

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 | 1,861                     | one time         | 46,202.78                 | Time required to plan and write grant application, minus hours for completing forms | \$1,278,430.92 |

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   | 4,960                     | one time         | 5,099.72                  | Total of time required to complete forms required for each grant application times number of applications   | \$141,109.25          |
| Reporting forms - includes discretionary and grants to states | 2,594                     | life of grant    | 9,773.23                  | 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. | \$270,425.27          |
| <b>Totals: for forms</b>                                      | <b>7,554</b>              |                  | <b>14,872.95</b>          |   | <b>\$411,534.53</b>   |
| <b>Totals for Fed Reg Notice</b>                              | <b>9,415</b>              |                  | <b>61,076</b>             |   | <b>\$1,689,965.45</b> |

burden recalculated 10/14/2015

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

| <i>Preparing/submitting grant applications by grant program</i> | <b>Number of Respondents</b> | <b>Time per response (in hours)</b> | <b>Total Burden Hours</b> | <b>Burden hours for application forms (tab 3)</b> | <b>Burden hours for non-form application pieces</b> | <b>Cost (27.67 per hour)<sup>1</sup></b> | <b>Year</b> |
|---|------------------------------|-------------------------------------|---------------------------|---|---|--|-------------|
| Laura Bush 21st Century Librarian                               | 96                           | 40                                  | 3,840                     | 408.00  | 3,432.00  | \$94,963.44                              | 2014        |
| Museums for America (MFA)                                       | 554                          | 40                                  | 22,160                    | 2,354.50  | 19,805.50   | \$548,018.19                             | 2014        |
| Museum Grants for African American History and Culture          | 32                           | 9                                   | 288                       | 136.00  | 152.00  | \$4,205.84                               | 2014        |
| National Leadership Grant (includes Sparks!) *                  | 355                          | 40                                  | 14,200                    | 1,508.75  | 12,691.25   | \$351,166.89                             | 2014        |
| National Medal for Museum/Library Services                      | 159                          | 9                                   | 1,431                     | 12.72   | 1,418.28  | \$39,243.81                              | 2014        |
| Native American Library Services Grants: Basic                  | 274                          | 2                                   | 548                       | 137.00  | 411.00  | \$11,372.37                              | 2014        |
| Native American Library Services Grants: Enhancement            | 34                           | 40                                  | 1,360                     | 144.50  | 1,215.50  | \$33,632.89                              | 2014        |
| Native American/Native Hawaiian Museum Services                 | 31                           | 9                                   | 279                       | 131.75  | 147.25  | \$4,074.41                               | 2014        |
| Grants to State Libraries Program - five year plan              | 56                           | 90                                  | 5,040                     | 0.00  | 5,040.00  | \$139,456.80                             | 2014        |
| <b>TOTALS</b>   | <b>1,591</b>                 | <b>279</b>                          | <b>49,146</b>             | <b>4,833.22</b>                                   | <b>44,312.78</b>                                    | <b>\$1,226,134.62</b>                    |             |
| <b>Ave. time per response</b>                                   |                              | <b>31</b>                           |                           |   |   |  |             |

Note: <sup>1</sup> Based on mean hour wage for librarians, BLS Occupational Employment and Wages, May 2013

| <b>CAP and MAP</b>   |            |           |              |  |                 |                    |      |
|--|------------|-----------|--------------|--|-----------------|--------------------|------|
| <b>Administered through the American Alliance of Museums</b> |            |           |              |  |                 |                    |      |
| Museum Assessment Program (MAP) Application                  | 130        | 7         | 910          |  | 910.00          | \$25,179.70        | 2014 |
| <b>Administered through Heritage Preservation in 2014</b>    |            |           |              |  |                 |                    |      |
| Conservation Assessment Program (CAP) Application            | 140        | 7         | 980          |  | 980.00          | \$27,116.60        | 2014 |
|  |            |           |              |  |                 |                    |      |
| <b>CAP and MAP TOTALS</b>                                    | <b>270</b> | <b>14</b> | <b>1,890</b> |  | <b>1,890.00</b> | <b>\$52,296.30</b> |      |

\* 250 (182 NLG [incl. cooperative agreements] + 68 Sparks) for libraries + 105 (70 NLG + 29 Sparks + 6 cooperative agreements) for museums

