b>

burden recalculated 7/12

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

	Cover	Interim	Final	NAG Final
	60	50	10	
	24	18	6	
	124	93	31	
	144	120	24	
and:Library - 8; Museum - 4;	72	60	12	
	960	800	160	
	60	45	15	
i - 12; M&L - 3; Libraries - 33	288	240	48	
	215			215
	60	45	15	
	84	63	21	
	2	0	2	
	84	70	14	
	0	0	0	
<b>Is (1 NAG)</b>	<b>2177</b>	<b>1604</b>	<b>358</b>	<b>215</b>

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

:: 8 hours; 2 year grant: 10 hours; 3 year grant: 13 hours

Application forms	Number of Responses (FY2011)	Number of Respondents for Small Entity (FY2011)	Percentage of Respondents Reporting Electronically (FY2009)
Program Information Sheet	1,582	300	99%
Budget form - detailed + summary	1,335	250	99%
Partnership Statement	1111	100	99%
Specifications for Projects that Develop Digital Products	929	100	99%



	Number of Responses (FY2011)	Time per response (hours)	Total Burden Hours	Cost (27.41 per hour) <sup>1</sup>
<b>3137-0029</b>				
SF424S (application)	1727	0.33	569.91	\$15,621.23
SF424B (application)	<u>56</u>	1	56.00	<u>\$1,534.96</u>
	<b>1783</b>		<b>625.91</b>	<b>\$17,156.19</b>
<b>3137-0017</b>				
SF425 (reporting)	573	1.5	859.50	\$23,558.90
SF3881 (reporting)	573	0.25	143.25	\$3,926.48
SF270	<u>6500</u>	1	<u>6500.00</u>	<u>\$178,165.00</u>
	7646		<b>7502.75</b>	<b>\$205,650.38</b>
SF424 (OMB 4040-0004 - EGOV)				
SF424 (OMB 4040-0007 - E-GOV)				
SF425 (OMB 0348-0061 - OMB)				