

This spreadsheet includes the burden hour and cost calculations for the GGRF Program's Informa

Each sheet below focuses on a different section:

*Section 12 Part A: Respondent Burden Hours and Cost

*Section 13 Capital, Operation, Maintenance

*Section 14: EPA Staff Burden

White/unshaded cells include results of calculations and thus do not need manual

Before changing the content of any cell, check to see if it has a formula in place.

tion Collection Request (ICR) package.

data entry.

Section 12a: Hour Burden & Costs

Step 1 Information: TOTAL Respondent Hours

Reporting Instrument	Number of Hours: Management	Number of Hours: Technical	Number of Hours: Clerical/Support
Transaction and Project Data	1	3584	
Progress Report	8	154.5	
Annual Report	20	648.5	
Final Report	40	458	
Quality Management Plan (QMP)	17	196	
Quality Assurance Project Plan (QAPP)	22	295	
Organizational Disclosures	4	324.5	
SFA Drawdown Report Template		1	

Step 1 Calculations: PROPORTION of Respondent Hours

Reporting Instrument	Proportion of Hours: Management	Proportion of Hours: Technical	Proportion of Hours: Clerical/Support
Transaction and Project Data	0.000278940027894	0.999721059972106	0
Progress Report	0.049230769230769	0.950769230769231	0
Annual Report	0.029917726252805	0.970082273747195	0
Final Report	0.080321285140562	0.919678714859438	0
Quality Management Plan (QMP)	0.07981220657277	0.92018779342723	0
Quality Assurance Project Plan (QAPP)	0.069400630914827	0.930599369085174	0
Organizational Disclosures	0.012176560121766	0.987823439878234	0

SFA Drawdown Report template	0	1	0
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Step 2 Information: WAGE RATES for Respondents

	Wage Rate/Hour: Management	Wage Rate/Hour: Technical	Wage Rate/Hour: Clerical/Support
All Post-Award Reporting Instruments	\$ 96.31 (General and Operations Managers)	\$ 50.80 (Social Scientists and Related Workers)	\$ 42.27 (Secretaries and Admin. Assistants)

Step 2 Calculations: WEIGHTED LABOR COSTS

Reporting Instrument	Weighted Hourly Labor Cost	Explanation of Calculations
Transaction and Project Data	\$ 50.81	<p>Weighted Hourly Labor Cost = (Wage rate * proportion of hours) calculated for each respondent group and summed</p> <p>For this set of respondents: (mgmt wage rate* mgmt prop of hours) + (tech wage rate*tech prop of hours) + (cler wage rate*cler prop of hours)</p>
Progress Report	\$ 53.04	
Annual Report	\$ 52.16	
Final Report	\$ 54.45	
Quality Management Plan (QMP)	\$ 54.43	
Quality Assurance Project Plan (QAPP)	\$ 53.96	
Organizational Disclosures	\$ 51.35	
SFA Drawdown Report Template	\$ 50.80	

Table for Supporting Sta

Reporting Instrument	Frequency of reporting	NCIF Respondents	NCIF Responses per year (per respondent)
1. Prepare, Complete and Submit Transaction and Project Data Submissions	Quarterly reporting for NCIF, and semi-annual for CCIA and SFA respondents	3	4
2. Prepare, Complete and Submit Progress Report	Semi-annual for NCIF, CCIA and SFA respondents	3	2
3. Prepare, Complete and Submit Annual Report	Annual for NCIF and CCIA respondents (not required for SFA)	3	1
4. Prepare, Complete and Submit Final Report	Required once at end of period of performance for all NCIF, CCIA and SFA respondents	3	33.33%
5. Prepare, Complete and Submit QMP	Required once at start of period of performance for all NCIF, CCIA and SFA respondents	3	33.33%
6. Prepare, Complete and Submit QAPP	Required once at start of period of performance for all NCIF, CCIA and SFA respondents	3	33.33%
7. Prepare, Complete and Submit Org Disclosure	Required Annually for all NCIF and CCIA respondents, as well as NCIF and CCIA subrecipients receiving >\$10 million in NCIF/CCIA subawards	27	1
8. Prepare, Complete and Submit SFA Drawdown Report	Required monthly for all SFA respondents	-	-

