

Activity Description	Legal per activity		Managerial per activity		Technical per activity		C per
	Hours	Costs*	Hours	Cost*	Hours	Cost*	Hours
Reporting Requirements							
		\$0.00		\$0.00		\$0.00	0.5
		\$0.00		\$0.00		\$0.00	
		\$0.00		\$0.00		\$0.00	
		\$0.00		\$0.00		\$0.00	
		\$0.00		\$0.00		\$0.00	
Subtotal	0	\$0.00	0	\$0.00	0	\$0.00	0.5
Recordkeeping Requirements							
		\$0.00		\$0.00	0.5	\$66.62	
		\$0.00		\$0.00		\$0.00	
Subtotal	0	\$0.00	0	\$0.00	0.5	\$66.62	0
Third Party Disclosure Requirements							
		\$0.00		\$0.00		\$0.00	
		\$0.00		\$0.00		\$0.00	
Subtotal	0	\$0.00	0	\$0.00	0	\$0.00	0
Total							

* The respondent wage rates were obtained from the Bureau of Labor Statistics (BLS) a
 Legal \$0.00 Manager \$144.33 Technical \$133.25 Clerical

Summary Table	
Number of Respondents	3546
Percent of Respondents that are Small Entities	
Number of Responses	3546
Hour Burden	3546
Cost Burden	\$360,922.52

Cost per respondent \$101.78
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Instructions: Only the boxes that are shaded green should be filled. All other boxes will be autocalculated.

1. Respondent Wage Rates: In column R add the hourly rate for the each labor category.
2. Activities: In column A, list all of the activities undertaken by respondents, each in a separate line. Add add
3. Hours: In columns B, D, F, and H, enter the estimated hours required for the given labor category that is rec simply enter zeros.
4. Costs: In columns C, E, G, and I, the cost will automatically calculate (hours x loaded wage rate).
5. Hours/Activity: The hours per activity will automatically be calculated by summing the hours for each of the
6. Cost/Activity: The cost per activity will automatically be calculated by summing the cost for each of the lab

7. Annual Activities per Respondent: In column L, enter the number of times the activity take place annually c should be entered in this box. If the activity happens once every three years, 0.33 should be entered in the b

8. Respondents: In column M, enter the enter the number of respondents for the activity. This may be differ

9. Total Annual Hours: The total costs will be automatically calclated (cost per activity x number of activities).

10. Total Annual Cost: The total costs will be automatically calclated (cost per activity x number of activities).

l erical activity					
Cost*	Hours/Activity	Cost/Activity	Annual Activities per Respondent	Respondents	Total Annual Hours
\$34.66	0.5	\$34.66	1	3546	1773
\$0.00	0	\$0.00			0
\$0.00	0	\$0.00			0
\$0.00	0	\$0.00			0
\$0.00	0	\$0.00			0
\$34.66	0.5	\$34.66		3546	1773
\$0.00	0.5	\$67.12	1	3546	1773
\$0.00	0	\$0.00			0
\$0.00	0.5	\$67.12		3546	1773
\$0.00	0	\$0.00			0
\$0.00	0	\$0.00			0
\$0.00	0	\$0.00		0	0
				7092	3546

and increased by 110% to account for benefits. The respondent wage rates per labor category are as follows:

Additional lines as necessary.

required for each activity. Additional labor categories may be added as needed. For labor categories that

are labor categories.

or categories.

or the number of annual responses (if the activity happens once per response). If the activity happens
OX.

ent from the total number of respondents if the activity only applies to a subset of the respondents



Total Annual Costs
\$122,906.13
\$0.00
\$0.00
\$0.00
\$0.00
\$122,906.13
\$238,016.39
\$0.00
\$238,016.39
\$0.00
\$0.00
\$0.00
\$360,922.52

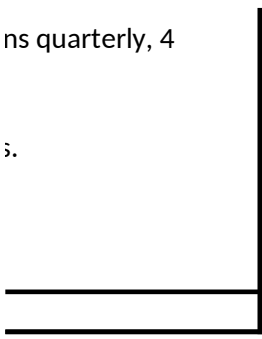
; follows.

