**Appendix 1**

**Calculations for Section 12: Respondent Burden Hours & Costs – General Forms**

*Step 1: Calculate proportion of respondent burden hours across all staff roles at relevant levels of seniority.*

|  |
| --- |
| **TABLE 12.1.1: PROPORTION of Respondent Hours by Staff Role** |
| Number of Hours: Management | Number of Hours: Technical | Number of Hours: Clerical/Support | Total Proportion |
| 0.15 | 0.7 | 0.15 | 1 |

*Step 2: Calculate weighted labor cost across all staff roles involved.*

|  |
| --- |
| **TABLE 12.1.2: LOADED WAGE RATES for Respondents  Wage rate + 110% loading for account for costs of benefits and overhead** |
| Wage Rate/Hour: Management | Wage Rate/Hour: Technical | Wage Rate/Hour: Clerical/Support | Wage rates obtained from the Bureau of Labor Statistics (BLS) for [civic and social organizations](https://www.bls.gov/oes/current/naics4_813400.htm#21-0000). |
| $96.31 (General and Operations Managers) | $50.80(Social Scientists and Related Workers) | $42.27(Secretaries and Administrative Assistants) |

|  |
| --- |
| **TABLE 12.1.3: WEIGHTED LABOR COSTS for Respondents** |
| Weighted Hourly Labor Cost | Explanation of Calculations |
| $53.03 | Weighted Hourly Labor Cost =(Wage rate \* proportion of hours) calculated for each respondent group (management, technical, clerical/support) and summed. |

*Total burden calculations (hours and costs) are shown in Section 12 – General Forms.*