

Interim and Final Reporting Forms

3137-XXXX

<i>Application and reporting forms</i>	No. of respondents	Frequency	Time per hour response
Interim and Final Reporting Forms	976	varies over a 3 year period	15.39
Totals: for forms	976		

Total Annual hour burden	How estimated	Cost (Hours x \$27.94)
6,234.27	Total of time required to complete forms required for each grant application times number of applications	\$174,185.50
6,234.27		\$174,185.50

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 (FY2015)	Time per response (hours)	Total Burden Hours	Cost (27.94 per hour) ¹	Basis for calculation (number of reports)	Interim	Final	NAG Final
Laura Bush 21st Century Librarian - 3 yr.	27	18.56	501.12	\$14,001.29	2 interims, 1 final	54	27	0
Museums for America (MFA) - 3 yr.	202	18.56	3,749.12	\$104,750.41	2 interims, 1 final	404	202	0
Museum Grants for African American History and Culture - 3 yr.	17	18.56	315.52	\$8,815.63	2 interims, 1 final	34	17	0
National Leadership Grant - 3 yr. Museums/Libraries	41	18.56	760.96	\$21,261.22	2 interims, 1 final	82	41	0
Native American Library Services Grants: Enhancement - 2 yr.	13	15.39	200.07	\$5,589.96	1 interim, 1 final	13	13	0
Native American/Native Hawaiian Museum Services - 3 yr.	21	18.56	389.76	\$10,889.89	2 interims, 1 final	42	21	0
Sparks - 1 yr.	26	12.22	317.72	\$8,877.10	1 final	0	26	0
Totals	347	120.41	6,234.27	\$174,185.50	10 interims, 7 finals	629	347	0
Average time per response		17.2014						

Note: ¹ Based on mean hour wage for librarians, BLS Occupational Employment and Wages, May 2015

Post-award forms: Grants to States	Number of Responses (FY2014)	Time per response (hours)	Total Burden Hours	Cost (27.94 per hour) ¹
State Grants Final Year Report (SPR)	56	47.34	2,651.04	\$74,070.06
Totals	56	47.34	2,651.04	\$74,070.06
Totals for discretionary grants and Grants to States	403	167.75	8,885.31	\$248,255.56

(Interim and Final reports combined in SPR)

Cost per response ROCIS
1309.8978000 2 lcs SPR Requirements and State

Post-award forms: individual report forms for discretionary grant programs	Number of Responses	Time per response (Hours)	Total Burden Hours	Cost (27.94 per hour) ¹
Interim Performance Report	629	3.17	1,993.93	\$55,710.40

Cost per response ROCIS
88.5698 1 IC - 2 sup docs

10 interims

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

Final Performance Report*	347	12.22	4,240.34	\$118,475.10	7 final
	976	15.39	6,234.27	174,185.50	
Average time per response		7.695000			
Total State Grant responses (line 18) + Total Discretionary responses (line 30)	1032	62.73	8,885.31	248,255.56	
Reporting forms	1032	62.73	8,885.31	\$248,255.56	
apps- 0071	542	5.83	5,099.72	\$142,486.18	
	1574	68.56	13,985.03	390,741.74	

341.4268 1 IC - 2 sup docs

CAP				
Administered through Heritage Preservation in 2015				
CAP One-year Evaluation form	113	1	113	\$3,157.22
MAP	124	1	124	\$3,464.56

* 1 year grant: 12.22 hours; 15.39 year grant: 10 hours; 3 year grant: 18.56 hours

Sparks - Libraries	20
Sparks - Museums	6
NLG-L	23
NLG-M	18

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

» Financial Status report final

Application forms	Number of Responses (FY2015)	Number of Respondents for Small Entity (FY2014)	Percentage of Respondents Reporting Electronically (FY2014)
Interim Performance Report	629	148	100
Final Performance Report	347	80	100
Total	976	228	

Programs that use the form	Percentage of small entities
All except National Medal, NAG, M & L Reviewers	23.52%
All except National Medal, NAG, M & L Reviewers	23.05%

Process	OMS/OLS average time to process one (hours)	GrantsAdmin average time to process one (hours)	# of responses
Discretionary interim performance report	1	0	629
Discretionary final performance report	1.5	0	347
TOTALS			976
Average	1.25		

Hour burden to IMLS	Average salary	\$ burden to IMLS
629	41.12	\$25,864.48
520.5	41.12	\$21,402.96
1149.5		\$47,267.44