



	<b>Equal Opportunity Agreement</b>	<b>RD 400-1</b>	25	1	25	0.25	<b>6.25</b>			
	<i>Cleared Under OMB Docket No. 0575-0018 (to be updated to RD Commom control # ASAP)</i>									
	<b>Assurance Agreement</b>	<b>RD 400-4</b>	25	1	25	0.25	<b>6.25</b>			
	<i>Cleared Under OMB Docket No. 0575-0197</i>									
	<b>Written – Environmental Review Documents (Pre-Award)</b>	written	25	1	25	40.00	<b>1,000.00</b>			
	<i>Cleared Under OMB Docket No. 0570-0035</i>									
	<b>Letter of Conditions</b>	<b>Form RD 4280-4</b>	5	1	5	1.00	<b>5.00</b>			
	<i>Cleared Under OMB Docket No. 0570-0061 and 0570-0062 (to be updated to RD Commom control # ASAP)</i>									
	<b>Request for Obligation of Funds (Post-Award)</b>	<b>Form RD 1940-1</b>	5	1	5	0.25	<b>1.25</b>			
	<i>Cleared Under OMB Docket No. 0575-0015, 0570-0021, 0570-0061, 0570-0062 and 0572-0137 (to be updated to RD Commom control # ASAP)</i>									
	<b>Letter of Intent to Meet Conditions (Post-Award)</b>	<b>Form RD 1942-46</b>	5	1	5	1.00	<b>5.00</b>			
	<i>Cleared Under OMB Docket No. 4040-0014</i>									
	<b>Federal Financial Report (Post-Award)</b>	<b>SF-425</b>	5	1	5	1.00	<b>5.00</b>			-
	<i>Cleared Under OMB Docket No. 0570-0050 (to be updated to RD Commom control # ASAP)</i>									
	<b>Rural Business-Cooperative Service Financial Assistance Agreement (Grant Agreement) (Post-award)</b>	<b>Form RD 4280-2</b>	5	1	5	1.00	<b>5.00</b>			
	<b>Total burden hours for forms approved under other OMB Dockets</b>		<b>25</b>	<b>15</b>	<b>255</b>	<b>4.75</b>	<b>1,212.00</b>			

<b>TOTAL ANNUAL BURDEN AND RECORDKEEPING HOURS</b>	<b>Annual Burden Hours</b>	<b>3,462.00</b>
	<b>Record Keeping Hours</b>	<b>15.00</b>
	<b>Total Burden Hours</b>	<b>3,477.00</b>

14.13  
14.19

Estimates of the hourly burden of the collection of information.

Total Annual Respondents	Total Annual Responses	Hours per Response	Total Annual Burden	Recordkeeping Burden	Total Burden Hours
25 applications submitted	325	10.6	3,462	15.00	3,477

Total Annual Respondents	Estimated Hours Per Response	Total Burden Hours	Cost per Hour Professional Time	Benefits <a href="https://www.bls.gov/news.Release/pdf/ecec.pdf">https://www.bls.gov/news. Release/pdf/ ecec.pdf</a>	Total Cost
25 applicants	10.6	3,462	\$65.18	29.20%	<b>\$291,544</b> <hr/> \$225,653 \$65,891

Record-keeping	Estimated Hours Per Response (1 hrs. per rpt. x 3 reports)	Total Hours	Cost per Hour Professional Time	Benefits <a href="https://www.bls.gov/news.Release/pdf/ecec.pdf">https://www.bls.gov/news. Release/pdf/ ecec.pdf</a>	Record Keeping Cost
5 award recipients	3	15	\$65.18	29.20%	<b>\$1,263</b> \$978 \$285

**292,807**

The professional wage rate is the median hourly wage rate for Fundraising Managers, (Occupation Code 11-2030) of \$65.18. Benefits for private industry workers in professional and business services are included in compensation. Total hourly wage and benefits for the professional fundraising manager is \$84.21 per hour.

\$225,653.16	\$65.18
\$65,890.72	\$19.03
<hr/>	
\$291,544	\$84.21

\$977.70	\$65.18
\$285.49	\$19.03
<hr/>	
\$1,263	\$84.21

te for Public Relations and Fundraising  
ts as a percentage of total compensation for  
vices industries were 29.2% of total hourly  
rofessional category, public relations and

Estimates of annualized cost to the Federal Government .

Activity	Number of applications	No. of Review hours per application	Total Review Hours	Rate	Benefits
<b>Step 1:</b> <b>Letter of Intent and Complete Application Review</b> (Includes the following activities: 1) eligibility 2) compliance 3) completeness	25	4	100	\$56.31	36.25%
<b>Step 2:</b> <b>Evaluation Process</b> Includes the following activities: 1) review of eligible applications 2) priority scoring 3) determine funding priority 4) awardee selection.	25	4	100	\$56.31	36.25%
<b>Step 3:</b> <b>Post Award:</b> Includes the following activities) 1) Advance of funds 2) Review of Semi-Annual reports 3) Servicing 4) Grant closing 5) Annual Audit review	5	10	50	\$56.31	36.25%
<b>Post Award:</b> Record Keeping	5	2 (2 hrs. x 3 reports)	10	\$56.31	36.25%
<b>TOTAL Annual Cost to the Federal Government</b>					

Position	Salary GS13 Step 5	Benefits
Program Analyst	\$55.75	\$20.21

0.3625112108

<b>Total Costs</b>
<b>\$7,672</b>
\$5,631.00
\$2,041.24
<hr/>
<b>\$7,672</b>
\$5,631.00
\$2,041.24
<hr/>
<b>\$3,836</b>
\$2,816
\$1,021
<hr/>
<b>\$767</b>
\$563.10
\$204.12
<hr/>
<b>\$19,948</b>

\$5,631.00
\$2,041.24
<hr/>
\$7,672
\$5,631.00
\$2,041.24
<hr/>
\$7,672
\$2,815.50
\$1,020.62
<hr/>
\$3,836
\$563.10
\$204.12
<hr/>
\$767
\$19,948

Salary Table 2021-DCB of the Baltimore-Arlington, DC-MD-V purposes. The cost of total be Federal Government employee OPM wage in accordance with

<b>TOTAL</b>
\$75.96

general schedule for a GS-13, step 5 for the Washington-A-WV-PA locality area was used for wage calculation. Benefits as a percentage of total hourly compensation for this position has been calculated by multiplying 36.25% by the hourly rate. See OMB Memorandum M-08 13.