

3137-XXXX

| <i>Application and reporting process</i> | No. of respondents (FY2015) | Frequency | Annual hour burden | How estimated | Cost |
|---------------------------------------------------------------|------------------------------------|------------------|---------------------------|-------------------------------------------------------------------------------------|-------------------|
| Applicants preparing and submitting grant applications | | 7 one time | 280.00 | Time required to plan and write grant application, minus hours for completing forms | \$7,932.40 |



Estimated burden hours and costs for grant applications by grant program

| <i>Preparing/submitting grant applications by grant program</i> | Number of Respondents (FY2016) | Time per response (in hours) | Total Burden Hours | Cost (28.33 per hour) ¹ | Year | hours for ROCIS / time per response | ROCIS wage/ROCIS hours per 1 response |
|-----------------------------------------------------------------|--------------------------------|------------------------------|--------------------|------------------------------------|------|-------------------------------------|---------------------------------------|
| Native Hawaiian Library Services | 7 | 30 | 210 | \$5,949.30 | 2015 | | 849.9 |
| TOTALS | 7 | 30 | 210 | \$5,949.30 | | | |
| <i>Ave. time per response</i> | | 30 | | | | 210 | 849.9 |

Note: ¹ Based on current mean average hourly wage for librarians, BLS Occupational Employment and Wages

| Application forms | Number of Responses (FY2016) | Number of Respondents for Small Entity (FY2016) | Percentage of Respondents Reporting Electronically (FY2016) |
|----------------------------------|------------------------------|-------------------------------------------------|-------------------------------------------------------------|
| Native Hawaiian Library Services | 7 | 7 | 100 |
| totals | 7 | 7 | |

| Programs that use the form | Percentage of small entities |
|----------------------------|------------------------------|
| 1 | 100 |
| | |

| Process | OMS/OLS average time to process one (hours) | GrantsAdmin average time to process one (hours) |
|--------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------|
| Native Hawaiian Library Services including SF-424S (data entry, first-check, budget check) | 1.16 | 0 |
| Discretionary Applications (IT download) | 0 | 0 |
| Discretionary Applications (IT download) | 0 | 0 |

* Average salary of IMLS employees 2015

| # of responses | Hour burden to IMLS | Average salary | \$ burden to IMLS |
|----------------|---------------------|----------------|-------------------|
| 7 | 8.12 | 41.12 | \$333.89 |
| 0 | 3.5 | 41.12 | \$143.92 |
| 0 | 1 | 41.12 | 41.12 |

7 | **12.62** | **\$518.93** totals