

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	1,721	one time	45,222.78	Time required to plan and write grant application, minus hours for completing forms	\$1,251,314.32

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	1,367	life of grant	9,789.58	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.	\$270,877.68

<b>Totals: for forms</b>	<b>6,327</b>		<b>14,889.30</b>		<b>\$411,986.93</b>
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<b>Totals for Fed Reg Notice</b>	<b>8,048</b>		<b>60,112</b>		<b>\$1,663,301.25</b>
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burden recalculated5/28/2015

Estimated burden hours and costs for grant applications by grant program

Preparing/submitting grant applications by grant program	Number of Respondents	Time per response (in hours)	Total Burden Hours	Burden hours for application forms (tab form application pieces per hour)	Burden hours for non- Cost (27.67 Burden Hours)	Year	hours for ROCIS / time per response	ROCIS wage/ROCIS hours per 1 response
Laura Bush 21st Century Librarian	96	40	3,840	408.00	3,432.00	2014		
Museums for America (MFA)	554	40	22,160	2,354.50	19,805.50	2014		
Museum Grants for African American History and Culture	32	9	288	136.00	152.00	2014		
National Leadership Grant (includes Sparks)	355	40	14,200	1,508.75	12,691.25	2014		
National Medal for Museum/Library Services	159	9	1,431	12.72	1,418.28	2014		
Native American Library Services Grants: Basic	274	2	548	137.00	411.00	2014		
Native American Library Services Grants: Enhancement	34	40	1,360	144.50	1,215.50	2014		
Native American/Native Hawaiian Museum Services Grants to State Libraries Program - five year plan	31	9	279	131.75	147.25	2014		
	56	90	5,040	0.00	5,040.00	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>			
Ave. time per response		<b>31</b>						

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

CAP and MAP		Administered through the American Alliance of Museums		Administered through Heritage Preservation in 2014		CAP and MAP TOTALS	
Museum Assessment Program (MAP) Application	130	7	910				
Conservation Assessment Program (CAP) Application *	140	7	980				
<b>CAP and MAP TOTALS</b>	<b>270</b>	<b>14</b>	<b>1,890</b>				

\* CAP will not be submitted with this Clearance at this time.

1,721 45,222.78 \$1,251,314

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

NLG Breakdown	Number of Respondents	Time per response (in hours)	Total Burden Hours	Burden hours for application forms (tab form application pieces per hour)	Burden hours for non- Cost (27.67 Burden Hours)	Year	hours for ROCIS / time per response	ROCIS wage/ROCIS hours per 1 response
NLG Libraries	182	40	7,280	773.50	6,506.50	2014		
NLG Museums	76	40	3,040	323.00	2,717.00	2014		
Sparks Libraries	68	40	2,720	289.00	2,431.00	2014		
Sparks Museums	29	40	1,160	123.25	1,036.75	2014		
<b>TOTALS</b>	<b>355</b>	<b>40</b>	<b>14,200</b>	<b>1,508.75</b>	<b>12,691.25</b>			

### 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	Cost per reponse/ROCIS
Program Information Sheet	1,378	0.25	344.50	\$9,532.32	All except National Medal and State Programs				15 minutes	6.917500
Budget form	1,104	3.00	3312.00	\$91,643.04	All except NAG Basic, National Medal, and State Programs				3 hours	83.010000
Digital Stewardship Supplementary Information Form	542	1.00	542.00	\$14,997.14	LB21, MFA, AAHC, NLG (incl. Sparks), NA-Enhancement, NANH				60 minutes	27.670000
Native American Library Services: Basic Grant Budget Form	274	0.50	137.00	\$3,790.79	NAG Basic				30 minutes	13.835000
National Medal for Museum/Library Services cover sheet	159	0.08	12.72	\$351.96	NM for Museum/Library				5 minutes	2.215000
Library Reviewer application	75	0.50	37.50	\$1,037.63	Discretionary grants				30 minutes	13.835000
Museum Reviewer application	1428	0.50	714.00	\$19,756.38	Discretionary grants				30 minutes	13.835000
<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

<b>Burden Calculation for Program Specific Forms</b>									
<b>Application forms by program</b>	<b>Number of Responses (FY2014)</b>	<b>Time per response (hours)</b>	<b>Total Burden Hours</b>	<b>Cost (27.67 per hour)<sup>1</sup></b>					
							PIS	Budget form	Dig
Laura Bush 21st Century Librarian	96	4.25	408	\$11,289.36			96	96	40
Museums for America (MFA)	554	4.25	2354.5	\$65,149.02			554	554	277
Museum Grants for African American History and Culture	32	4.25	136	\$3,763.12			32	32	16
National Leadership Grant (includes Sparks!)*	355	4.25	1508.75	\$41,747.11			355	355	178
National Medal for Museum/Library Services	159	0.08	12.72	\$351.96			0	0	0
Native American Library Services Grants : Basic	274	0.5	137	\$3,790.79			274	0	0
Native American Library Services Grants : Enhancement	34	4.25	144.5	\$3,998.32			34	34	15
Native American/Native Hawaiian Museum Services	31	4.25	131.75	\$3,645.52			33	33	16
<b>TOTALS</b>	<b>1535</b>		<b>4833.22</b>	<b>\$133,735.20</b>			<b>1378</b>	<b>1104</b>	<b>542</b>
									<b>3024</b>

