

USDA
RURAL UTILITIES SERVICE
RURAL DECENTRALIZED WATER SYSTEMS
INFORMATION COLLECTION BURDEN HOURS
0572 - 0139
May 2024

Estimated No. of Total Respondents (Applicants)

7

Average hours per response

4.464

Estimated No. of Total Awards (Awardees)

6

Number of responses per respondent

20.86

Gray Columns have automatic formulas. DO NOT input numbers in these columns.

TOTAL

146

652

\$34,963

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) |
|----------------------------|--|-------------------|---|----------------------------|------------------------|---------------------------|-----------------------------------|---------------------------------|-----------------|----------------------|
| Regulation Reference | Title | Form No. (If Any) | % of Respondents Line Item is Applicable To | Estimated # of Respondents | Reports Filed Annually | Total Responses (E) x (F) | Estimated # of Hours Per Response | Estimated Total Hours (G) x (H) | Prof. Wage Rate | Total Cost (I) x (J) |
| | APPLICATION | | | | | | | | | |
| | SAM Registration | SAM.gov | 100% | 7 | 1 | 7 | 2.00 | 14 | \$53.64 | \$751 |
| 1776.2 and RD Inst. 1900-D | Identify Employee Relationship | Written | 100% | 7 | 1 | 7 | 0.25 | 2 | \$53.64 | \$94 |
| 1776.5 | Organizational Documents-Evidence of Legal Existence and Authority | Written | 100% | 7 | 1 | 7 | 0.25 | 2 | \$53.64 | \$94 |
| 1776.5 | List of Directors and Officers | Written | 100% | 7 | 1 | 7 | 0.25 | 2 | \$53.64 | \$94 |
| 1776.5 | Evidence of Tax Exempt Status | Written | 100% | 7 | 1 | 7 | 0.25 | 2 | \$53.64 | \$94 |
| 1776.7 (b) | Work Plan (Project Proposal, Work Plan, and Budget Justification) | Written | 100% | 7 | 1 | 7 | 60.00 | 420 | \$53.64 | \$22,529 |
| 1776.7(c) | Statement of Experience | Written | 100% | 7 | 1 | 7 | 4.00 | 28 | \$53.64 | \$1,502 |
| 1776.9 (d) (1) | Pro-forma Balance Sheet | Written | 100% | 7 | 1 | 7 | 4.00 | 28 | \$53.64 | \$1,502 |
| 1776.7 (d) (2) | Prior year Audit / Financial Statement | Written | 100% | 7 | 1 | 7 | 0.25 | 2 | \$53.64 | \$94 |
| 1776.7 (d) (3) | Pro-forma Income Statement and Cash Flow | Written | 100% | 7 | 1 | 7 | 4.00 | 28 | \$53.64 | \$1,502 |
| | | | | 0 | | 0 | | 0 | \$53.64 | \$0 |

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May 2024

Estimated No. of Total Respondents (Applicants)

7
0.764

Average hours per response

Estimated No. of Total Awards (Awardees)

6

Number of responses per respondent

9.71

Gray Columns have automatic formulas. DO NOT input numbers in these columns.

TOTAL 68

52

\$2,785

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) |
|----------------------|--|-------------------|---|----------------------------|------------------------|---------------------------|-----------------------------------|---------------------------------|-----------------|----------------------|
| Regulation Reference | Title | Form No. (If Any) | % of Respondents Line Item is Applicable To | Estimated # of Respondents | Reports Filed Annually | Total Responses (E) x (F) | Estimated # of Hours Per Response | Estimated Total Hours (G) x (H) | Prof. Wage Rate | Total Cost (I) x (J) |
| APPLICATION | | | | | | | | | | |
| 1776.2 | Equal Opportunity Agreement (Cleared under 0575-0201) | RD 400-1 | 100% | 7 | 1 | 7 | 0.167 | 1 | \$53.64 | \$63 |
| 1776.2 | Assurance Agreement (Cleared under 0575-0201) | RD 400-4 | 100% | 7 | 1 | 7 | 0.25 | 2 | \$53.64 | \$94 |
| 1776.2 and 3018.11 | Disclosure of Lobbying Activities-(Cleared under 4040-0013) | SF-LLL | 100% | 6 | 1 | 6 | 0.167 | 1 | \$53.64 | \$54 |
| 1776.2 and 3019.22 | Request for Advance or Reimbursement - (Cleared under 4040-0012) | SF 270 | | | | | | | | |
| | Initial | | 100% | 6 | 4 | 24 | 1.00 | 24 | \$53.64 | \$1,287 |
| | Extension | | 100% | 6 | 4 | 24 | 1.00 | 24 | \$53.64 | \$1,287 |
| 1776.7 (a)(1) | Application for Federal Assistance (Cleared under 4040-0004) | SF-424 | | | | | | | | |
| | Initial | | 100% | 6 | 1 | 6 | 1.00 | 6 | \$53.64 | \$322 |
| | Revised | | 0% | 0 | 1 | 0 | 1.00 | 0 | \$53.64 | \$0 |
| 1776.9(a)(2) | Budget Information - (Cleared under 4040-0006) | SF-424A | | | | | | | | |
| | Initial | | 100% | 6 | 1 | 6 | 3.00 | 18 | \$53.64 | \$966 |
| | Revised | | 0% | 0 | 1 | 0 | 3.00 | 0 | \$53.64 | \$0 |
| 1776.2 and 3019.52 | Federal Financial Report - (Cleared under 4040-0014) | SF-425 | | | | | | | | |
| | Initial | | 100% | 6 | 4 | 24 | 1.50 | 36 | \$53.64 | \$1,931 |
| | Extension | | 100% | 6 | 4 | 24 | 1.50 | 36 | \$53.64 | \$1,931 |

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OPM GS Pay Tables - Table 2023 DCB [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule_Executive_Senior_Level_\(opm.gov\)](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule_Executive_Senior_Level_(opm.gov))
OPM SES Schedules - Table 2023-ES
Benefit % (OMB Memo M-08 13) https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/memoranda/2008/m08-13.pdf **36.25%**

Gray & Blue Columns have automatic formulas. DO NOT input numbers in these columns. **Total** **24.00** **\$2,101.79** **\$27,323.30**

| Staff Position | GS Grade | GS Step | GS Salary | Hourly Rate Calc | Benefits Calc | Total Salary Rate Calc | Hours Required | Cost Subtotals | # of Responses | Total Costs |
|--|----------|---------|-----------|------------------|---------------|------------------------|----------------|----------------|----------------|-------------------|
| Application | | | | | | | 12.00 | \$1,051 | 7 | \$7,356.27 |
| Community Program Specialist | 13 | 5 | \$133,692 | \$64.28 | \$23.30 | \$87.57 | 12.00 | \$1,050.90 | | |
| | | | | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | | |
| First Administrative Phase | | | | | | | 6.00 | \$525 | 7 | \$3,678.14 |
| Community Program Specialist | 13 | 5 | \$133,692 | \$64.28 | \$23.30 | \$87.57 | 6.00 | \$525.45 | | |
| | | | | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | | |
| Second Administrative Phase | | | | | | | 3.00 | \$263 | 6 | \$1,576.34 |
| Community Program Specialist | 13 | 5 | \$133,692 | \$64.28 | \$23.30 | \$87.57 | 3.00 | \$262.72 | | |
| | | | | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | | |
| Servicing per Quarter (initial) | | | | | | | 3.00 | \$263 | 24 | \$6,305.38 |
| Community Program Specialist | 13 | 5 | \$133,692 | \$64.28 | \$23.30 | \$87.57 | 3.00 | \$262.72 | | |