### Burden Calculation for Generic Forms

| Application forms   | Number of Responses (FY2014) | Time per response (hours) | Total Burden Hours | Cost (27.67 per hour) <sup>1</sup> | Programs that use the form                                |  |  |  | min/hr     |
|---|------------------------------|---------------------------|--------------------|------------------------------------|---|--|--|--|------------|
| Program Information Sheet                                 | 1,378                        | 0.25                      | 344.50             | \$9,532.32                         | All except National Medal and State Programs              |  |  |  | 15 minutes |
| Budget form   | 1,104                        | 3.00                      | 3312.00            | \$91,643.04                        | All except NAG Basic, National Medal, and State Programs  |  |  |  | 3 hours    |
| Digital Stewardship Supplementary Information Form        | 542                          | 1.00                      | 542.00             | \$14,997.14                        | LB21, MFA, AAHC, NLG (incl. Sparks), NA-Enhancement, NANH |  |  |  | 60 minutes |
| Native American Library Services: Basic Grant Budget Form | 274                          | 0.50                      | 137.00             | \$3,790.79                         | NAG Basic   |  |  |  | 30 minutes |
| National Medal for Museum/Library Services cover sheet    | 159                          | 0.08                      | 12.72              | \$351.96                           | NM for Museum/Library                                     |  |  |  | 5 minutes  |
| Library Reviewer application                              | 75                           | 0.50                      | 37.50              | \$1,037.63                         | Discretionary grants                                      |  |  |  | 30 minutes |
| Museum Reviewer application                               | 1428                         | 0.50                      | 714.00             | \$19,756.38                        | Discretionary grants                                      |  |  |  | 30 minutes |
| <b>Totals for application forms</b>                       | <b>4,960</b>                 | <b>5.83</b>               | <b>5099.72</b>     | <b>\$141,109.25</b>                |   |  |  |  |            |
| <b>Ave. time per resp.</b>                                |                              | <b>0.83</b>               |                    |                                    |   |  |  |  |            |

Note: <sup>1</sup> Based on median hour wage for librarians & museum workers BLS Occupational Employment and Wages, May 2013



**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 (FY2014) | Time per response (hours) | Total Burden Hours | Cost (27.67 per hour) <sup>1</sup> | Basis for calculation (number of reports)      | Interim    | Final      | NAG Final  |
|--|------------------------------|---------------------------|--------------------|------------------------------------|--|------------|------------|------------|
| Laura Bush 21st Century Librarian - 3 yr.                      | 34                           | 18.56                     | 631.04             | \$17,460.88                        | 2 interims, 1 final                            | 68         | 34         | 0          |
| Museums for America (MFA) - 3 yr.                              | 196                          | 26.44                     | 5,182.24           | \$143,392.58                       | 2 interims, 1 final                            | 392        | 196        | 0          |
| Museum Grants for African American History and Culture - 3 yr. | 12                           | 36.78                     | 441.36             | \$12,212.43                        | 2 interims, 1 final                            | 24         | 12         | 0          |
| National Leadership Grant - 3 yr. Museums/Libraries            | 67                           | 71.3566666666667          | 4,780.90           | \$132,287.41                       | 2 interims, 1 final                            | 134        | 67         | 0          |
| Native American Library Services Grants: Basic - 1 yr.         | 274                          | 2                         | 548.00             | \$15,163.16                        | 1 NA-Basic final                               | 0          | 0          | 274        |
| Native American Library Services Grants: Enhancement - 2 yr.   | 14                           | 15.39                     | 215.46             | \$5,961.78                         | 1 interim, 1 final                             | 14         | 14         | 0          |
| Native American/Native Hawaiian Museum Services - 3 yr.        | 20                           | 18.56                     | 371.20             | \$10,271.10                        | 2 interims, 1 final                            | 40         | 20         | 0          |
| Native Hawaiian Library Services - 1 yr.                       | 3                            | 12.22                     | 36.66              | \$1,014.38                         | 1 final  | 0          | 3          | 0          |
| Sparks - 1 yr.   | 22                           | 12.22                     | 268.84             | \$7,438.80                         | 1 final  | 0          | 22         | 0          |
| <b>Totals</b>  | <b>642</b>                   | <b>213.526666666667</b>   | <b>12,475.70</b>   | <b>\$345,202.53</b>                | <b>11 interims, 8 finals, 1 NA-Basic final</b> | <b>672</b> | <b>368</b> | <b>274</b> |
| <b>Average time per response</b>                               |                              | <b>23.7252</b>            |                    |                                    |  |            |            |            |

Note: <sup>1</sup> Based on mean hour wage for librarians, BLS Occupational Employment and Wages, May 2013

| Post-award forms: Grants to States                          | Number of Responses (FY2014) | Time per response (hours) | Total Burden Hours | Cost (27.67 per hour) <sup>1</sup> |
|---|------------------------------|---------------------------|--------------------|------------------------------------|
| State Grants Final Year Report (SPR)                        | 53                           | 40                        | 2,120.00           | \$58,660.40                        |
| State Grant Interim Financial Report                        | 53                           | 3.67                      | 194.51             | \$5,382.09                         |
| State Grant Final Financial Report - States                 | 53                           | 3.67                      | 194.51             | \$5,382.09                         |
| State Grants Final Financial Report - territories           | 3                            | 3.67                      | 11.01              | \$304.65                           |
| <b>Totals</b>   | <b>162</b>                   | <b>51.01</b>              | <b>2,520.03</b>    | <b>\$69,729.23</b>                 |
| <b>Totals for discretionary grants and Grants to States</b> | <b>804</b>                   | <b>264.536666666667</b>   | <b>14,995.73</b>   | <b>\$414,931.76</b>                |

