

2014 Burden Estimate for Value Added Producer Grant Program - 0570-0064 - 2014

USDA Rural Business-Cooperative Service

Section of Regs	Title	Form No. (if any)	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses (D) X (E)	Estimated Hours per Response	Estimated Total Man Hours (F) X (G)	Wage Class \$/hr	Total Cost to the Public (H)x(I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)

**PAPERWORK REQUIREMENTS - FORMS**

4284.931	Application for Federal Assistance (Common Form 4040-0004)	SF-424 (4040-0004)	350	1	350	1.00	350.00	\$56.62	\$19,817.00
4284.951	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions	AD-1047	118	1	118	0.25	29.50	\$56.62	\$1,670.29
4284.951	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Lower-Tier Covered Transactions	AD-1048	118	1	118	0.25	29.50	\$56.62	\$1,670.29
4284.951	Certification Regarding Drug-Free Workplace Requirements (Grants)	AD-1049	118	1	118	0.25	29.50	\$56.62	\$1,670.29
<b>Subtotal</b>					<b>704</b>		<b>438.50</b>		<b>\$24,827.87</b>

**PAPERWORK REQUIREMENTS - NO FORMS**

**Project Proposal - Applicants**

4284.931	Proposal	Written	200	1	200	76.00	15,200.00	\$56.62	\$860,624
4284.932	Simplified Applications		150	1	150	61.00	9,150.00	\$56.62	\$518,073
<b>Subtotal</b>			<b>350</b>		<b>350</b>		<b>24,350.00</b>		<b>\$1,378,697</b>

**Grantee Requirements**

4284.951	Grant Agreement	Written	118	1	118	1.00	118.00	\$56.62	\$6,681
4284.960	Performance Reports	Written	118	2	236	9.00	2,124.00	\$82.50	\$175,230
4284.960	Final Report	Written	118	1	118	85.00	10,030.00	\$82.50	\$827,475
Dept Regs	Recordkeeping		118	1	118	3.00	354.00	\$29.60	\$10,478
<b>Subtotal</b>					<b>590</b>		<b>12,626.00</b>		<b>\$1,019,865</b>

**GRAND TOTAL**

**1,644**

**37,414.50**

**\$2,423,389**

**Forms Approved Under Other OMB Numbers**

4284.931	Budget Information – Non-Construction	SF-424A (4040-0006)	350	1	350	3.00	1050.00		
4284.931	Assurances – Non-Construction	SF-424B (4040-0007)	350	1	350	0.25	87.50		
4284.931	Federal Financial Report	SF-425 (4040-0014)	118	2	236	0.50	118.00		
4284.931	Assurance Agreements	RD 400-4 (0575-0018)	118	1	118	0.25	29.50		
4284.931	Request for Advance or Reimbursement	SF-270 (4040-0012)	118	12	1416	1.00	1416.00		
4284.951	Disclosure of Lobbying Activities	SF-LLL (4040-0013)	118	1	118	0.25	29.50		
4284.951	Letter of Intent to Meet Conditions	RD 1942-46 (0570-0061)	118	1	118	0.50	59.00		
	Request for Obligation of Funds	RD-1940-1 (0570-0061)	118	1	118	0.25	29.50		
	Request for Environmental Information	RD-1940-20 (0575-0094)	118	1	118	8.00	944.00		

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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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**Annual Cost to the FEDERAL GOVERNMENT**

**Application for the Value Added Producer Grant**

Receipt of Applications		350	1	350	0.1	35	\$21.07	\$737
Data Entry and Scanning of Applications		350	1	350	1	350	\$21.07	\$7,375
Conduct Eligibility Determinations		350	1	350	3	1050	\$40.19	\$42,200

**Scoring Applications**

Posting application to secure website		350	1	350	0.1	35	\$37.37	\$1,308
Non-Federal reviewer evaluation		210	2	210	3	630	\$33.33	\$20,998
State office evaluation		210	1	210	3	630	\$37.37	\$23,543
Calculate final scores		210	1	210	0.5	105	\$44.43	\$4,665
Perpare program summary		1	1	1	8	8	\$44.43	\$355

**Grant Award**

Announce awards to public		118	1	118	1	118	\$37.37	\$4,410
Legal Document Preparation		118	1	118	1	118	\$37.37	\$4,410
Inform applicants of results		350	1	350	1	350	\$37.37	\$13,080
Appeals		15	1	15	20	300	\$37.37	\$11,211

**Post Award Activities and Requirements**

Monitoring		118	1	118	36	4248	\$37.37	\$158,748
Administrative		118	1	118	3	354	\$21.07	\$7,459

**TOTAL**

**8,331**

**\$300,497**

\*\* \$21.07 is the rest-of-the-US rate for a GS-7, step 5; \$37.37 is the average rest-of-the-US rate for a GS-12, Step 5 and GS-13, step 5; \$44.43 is the WDC rate for a GS-13, step 5. \$33.33 is the hourly rate of non-Federal Reviewers.