**\*NLG Libraries & Museums + Sparks Breakdown**

NLG Libraries	182	4.25	773.5	\$21,402.75
NLG Museums	76	4.25	323	\$8,937.41
Sparks Libraries	68	4.25	289	\$7,996.63
Sparks Museums	<u>29</u>	<u>4.25</u>	<u>123.25</u>	<u>\$3,410.33</u>
				\$41,747.11

IC + Instructions for completing budget documents

A & B/ 2 forms

**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	21.39	256.68	\$7,102.34	2 interims, 1 final	24	12	0
National Leadership Grant - 3 yr. Museums/Libraries	67	40.5766666666667	2,718.64	\$75,224.68	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
Sparks - 1 yr.	22	12.22	268.84	\$7,438.80	1 final	0	22	0
<b>Totals</b>	<b>639</b>	<b>155.136666666667</b>	<b>10,192.10</b>	<b>\$282,015.31</b>	<b>10 interims, 7 finals, 1 NA-Basic final</b>	<b>672</b>	<b>365</b>	<b>274</b>
<b>Average time per response</b>		<b>19.3921</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)	56	47.34	2,651.04	\$73,354.28
<b>Totals</b>	<b>56</b>	<b>47.34</b>	<b>2,651.04</b>	<b>\$73,354.28</b>
<b>Totals for discretionary grants and Grants to States</b>	<b>695</b>	<b>202.476666666667</b>	<b>12,843.14</b>	<b>\$355,369.59</b>

(Interim and Final reports combined in SPR)

**Cost per response ROCIS**

1309.8978000 2 lcs SPR Requirements and Stat

**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	672	3.17	2,130.24	58,943.74	10 interims
Final Performance Report*	365	12.22	4,460.30	123,416.50	7 final
NAG Final Financial & Performance	274	2	548.00	15,163.16	1 final
	<b>1311</b>	<b>17.39</b>	<b>7,138.54</b>	<b>197,523.40</b>	
<b>Average time per response</b>		<b>5.796667</b>			
<b>Total State Grant responses (line 18) + Total Discretionary responses (line 30)</b>	<b>1367</b>	<b>64.73</b>	<b>9,789.58</b>	<b>270,877.68</b>	
<b>Reporting forms apps- 0071</b>	<b>1367</b>	<b>64.73</b>	<b>9,789.58</b>	<b>270,877.68</b>	
	<b>4,960</b>	<b>5.83</b>	<b>5,099.72</b>	<b>141,109.25</b>	
	<b>6327</b>	<b>70.56</b>	<b>14,889.30</b>	<b>411,986.93</b>	

**Cost per response ROCIS**

87.7139 1 IC - 2 sup docs  
 338.1274 1 IC - 2 sup docs  
 55.34

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

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

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

Final Financial Status report final



Application forms	Number of Responses (FY2014)	Number of Respondents for Small Entity (FY2014)	Percentage of Respondents Reporting Electronically (FY2014)	Programs that use the form
Program Information Sheet	1,378	300	100%	All except National Medal and State Programs
Budget form	1,104	250	100%	All except NAG Basic, National Medal, and State Programs
Digital Stewardship Supplementary Information Form	542	100	100%	LB21, MFA, AAHC, NLG (incl. Sparks), NA-Enhancement
	<b>3,024</b>	<b>650</b>		
<b>all 3</b>	3,024	650		
<b>Program info</b>	1,378	300		
Program info & Budget	2,482	550		
Interim Performance Report				All except National Medal, NAG, M & L Reviewers
	672	148		
Final Performance Report				All except National Medal, NAG, M & L Reviewers
	365	80		
NAG Final Financial & Performance	274	60		NAG
<b>Apps</b>				
Laura Bush 21st Century Librarian	96	21		
Museums for America (MFA)	554	119.11		
Museum Grants for African American History and Culture	32	7		
National Leadership Grant (includes Sparks!) *	355	76		

National Medal for Museum/Library Services	159	40
Native American Library Services Grants: Basic	274	60
Native American Library Services Grants: Enhancement	34	7
Native American/Native Hawaiian Museum Services	31	7
Grants to State Libraries Program - five year plan	56	0
Museum Assessment Program	130	33
		370.11

**NLG Breakdown**

NLG Libraries	182	39
NLG Museums	76	16
Sparks Libraries	68	15
Sparks Museums	<u>29</u>	6

**Percentage  
of small  
entities**

21.50%  
21.77%  
22.16%

22.00%

22.00%

22.00%

21.50%

21.50%

21.50%

21.50%

25.00%

21.77%

21.50%

21.50%

0.00%

25.00%

21.50%

21.50%

21.50%

21.50%

	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)	1047	1.5	1570.50	\$43,455.74	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)	Err:508	1	Err:508	Err:508	All
	<b>Err:508</b>		<b>Err:508</b>	<b>Err:508</b>	