

2018 Burden Estimate for Value Added Producer Grant Program - 0570-0064 - 2018
 USDA Rural Business-Cooperative Service

Section of Regulations	Title	Form No. (if any)	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses (D) X (E)	Estimated Number of Man 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)

APPLICANT Burden

PAPERWORK REQUIREMENTS:

4284.951	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions	Form AD-1047	249	1	249	0.25	62.25	\$41.13	\$2,560.34
4284.951	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Lower-Tier Covered Transactions	Form AD-1048	249	1	249	0.25	62.25	\$41.13	\$2,560.34
4284.951	Certification Regarding Drug-Free Workplace Requirements (Grants)	Form AD-1049	249	1	249	0.25	62.25	\$41.13	\$2,560.34
4284.924	Report of Separation from the U.S. Military	DD-214	10	1	10	0.2	2	\$41.13	\$82.26
4284.931	Assurance Agreements	RD 400-4 (0575-0018)	249	1	249	0.25	62.25	\$41.13	\$2,560.34
4284.951	Letter of Intent to Meet Conditions	RD 1942-46 (0570-0062)	249	1	249	0.5	124.5	\$41.13	\$5,120.69
4284.951	Financial Assistance Agreement	RD 4280-2 (0570-0067)	249	1	249	1	249	\$41.13	\$10,241.37
4284.951	Request for Obligation of Funds	RD-1940-1 (0575-0062)	249	1	249	0.25	62.25	\$41.13	\$2,560.34
Subtotal					1753		686.75		\$28,246.03

PAPERWORK REQUIREMENTS - NO FORMS

Reporting - No Forms

Project Proposal - Applicants

4284.931	Project Proposal-Working Capital Applications	written	313	1	313	76	23,788	\$41.13	\$978,400
4284.932	Project Proposal-Simplified Applications	written	171	1	171	64	10,944	\$41.13	\$450,127
	Project Proposal-Planning Grant Applications	written	72	1	72	64	4,608	\$41.13	\$189,527
4284.924	Priority Point Requirement for "Best Contributes"	written	10	1	10	3	30	\$41.13	\$1,234
Subtotal					566		39,370		\$1,619,288

Recipient Requirements

4284.960	Performance Reports	written	249	2	498	9	4,482	\$41.13	\$184,345
4284.960	Final Report	written	249	1	249	30	7,470	\$41.13	\$307,241
2 CFR 418.110	Certification Regarding Lobbying	written	249	1	249	0.25	62	\$41.13	\$2,560
Dept Regulations	Recordkeeping	written	249	1	249	3	747	\$41.13	\$30,724
Subtotal					1,245		12,761		\$524,870

GRAND TOTAL

3,564

52,818

\$2,172,404

Form Burden Approved Under Other OMB Numbers

4284.931	Application for Federal Assistance	SF-424 (4040-0004)	556	1	576	1	576		
4284.931	Budget Information - Non-Construction	SF-424A (4040-0006)	556	1	556	3	1668		
4284.931	Assurances - Non-Construction	SF-424B (4040-0007)	556	1	556	0.25	139		
4284.931	Federal Financial Report	SF-425 (4040-0014)	249	2	498	0.5	249		
4284.931	Request for Advance or Reimbursement	SF-270 (4040-0012)	249	12	2988	1	2,988		
4284.951	Disclosure of Lobbying Activities	SF-LLL (4040-0013)	102	1	102	0.25	25.5		

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

USDA Rural Business-Cooperative Service

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

VAPG Application Handling

Receipt and Handling of Applications		556	1	556	1	556	\$36.89	\$20,511
Non-federal Reviewer Recruitment and Coordination		90	2	180	2	360	\$86.49	\$31,136
Eligibility Review-Working Capital Grant Applications		313	1	313	3	939	\$77.82	\$73,073
Eligibility Review-Planning Grant Applications		72	1	72	2	144	\$77.82	\$11,206
Eligibility Review-Simplified Applications		171	1	171	2	342	\$77.82	\$26,614
Eligibility Review-Veterans category		10	1	10	0.1	1	\$77.82	\$78
Application Evaluation-Non-Federal Review, All Application Types		378	2	397	3	1191	\$33.33	\$39,696
Application Evaluation-State Office Review, All Application Types		378	1	378	3	1134	\$77.82	\$88,248
Application Evaluation-Priority Points for 'best contributors'		10	1	10	1	10	\$77.82	\$778

Grant Award

Ranking and program summary		1	1	1	8.5	8.5	\$86.49	\$735
Award Announcement		249	1	249	1	249	\$77.82	\$19,377
Legal Document Preparation		249	1	249	1	249	\$77.82	\$19,377
Applicant Notification		556	1	556	1	556	\$77.85	\$43,285
Appeals		2	1	2	20	40	\$77.82	\$3,113

Post Award

Monitoring		249	1	249	36	8964	\$77.82	\$697,578
Administrative		249	1	249	3	747	\$36.89	\$27,557

TOTAL

\$1,102,363

** \$22.46 (adj \$36.89) is the rest-of-the-US rate for a GS-7, step 5; \$39.85 (adj \$65.45) is the average rest-of-the-US rate for a GS-12, Step 5 and \$47.38 (adj \$77.82) for a GS-13, step 5; \$44.28 (adj \$72.73) is the WDC rate for a GS-12, step 5 and \$52.66 (adj \$86.49) for a GS-13, step 5. \$33.33 is the hourly rate of non-Federal Reviewers. Wage rates above include 36.25% for fringe benefits and 28% for overhead costs. Those rates are parenthetically noted as "adj" amounts in this note.

The estimates provided on the previous pages were generated using the following assumptions

Total number of Applications	556 2018 actual
Working capital applications	484 2018 actual
Planning applications	72 2018 actual
Simplified applications	171 2018 actual. Note that this category is a subset of working
Eligible applications	378 2018 actual
Veterans priority	10 2018 actual
'Best contributes' priority	10 2018 actual
Number of awards	249 2018 actual
Number of appeals	2 The window for appeals from 2018 applicants is still open,

Assumes a 3 hour increase in man-hours for additional information for 'best contributes'.

Assumes .2 man-hours for veterans to supply the required DD-214.

Assumes .1 man-hours for State Office staff to review the required DD-214.

Non-federal Reviewer Recruitment and Coordination includes pre-review paperwork (system access, confl

Award Announcement is generation and correction of project information sheets and press release

Number of responses for SF-LLL based on percentage of awards over \$100,000 in 2018

| capital applications.

. therefore the final number is not available.

lict of interest and confidentiality, automated payment information) and post-review payment.