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

| <i>Post-award forms: individual report forms for discretionary grant programs</i> | Number of Responses | Time per response (Hours) | Total Burden Hours | Cost (27.67 per hour) <sup>1</sup> |
|---|---------------------|---------------------------|--------------------|------------------------------------|
| Interim Performance Report Cover Sheet FY15 and earlier                           | 672                 | 0.17                      | 114.24             | 3161.02                            |
| Interim Performance Report Instructions FY15 and earlier                          | 672                 | 3                         | 2016               | 55782.72                           |
| Final Performance Report Cover Sheet FY15 and earlier                             | 368                 | 0.22                      | 80.96              | 2240.16                            |
| Final Performance Report Instructions FY15 and earlier                            | 368                 | 12                        | 4416               | 122190.72                          |
| Interim Performance Report Form FY16 and later                                    | 0                   | 3.17                      | 0.00               | 0.00                               |
| Final Performance Report Form FY16 and later                                      | 0                   | 12.22                     | 0.00               | 0.00                               |
| NAG Final Financial & Performance   | 274                 | 2                         | 548.00             | 15,163.16                          |
|   | <b>2354</b>         | <b>32.78</b>              | <b>7,175.20</b>    | <b>198,537.78</b>                  |

|                    |
|--------------------|
| <b>11 interims</b> |
| <b>11 interims</b> |
| <b>8 finals</b>    |
| <b>8 finals</b>    |
| <b>11 interims</b> |
| <b>8 final</b>     |
| <b>1 final</b>     |

6.0874

<sup>1</sup> 1 year grant: 12.22 hours; 15.39 year grant: 10 hours; 3 year grant: 10 hours

Average time per response

5.796667

|  |             |              |                  |                   |
|--|-------------|--------------|------------------|-------------------|
| <b>Total State Grant responses (line 22) + Total Discretionary responses (line 31)</b> | <b>2516</b> | <b>83.79</b> | <b>9,695.23</b>  | <b>268,267.01</b> |
| Reporting forms  | 2516        | 83.79        | 9,695.23         | 268,267.01        |
| apps- 0071   | 4,960       | 5.83         | 5,099.72         | 141,109.25        |
|  | <b>7476</b> | <b>89.62</b> | <b>14,794.95</b> | <b>409,376.27</b> |

| <b>CAP</b>  |    |   |    |         |
|---|----|---|----|---------|
| <b>Administered through Heritage Preservation in 2014</b> |    |   |    |         |
| CAP One-year Evaluation form                              | 78 | 1 | 78 | 2158.26 |

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

110.4

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



| Application forms   | Number of Responses (FY2014) | Number of Respondents for Small Entity (FY2014) | Percentage of Respondents Reporting Electronically (FY2014) |
|---|------------------------------|---|---|
| Program Information Sheet   | 1,378                        | 300   | 100%  |
| Budget form<br>Digital Stewardship<br>Supplementary<br>Information Form | 1,104<br>542                 | 250<br>100                                      | 100%<br>100%  |

|   | Number of Responses (FY2014) | Time per response (hours) | Total Burden Hours | Cost (27.67 per hour) <sup>1</sup> | Programs that use the Form                   |
|---|------------------------------|---------------------------|--------------------|------------------------------------|--|
| <b>3137-0029</b>  |                              |                           |                    |                                    |  |
| SF-424S (application; OMB 4040-0004)  | 1376                         | 0.33                      | 454.08             | \$12,564.39                        | All except National Medal and State Programs |
| SF-424B (application; OMB 4040-0007) (submitted once during the five-year plan period and resubmitted if there is a change in the authorized certifying official) | 56                           | 1                         | 56.00              | \$1,549.52                         | State Programs                               |
|   | <b>1432</b>                  |                           | <b>510.08</b>      | <b>\$14,113.91</b>                 |  |
| <b>3137-0071</b>  |                              |                           |                    |                                    |  |
| SF-425 (financial reporting; OMB 0348-0061) (interim + final reports on "post-award forms 0071" tab + 10 National Medalists)                                      | 1050                         | 1.5                       | 1575.00            | \$43,580.25                        | All except NA-Basic and State Programs       |
| SF-3881 (reporting)   | 301                          | 0.25                      | 75.25              | \$2,082.17                         | Museum and library reviewers                 |
| SF-270 ([total grantees for all programs x maximum years of grant] x 2 + 10 National Medalists)   | 2750                         | 1                         | 2750.00            | \$76,092.50                        | All  |
|   | <b>4101</b>                  |                           | <b>4400.25</b>     | <b>\$121,754.92</b>                |  |