

2019 Burden Estimate for the Agriculture Innovation Center Demonstration Program
 USDA Rural Business-Cooperative Service

Section of Regulations	Title	Form No. (if any)	Estimated No. of Respondents	Reports Filed Annually	Total Annual Reponses (D) X (E)	Estimated No. of Man Hours per Reponse	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/RECIPIENT Burden									
PAPERWORK REQUIREMENTS - FORMS									
4284.16(c)(3)	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions	AD -1047 (0505-0027)	3	1	3	0.25	0.75 \$	57.88 \$	43.41
4284.16(c)(3)	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Lower-Tier Covered Transactions	AD-1048 (0505-0027)	3	1	3	0.25	0.75 \$	57.88 \$	43.41
4284.16(c)(3)	Certification Regarding Drug-Free Workplace Requirements (Grants)	AD-1049 (0505-0027)	3	1	3	0.25	0.75 \$	57.88 \$	43.41
Annual Appropriation Law	Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants	AD-3030 (0505-0025)	25	1	25	0.25	6.25 \$	57.88 \$	361.75
Annual Appropriation Law	Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants	AD-3031 (0505-0025)	3	1	3	0.25	0.75 \$	57.88 \$	43.41
4284.16(b)	Assurance Agreement	RD 400-4 (0575-0018)	3	1	3	0.25	0.75 \$	57.88 \$	43.41
4284.1014(b)	Letter of Intent to Meet Conditions	RD 1942-46 (0570-0062)	3	1	3	1.00	3.00 \$	57.88 \$	173.64
4284.11(a) 428.1014(c)	Financial Assistance Agreement	RD 4280-2 (0570-0067)	3	1	3	1.00	3.00 \$	57.88 \$	173.64
4284.8	Request for Obligation of Funds	RD-1940-1 (0575-0062)	3	1	3	0.25	0.75 \$	57.88 \$	43.41
Subtotal					49	16.75	\$	969.49	
PAPERWORK REQUIREMENTS - NO FORMS									
4284.1010(c)	Proposal	narrative	25	1	25	40.00	1000.00 \$	57.88 \$	57,880.00
	Categorical Exclusion w/ Environmental Report	narrative	3	1	3	1.00	3.00 \$	57.88 \$	173.64
4284.12(b)	Performance Reports - Semi-Annual	narrative	3	2	6	4.00	24.00 \$	57.88 \$	1,389.12
4284.12(c)	Performance Report - Final	narrative	3	1	3	3.00	9.00 \$	57.88 \$	520.92
4284.16(c)(4)	Certification Regarding Lobbying	narrative	3	1	3	0.25	0.75 \$	57.88 \$	43.41
Subtotal					40	1036.75	\$	60,007.09	
GRAND TOTAL					89	1053.50	\$	60,976.58	
FORM BURDEN APPROVED UNDER OTHER OMB NUMBERS									
4284.1010(b)(1)	Application for Federal Assistance	SF-424 (4040-0004)	25	1	25	1.00	25.00		
4284.1010(b)(2)	Budget Information - Non-Construction	SF-424A (4040-0006)	25	1	25	3.00	75.00		

4284.1010(b)(3)	Assurances - Non-Construction	SF-424B (4040-0007)	25	1	25	0.25	6.25
4284.12(a)	Federal Financial Report	SF-425 (4040-0014)	3	3	9	0.50	4.50
4284.11(c)	Request for Advance or Reimbursement	SF-270 (4040-0012)	3	12	36	1.00	36.00
4284.16(c)(4)	Disclosure of Lobbying Activities	SF-LLL (4040-0013)	3	1	3	0.25	0.75

*The Wage Class is a mean average of three positions that are expected to contribute to the development of applications as well as filling out forms and reporting: Management Analyst \$44.92; Postsecondary School Teacher (University Professor) \$39.85; Financial Analyst \$47.80

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Selection of Regulation	Description	Form No. (if any)	No. of Respondents
(A)	(B)	(C)	(D)
Annual Cost to the FEDERAL GOVERNMENT			
4284.1010	Develop Notice (RFP)	N/A	1
4284.1010	Receive Applications	N/A	25
4284.1011	Determine Eligibility	N/A	25
4284.1012 - .1013	Evaluate Applications	N/A	25
4284.1012	Prepare Executive Summary	N/A	1
Federal Register Notice	Announce Awards	N/A	3
4284.1014	Prepare Legal Documents	N/A	3
Federal Register Notice	Notify Applicants	N/A	25
4284.4	Participate in Appeal Hearing	N/A	1
4284.14	Monitor Awards	N/A	3
4284.9	Disburse Funds	N/A	3
TOTAL			

** \$47.38 (adj \$77.82) is the hourly rate for a GS-13, step 5 in the rest-of-the-US; \$30.54 (adj \$50.1) above include 36.25% for fringe benefits and 28% for overhead costs. Those rates are paranthetica

Reports Filed Annually	Total Annual Responses (D) X (E)	Estimated No. of Manhours per Response	Estimated Total Manhours (F) X (G)	Wage** Class
(E)	(F)	(G)	(H)	(I)
1	1	100	100.00 \$	86.49
1	25	0.50	12.50 \$	86.49
1	25	2.00	50.00 \$	86.49
1	25	3.00	75.00 \$	77.82
1	1	8.00	8.00 \$	86.49
1	3	0.50	1.50 \$	86.49
1	3	2.00	6.00 \$	86.49
1	25	1.00	25.00 \$	86.49
1	1	20.00	20.00 \$	86.49
1	3	30.00	90.00 \$	86.49
12	36	0.50	18.00 \$	50.16
	148		406.00	

6) is the hourly rate for a WDC-area GS-9, step 5; \$52.66 (adj \$86.49) is for a WDC-area GS-13, similarly noted as "adj" amounts in this note.

**Total Cost
(H) X (I)**

(J)

\$	8,649.00
\$	1,081.13
\$	4,324.50
\$	5,836.50
\$	691.92
\$	129.74
\$	518.94
\$	2,162.25
\$	1,729.80
\$	7,784.10
\$	902.88
\$	33,810.75

Step 5. Wage rates

The estimates provided on the previous page

Total number of applications 25

Total number of recipients 3

SF-LLL responses 3

Developing the Notice (RFP) is based only on

Announcing Awards includes the generic

readsheets utilized the following assumptions:

This number is based on the paperwork burden package from FY 2003, which is the only year the program was run at full funding. Even if funding levels are reduced, it is expected that at least this many organizations will apply.

This number is based on the funding amount received in FY 2018 because the funding amount is unknown for FY 2019.

This number is based on the expected number of awards over \$100,000 and the nature of the recipient organizations.

on the time for RBS personnel to develop the document and assist with the clearance process. It does not include the time for review, revision, and correction of project information sheets and the press release.

ude the time of the clearance agencies.