Respondent Burden & Labor Cost

Instructions: Fill in yellow cells only. All other cells self calculate or

a.	Estimation of Respondent Burden		
1.1.	**Volunteer Portal - Create a Profile**		**Notes**
a.	Number of Respondents:	18,204	1,517 is the current average of new users per month for our first 8 months of the newly launched Volunteer Portal. 18,204 is the expected annual average if this trend continues. However, once OF 301 forms are built within Volunteer Portal, we expect annual users to match annual number of volunteers.
b.	Avg Number of Responses Per Respondent:	1	
c.	Number of Total Annual Responses:	18,204	
d.	Response Time:	15	minutes. Based on consultation with 9 potential respondents and participating agencies.
e.	Respondent Burden Hours:	4551.0	
1.2.	**Volunteer Portal - Apply for a Volunteer Opportunity**		
a.	Number of Respondents:	18,204	1,517 is the current average of new users per month for our first 8 months of the newly launched Volunteer Portal. 18,204 is the expected annual average if this trend continues. However, once OF 301 forms are built within Volunteer Portal, we expect annual users to match annual number of volunteers.
b.	Number of Responses Per Respondent:	1	
c.	Number of Total Annual Responses:	18,204	

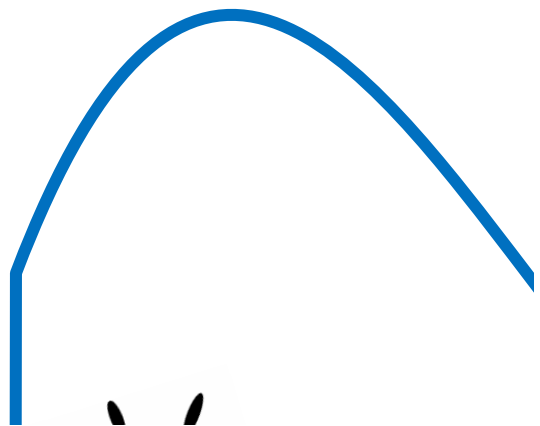|			
d.	Response Time:	10	minutes. Based on consultation with 9 potential respondents and participating agencies. Applying for a volunteer opportunity includes auto-filled information from the volunteer profile, representing a time savings for the individual below the average 15 minutes completion timeframe.
e.	Respondent Burden Hours:	3034.0	This form is faster to complete because it auto-fills based on profile, saving respondents time.
1.3.	OF 301		
a.	Number of Respondents:	175,000	Estimated based on DOI agency average number of volunteers FY17-FY19. Resulting total volunteers estimated across DOI agencies: 350,000. Total for each form: estimate half of volunteers complete each form 1x/year = 175,000 volunteers complete this form.
b.	Number of Responses Per Respondent:	1	
c.	Number of Total Annual Responses:	175,000	
d.	Response Time:	15	minutes. Based on consultation with 9 potential respondents and participating agencies.
e.	Respondent Burden Hours:	43750.0	
1.4.	OF 301a		
a.	Number of Respondents:	175,000	Estimated based on DOI agency average number of volunteers FY17-FY19. Resulting total volunteers estimated across DOI agencies: 350,000. Total for each form: estimate half of volunteers complete each form 1x/year = 175,000 volunteers complete this form.
b.	Number of Responses Per Respondent:	1	
c.	Number of Total Annual Responses:	175,000	
d.	Response Time:	15	minutes. Based on consultation with 9 potential respondents and participating agencies.
e.	Respondent Burden Hours:	43750.0	