Respondent Wage Rates			
	Hourly Rate	Benefits and Overhead	Loaded Hourly Rate
Legal		110%	\$0.00
Manager	\$68.73	110%	\$144.33
Technical	\$63.45	110%	\$133.25
Clerical	\$33.01	110%	\$69.32

that do not apply,

ns quarterly, 4

5.



Occasionally

Once

Monthly

Quarterly

Annually

Activity Description	Legal per activity		Manager per activity		Technical per activity		Clerical per activity	
	Hours	Costs*	Hours	Cost*	Hours	Cost*	Hours	Cost*
Federal Oversight								
		0		0	0.25	\$ 26.47		0
		0		0		0		0
Contractor Costs								
		0		0		0		0
		0		0		0		0
Other Costs								
Total								

* The cost to employ Federal government workers was obtained from the Office of Personnel Management (C benefits).

Federal Oversight Instructions

1. Federal wage rates: In column O add the hourly rate for the appropriate GS Level for each labor category. https://www.opm.gov/policy-data-oversight/nav-leave/salaries-wages/salary-tables/23Tables/html/GS_tables.asp. Add as needed. For labor categories that do not apply, simply enter zeros.
3. Costs: The cost will automatically calculate (hours x loaded wage rate).
4. Cost/Activity: The cost per activity will automatically be calculated by summing the cost for each of the labor categories.
5. Annual Activities or Responses: In column K, enter the number of times the activity take place annually or the number of responses. If the activity happens quarterly, 4 should be entered in this box. If the activity happens once every three years, 3 should be entered in this box.
6. Respondents: In column L, enter the number of respondents for the activity. This may be different for each activity. If the activity applies to a subset of the respondents, enter the number of respondents that apply to the activity.
7. Total Cost: The total costs will be automatically calculated (cost per activity x number of activities).

Contract Costs Instructions

If the contractor costs are a flat fee, enter that amount in the "Total Costs" column. If the contractor costs are based on hours, use the following instructions:

1. Contractor Wage Rates: In column T add the hourly rate for the appropriate labor category. Hourly rates should be entered in column T.
2. Hours: In columns B, D, F, and H, enter the estimated hours required for the given labor category that is added as needed. For labor categories that do not apply, simply enter zeros.
3. Costs: The cost will automatically calculate (hours x loaded wage rate).
4. Cost/Activity: The cost per activity will automatically be calculated by summing the cost for each of the labor categories.
5. Annual Activities or Responses: Enter the number of times the activity take place annually or the number of responses. If the activity happens quarterly, 4 should be entered in this box. If the activity happens once every three years, 3 should be entered in this box.

6. Respondents: In column L, enter the number of respondents for the activity. This may be different if the activity applies to a subset of the respondents.

7. Total Cost: The total costs will be automatically calculated (cost per activity x number of activities).

Cost/Activity	Annual Activities or Responses	Respondents	Total Annual Costs
\$ 26.47	1	3546	\$93,869.71
0			\$0.00
0			\$0.00
0			\$0.00

Federal Wage Rates		
	Hourly Rate	Benefits
Legal		60%
Manager	\$ 78.21	60%
Technical	\$ 66.18	60%
Clerical	\$ 31.38	60%

OPM). The OPM wage rates were increase by 60% to account for

Hourly rates are available at <https://www.opm.gov/policy-data->

or categories.

the number of annual responses (if the activity happens once per
 every three years, 0.33 should be entered in the box.

percent from the total number of respondents if the activity only

For a per hour cost, follow the instructions below.

Hourly Rates are available at <https://www.bls.gov/>.

required for each activity. Additional labor categories may be

or categories.

of annual responses (if the activity happens once per response). If
 s, 0.33 should be entered in the box.

nt from the total number of respondents if the activity only

Loaded Hourly Rate
0
\$ 125.14
\$ 105.89
\$ 50.21

Contractor Wage Rates			
	Hourly Rate	Benefits and Overhead	Loaded Hourly Rate
Legal		110%	0
Manager		110%	0
Technical		110%	0
Clerical		110%	0