**Appendix 4**

**Calculations for Section 14: Agency Hours & Costs – General Forms**

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

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| **TABLE 14.1.1: PROPORTION of Agency Hours by Staff Role** |
| Number of Hours: Management (GS-15, Step 1) | Number of Hours: Program Lead(GS-14, Step 1) | Number of Hours: Project Officer(GS-11, Step 1) | Total Proportion |
| 0.10 | 0.20 | 0.70 | 1 |

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

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| **TABLE 14.1.2: LOADED WAGE RATES for Agency Staff  Wage rate + 60% loading for account for costs of benefits** |
| Wage Rate/Hour: Management | Wage Rate/Hour: Program Lead | Wage Rate/Hour: Project Officer | Agency wage rate data used to calculate labor costs gathered from the [U.S. Office of Personnel Management Salary Table 2024-DCB](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/), for employees based in the Washington, DC metropolitan area.  |
| $125.70 (GS-15, Step 1 wage rate + 60% loading) | $106.86(GS-14, Step 1wage rate + 60% loading) | $63.46(GS-11, Step 1wage rate +60% loading) |

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| **TABLE 14.1.3: WEIGHTED LOADED LABOR COSTS for Agency Staff** |
| Weighted Loaded Hourly Labor Cost | Explanation of Calculations |
| $78.36 | Weighted Hourly Labor Cost =(Wage rate \* proportion of hours) calculated for each respondent group (Management, Program Lead, Project Officer) and summed. |

*Total burden calculations (hours and costs) are shown in Section 14 – General Forms.*