1.5.	**OF 301b**		
a.	Number of Respondents:	175,000	Estimated based on DOI agency average number of volunteers FY17-FY19. Resulting total volunteers estimated across DOI agencies: 350,000. Total for each form: estimate half of volunteers complete each form 1x/year = 175,000 volunteers complete this form.
b.	Number of Responses Per Respondent:	1	
c.	Number of Total Annual Responses:	175,000	
d.	Response Time:	2	minutes. Based on consultation with 9 potential respondents and participating agencies. Completing a Volunteer Sign Up Form for Groups contains streamlined information collection for each individual group member, representing a time savings for the individuals in the group below the average 15 minutes completion timeframe.
e.	Respondent Burden Hours:	5833.3	This form is faster to complete because group members only need to provide basic information.
2.	**Total Submission Burden**		
a.	Total Number of Respondents:	561,408	
b.	Total Number of Annual Responses:	561,408	
c.	Total Respondent Burden Hours:	100,918	
b.	Labor Cost of Respondent Burden	27.2	
1.1	**Volunteer Portal - Create a Profile**		
a.	Number of Total Annual Responses:	18,204	
b.	Response Time:	15	minutes
c.	Respondent Hourly Wage:	$27.20	
d.	Labor Burden per Response:	$6.80	
e.	Total Labor Burden:	$123,787.20	
1.2	**Volunteer Portal - Apply for a Volunteer Opportunity**		
a.	Number of Total Annual Responses:	18,204	
b.	Response Time:	10	minutes
c.	Respondent Hourly Wage:	$27.20	

d.	Labor Burden per Response:	$4.53	
e.	Total Labor Burden:	$82,524.80	
1.3	**OF 301**		
a.	Number of Total Annual Responses:	175,000	
b.	Response Time:	15	minutes
c.	Respondent Hourly Wage:	$27.20	
d.	Labor Burden per Response:	$6.80	
e.	Total Labor Burden:	$1,190,000.00	
1.4	**OF 301a**		
a.	Number of Total Annual Responses:	175,000	
b.	Response Time:	15	minutes
c.	Respondent Hourly Wage:	$27.20	
d.	Labor Burden per Response:	$6.80	
e.	Total Labor Burden:	$1,190,000.00	
1.5	**OF 301b**		
a.	Number of Total Annual Responses:	175,000	
b.	Response Time:	2	minutes
c.	Respondent Hourly Wage:	$27.20	
d.	Labor Burden per Response:	$0.91	
e.	Total Labor Burden:	$158,666.67	
2.	**Overall Labor Burden**		
a.	Total Number of Annual Responses:	561,408	
b.	Total Labor Burden:	$2,744,979	

Calculator

pull data from other cells.

