

3137-0029

<i>Application and reporting process</i>	No. of respondents	Frequency	Annual hour burden	How estimated	Cost
Applicants preparing and submitting grant applications	1,861	one time	46,202.78	Time required to plan and write grant application, minus hours for completing forms	\$1,278,430.92

3137-0071

<i>Application and reporting forms</i>	No. of respondents	Frequency	Annual hour burden	How estimated	Cost
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
Totals: for forms	7,554		14,872.95		\$411,534.53
Totals for Fed Reg Notice	9,415		61,076		\$1,689,965.45

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>	Number of Respondents	Time per response (in hours)	Total Burden Hours	Burden hours for application forms (tab 3)	Burden hours for non-form application pieces	Cost (27.67 per hour)¹	Year
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
TOTALS	1,591	279	49,146	4,833.22	44,312.78	\$1,226,134.62	
Ave. time per response		31					

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

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

* 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) ¹	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
Totals for application forms	4,960	5.83	5099.72	\$141,109.25					
Ave. time per resp.		0.83							

Note: ¹ 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) ¹	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
Totals	642	213.526666666667	12,475.70	\$345,202.53	11 interims, 8 finals, 1 NA-Basic final	672	368	274
Average time per response		23.7252						

Note: ¹ 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) ¹
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
Totals	162	51.01	2,520.03	\$69,729.23
Totals for discretionary grants and Grants to States	804	264.536666666667	14,995.73	\$414,931.76

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) ¹
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
	2354	32.78	7,175.20	198,537.78

11 interims
11 interims
8 finals
8 finals
11 interims
8 final
1 final

6.0874

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

Average time per response

5.796667

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

CAP				
Administered through Heritage Preservation in 2014				
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 Digital Stewardship Supplementary Information Form	1,104 542	250 100	100% 100%

	Number of Responses (FY2014)	Time per response (hours)	Total Burden Hours	Cost (27.67 per hour) ¹	Programs that use the Form
3137-0029					
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
	1432		510.08	\$14,113.91	
3137-0071					
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
	4101		4400.25	\$121,754.92	