Table for Supporting Statement A: CALCULATED BURDEN & COST

Reporting Instrument	1. Burden per Response (Hours)	2. Weighted Labor Cost per Response (Dollars)	3. Total Number of Responses (3 years)
1. Prepare, Complete and Submit Transaction and Project Data Submissions	3585	\$ 182,160	426
2. Prepare, Complete and Submit Progress Report	163	\$ 8,619	408
3. Prepare, Complete and Submit Annual Report	669	\$ 34,869	24
4. Prepare, Complete and Submit Final Report	498	\$ 27,118	68
5. Prepare, Complete and Submit QMP	213	\$ 11,594	32
6. Prepare, Complete and Submit QAPP	317	\$ 17,104	68
7. Prepare, Complete and Submit Org Disclosure	329	\$ 16,869	24
8. Prepare, Complete and SFA drawdown Template	1	\$ 51	720
			6. TOTALS for all three years
			7. ANNUALIZED TOTALS per year

Notes for Table in Supporting Statement A:

Column 1 = Number of burden hours spent on each response across all staff roles at relevant levels of seniority as defined in Table 12.1 in Appendix 1.

Column 2 = Weighted labor cost for each response based upon percentage of staff labor at different levels of seniority as defined in reference sources for wage rates, please see Tables 12.2 and 12.3 in Appendix 1.

Column 3 = Expected number of responses for the three years, based on reporting framework outlined in each instrument's Conditions.

Column 4 = Total burden hours, calculated by multiplying the burden hours per response (Column 1) by the total number of responses (Column 3).

Column 5 = Total labor cost, calculated by multiplying the weighted labor cost per response (Column 2) by the total number of responses (Column 3).

Row 6 = Totals for all three years = Sum of total hours and costs, for all instruments.

Row 7 = Annualized totals per year = Average number of hours and costs per year, for all instruments.

Total Number of Hours
3585
162.5
668.5
498
213
317
328.5
1

Total Proportion of Hours
1
1
1
1
1
1

Note: Wage rates obtained from the Bureau of Labor Statistics (BLS) - see comment for details.

110% loading to account for benefits

CCIA Respondents	CCIA Responses per year (per respondent)	SFA Respondents	SFA Responses per year (per respondent)	Total Number of Responses per year
5	2	60	2	142
5	2	60	2	136
5	1	-	-	8
5	33.33%	60	0.33333333333333	23
5	33.33%	24	0.33333333333333	11
5	33.33%	60	0.33333333333333	23
6	1	-	-	33
-	-	60	12	720

TS		
4. Total Burden Hours (3 years)	5. Total Cost Per Instrument (3 years)	
1,527,210	\$77,600,127	
66,300	\$3,516,509	
16,044	\$836,863	
33,864	\$1,844,036	
6,816	\$371,002	
21,556	\$1,163,102	
7,884	\$404,868	
720	\$36,575	
1,680,394	\$85,773,081	85,773,081
560,131	\$28,591,027	28,591,027

ity. For full calculations, please see
seniority. For full calculations and
ch Center's signed Terms and
number of responses (Column 3).
e number of responses (Column 3).



3. Total Number of Responses (3 years)
426
408
24
68
32
68
99
2,160

TABLE C1: CAPITAL & START-UP COSTS

Instructions: The estimates should take into account costs associated with generating, recording, and maintaining the information. Include descriptions of methods used to estimate major cost factors in acquisition, expected useful life of capital equipment, the discount rate(s), and the time value of money. Capital and start-up costs include, among other items, preparations for collecting information; computer software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

Item	Cost per Respondent
Impact data management platform	\$ 3,560,000
DBRA compliance and reporting software	\$ 4,050,000
Data Processing Platform user accounts	\$ 2,700

COSTS			
maintaining, and disclosing or providing including system and technology the period over which costs will be incurred. information such as purchasing computers and utilities.			
Expected Useful Life (Years)	Annualized Cost Over Expected Useful Life	Number of respondents incurring cost	Total cost
7	\$508,571	8	\$4,068,571
7	\$578,571	8	\$4,628,571
		60	\$162,000
		Total Cost	\$8,859,143

Section 14: Annualized Costs to the Federal Government**Step 1 Information: TOTAL EPA Staff Hours**

Reporting Instrument	Number of Hours: Management	Number of Hours: Program Lead
1. Review and Process Transaction and Project Data		4160
2. Review and Process Progress Report		
3. Review and Process Annual Report		
4. Review and Process Final Report		
5. Review and Process QMP		
6. Review and Process QAPP		
7. Review and Process Org Disclosure		
8. Review and Process SFA Drawdown Template		

Step 1 Calculations: PROPORTION of EPA Staff

Reporting Instrument	Proportion of Hours: Management	Proportion of Hours: Program Lead
Transaction and Project D	0	0.5
Progress Report	0	0
Annual Report	0	0
Final Report	0	0
QMP	0	0