0.25 response time in decimal hours

0.17 response time in decimal hours

Tip: When copyi
unformatted
paragraph in
Supporting State
reformat b

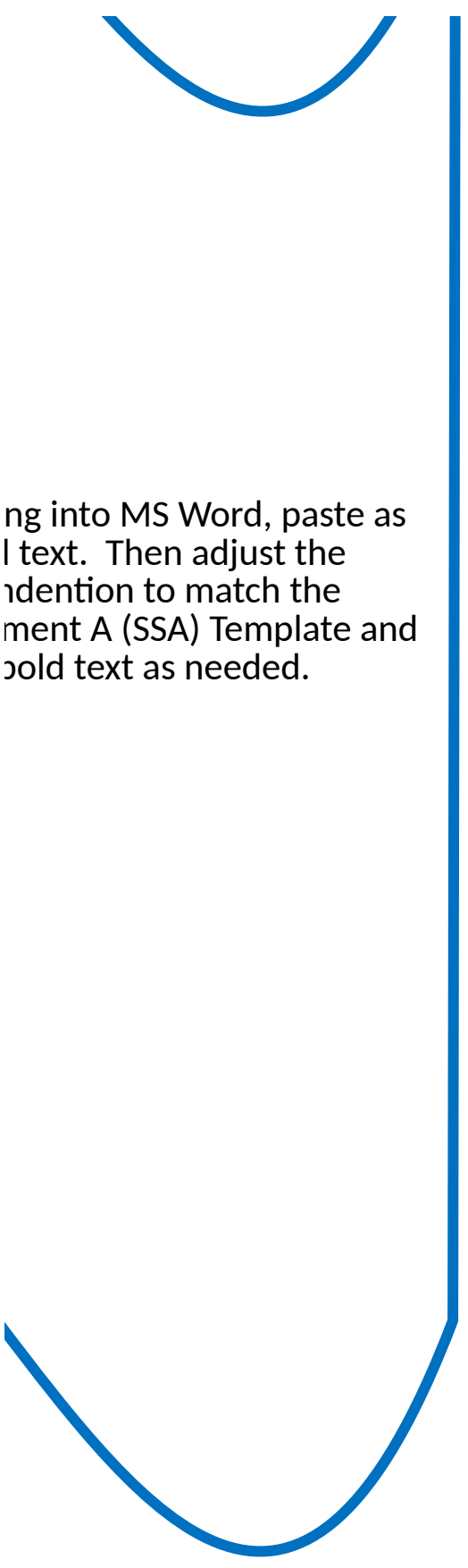0.25 response time in decimal hours

0.25 response time in decimal hours

0.03 response time in decimal hours

ng into MS Word, paste as
l text. Then adjust the
ndention to match the
ment A (SSA) Template and
bold text as needed.

Costs to the Federal Government

Instructions: Fill in yellow cells only. All other cells self calculate or pull data from other cells.

a.	Labor Cost to the Federal Government		
1.1	**Volunteer Portal - Create a Profile**		
a.	Number of Total Annual Responses:	18204	
b.	Processing Time per Response:	0.08	(decimal hours)
c.	Hourly Wage of Worker(s) Processing Responses:	$20.46	GS7, Step 5 given as a reasonable estimate across participating DOI agencies.
d.	Cost to Process each Response:	$1.64	
e.	Total Cost to Process Responses:	$29,796.31	
1.1	**Volunteer Portal - Apply for a Volunteer Opportunity**		
a.	Number of Total Annual Responses:	18204	
b.	Processing Time per Response:	0.08	(decimal hours)
c.	Hourly Wage of Worker(s) Processing Responses:	$20.46	GS7, Step 5 given as a reasonable estimate across participating DOI agencies.
d.	Cost to Process each Response:	$1.64	
e.	Total Cost to Process Responses:	$29,796.31	
1.1	**OF 301**		
a.	Number of Total Annual :	175000	
b.	Processing Time per Response:	0.08	(decimal hours)
c.	Hourly Wage of Worker(s) Processing Responses:	$20.46	GS7, Step 5 given as a reasonable estimate across participating DOI agencies.
d.	Cost to Process each Response:	$1.64	
e.	Total Cost to Process Responses	$286,440.00	
1.1	**OF 301a**		
a.	Number of Total Annual Responses:	175000	

b.	Processing Time per Response:	0.08	(decimal hours)
c.	Hourly Wage of Worker(s) Processing Resonses:	$20.46	GS7, Step 5 given as a reasonable estimate across participating DOI agencies.
d.	Cost to Process each Response:	$1.64	
e.	Total Cost to Process Responses:	$286,440.00	
1.1	**OF 301b**		
a.	Number of Total Annual Responses:	175000	
b.	Processing Time per Response:	0.08	(decimal hours)
c.	Hourly Wage of Worker(s) Processing Responses:	$20.46	GS7, Step 5 given as a reasonable estimate across participating DOI agencies.
d.	Cost to Process each Response:	$1.64	
e.	Total Cost to Process Responses:	$286,440.00	
2.	**Overall Labor Burden to the Federal Government**		
a.	Total Number of Annual Responses:	561,408	
b.	Total Labor Burden:	$918,912.61	
	Operational and Maintenance Costs		
a.	Equipment:	$0	No special equipment is used for this collection
b.	Printing:	$0	Forms may sometimes be printed by federal staff, but we cannot separate this cost from other customary printing business.
c.	Postage:	$0	Forms may sometimes be mailed by federal staff, but we cannot separate this cost from other customary printing business.
d.	Software Purchases:	$649,148.00	Volunteer Portal software operations and maintenance costs, based on FY20 actual cost for DOI agencies.
e.	Licensing Costs:	$598,075.00	Volunteer Portal licensing costs, based on FY20 actual cost for DOI agencies.
f.	Other:		N/A
g.	Total:	$1,247,223	
1.	Total Operational And Maintenance Costs:	$1,247,223	
2.	Total Labor Cost to the Federal Government:	$918,912.61	

| 3. | Total Cost to the Federal Government: | $2,166,136 | |

Decimal hour calculator:

5 processing time in minutes
0.08 Decimal hour Value