QAPP	0	0
Org Disclosure	0	0
SFA Drawdown Template	0	0

TABLE 12.3: WAGE RATES for Respondent Groups

for all resporting instruments	Wage Rate/Hour: Management (GS-15, Step 1)	Wage Rate/Hour: Program Lead (GS-14, Step 1)
standard wage rate	\$78.56	\$66.79
60% loading to account for costs of benefits	\$47.14	\$40.07
Loaded wage rate/hour (std + loading)	\$125.70	\$106.86

TABLE 12.4: WEIGHTED LOADED LABOR COST

Reporting Instrument	Weighted Loaded Hourly Labor Cost	
Transaction and Project D	\$ 85.16	<div>Weighted Loade</div> <div>ca</div> <div>(</div> <div>(pro</div> <div>(proj c</div>
Progress Report	\$ 63.46	
Annual Report	\$ 63.46	
Final Report	\$ 63.46	
QMP	\$ 63.46	
QAPP	\$ 63.46	

Org Disclosure	\$ 63.46	
SFA Drawdown Template	\$ 63.46	

Table 2: EPA CALCULATED BURDEN & COSTS		
Reporting Instrument	1. Burden per Response (Hours)	2. Weighted Loaded Labor Cost per Response (Dollars)
1. Review and Process Transaction and Project Data	8320	\$708,531
2. Review and Process Progress Report	10	\$635
3. Review and Process Annual Report	10	\$635
4. Review and Process Final Report	10	\$635
5. Review and Process QMP	20	\$1,269
6. Review and Process QAPP	20	\$1,269
7. Review and Process Organizational Disclosure	10	\$635
7. Review and Process SFA Drawdown Template	1	\$63

Notes for Table in Supporting Statement A:

Column 1 = Number of burden hours spent on each response across Appendix 2.

Column 2 = Weighted labor cost for each response based upon percent and 14.3 in Appendix 2.

Column 3 = Expected number of responses for the three years, based on

Column 4 = Total burden hours, calculated by multiplying the burden

Column 5 = Total labor cost, calculated by multiplying the loaded we

Row 6 = Totals for all three years = Sum of total hours and costs, for

Row 7 = Annualized totals per year = Average number of hours and c

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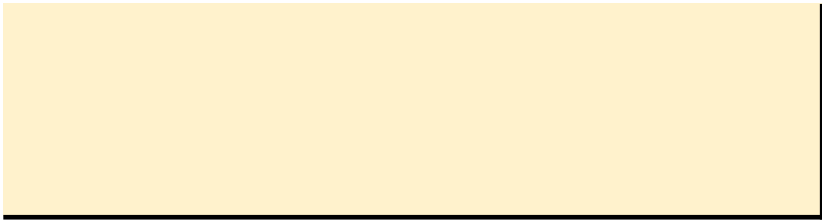
Number of Hours: Project Officer	Total Number of Hours
4160	8320
10	10
10	10
10	10
20	20
20	20
10	10
1	1

ff Group Hours	
Proportion of Hours: Project Officer	Total Proportion of Hours
0.5	1
1	1
1	1
1	1
1	1

1	1
1	1
1	1

Wage Rate/Hour: Project Officer (GS-11, Step 1)	Agency wage rate data used to calculate labor costs gathered from the U.S. Office of Personnel Management Salary Table 2024-DCB, for employees based in the Washington, DC metropolitan area. See comment for link.
\$39.66	
\$23.80	
\$63.46	

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Explanation of Calculations
<p>and Hourly Labor Cost = (Loaded wage rate * proportion of hours) calculated for each respondent group and summed.</p> <p>For this set of respondents: (mgmt loaded wage rate*mgmt prop of hours) + prog lead loaded wage rate*prog lead prop of hours) + project officer loaded wage rate*project officer prop of hours)</p>



3. Total Number of Responses (over 3 years)	4. Total Burden Hours (over 3 years)	5. Total Cost Per Instrument (over 3 years)	
3	24960	\$2,125,594	
408	4080	\$258,900	
24	240	\$15,229	
68	680	\$43,150	
55	1100	\$69,802	
40	800	\$50,765	
20	200	\$12,691	
720	720	\$45,688	
6. TOTALS for all three years	32,780	\$2,621,820	
7. ANNUALIZED TOTALS per year	10,927	\$0	

all staff roles at relevant levels of seniority. For full calculations, please see Table 14.1 in
percentage of staff labor at different levels of seniority. For full calculations, see Tables 14.2
d on reporting framework outlined in each Center's signed Terms and Conditions.
n hours per response (Column 1) by the number of responses (Column 3).

ighted labor cost per response (Column 2) by the number of responses (Column 3).
all instruments.
costs per year, for all instruments.