

2021 Burden Estimate for Value Added Producer Grant Program - 0570-0064 - 2021  
 USDA Rural Business-Cooperative Service

Section of Regulations	Title	Form No. (if any)	Estimated No. of Responses	Reports Filed Annually	Total Annual Responses (D) X (E)	Estimated Number of Man Hours per Response	Estimated Total Man Hours (F) X (G)	Wage Class \$/hr	Total Cost to the Public (H)x(I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)

**APPLICANT Burden**

**PAPERWORK REQUIREMENTS:**

4284.951	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Lower-Tier Covered Transactions	Form AD-1048	470	1	470	0.25	117.5	\$41.23	\$4,844.53
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**Subtotal** **470** **117.5** **\$4,844.53**

**PAPERWORK REQUIREMENTS - NO FORMS**

**Reporting - No Forms**

**Project Proposal - Applicants**

4284.931	Project Proposal-Working Capital Applications	written	465	1	465	76	35,340	\$41.23	\$1,457,068
4284.932	Project Proposal-Simplified Applications	written	254	1	254	64	16,256	\$41.23	\$670,235
	Project Proposal-Planning Grant Applications	written	94	1	94	64	6,016	\$41.23	\$248,040
4284.924	Priority Point Requirement for "Best Contributes"	written	15	1	15	3	45	\$41.23	\$1,855
<b>Subtotal</b>					<b>828</b>		<b>57,657</b>		<b>\$2,377,198</b>

**Recipient Requirements**

4284.960	Performance Reports	written	470	2	940	9	8,460	\$41.23	\$348,806
4284.960	Final Report	written	470	1	470	30	14,100	\$41.23	\$581,343
2 CFR 418.110	Certification Regarding Lobbying	written	470	1	470	0.25	118	\$41.23	\$4,845
Dept Regulations	Recordkeeping	written	470	1	470	3	1,410	\$41.23	\$58,134
<b>Subtotal</b>					<b>2,350</b>		<b>24,088</b>		<b>\$993,128</b>

**GRAND TOTAL** **3,648** **81,862** **\$3,375,170**

**Form Burden Approved Under Other OMB Numbers**

4284.931	Application for Federal Assistance	SF-424 (4040-0004)	828	1	828	1	828		
4284.931	Budget Information – Non-Construction	SF-424A (4040-0006)	828	1	828	3	2484		
4284.931	Federal Financial Report	SF-425 (4040-0014)	470	2	940	0.5	470		
4284.931	Request for Advance or Reimbursement	SF-270 (4040-0012)	470	12	5640	1	5,640		
4284.951	Disclosure of Lobbying Activities	SF-LLL (4040-0013)	470	1	470	0.25	117.5		

2014 Burden Estimate for Value Added Producer Grant Program - 0570-0064 - 2014

USDA Rural Business-Cooperative Service

Section of Notice (A)	Form No. (if any) (B)	No. of Respondents (C)	Reports Filed Annually (D)	Total Annual Responses (C) x (D) (E)	Estimated No. of Manhours per response (F)	Estimated Total Manhours (E) x (F) (G)	Wage** Class (H)	Total Cost (G) x (H) (I)
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**Annual Cost to the FEDERAL GOVERNMENT**

**VAPG Application Handling**

Receipt and Handling of Applications		828	1	828	1	828	\$38.96	\$32,259
Non-federal Reviewer Recruitment and Coordination		90	2	180	2	360	\$92.49	\$33,296
Eligibility Review-Working Capital Grant Applications		465	1	465	3	1395	\$79.19	\$110,470
Eligibility Review-Planning Grant Applications		99	1	99	2	198	\$79.19	\$15,680
Eligibility Review-Simplified Applications		254	1	254	2	508	\$79.19	\$40,229
Eligibility Review-Veterans category		15	1	15	0.1	1.5	\$79.19	\$119
Application Evaluation-Non-Federal Review, All Application Types		564	2	1128	3	3384	\$33.33	\$112,789
Application Evaluation-State Office Review, All Application Types		564	1	564	3	1692	\$79.19	\$133,989
Application Evaluation-Priority Points for 'best contributors'		15	1	15	1	15	\$79.19	\$1,188

**Grant Award**

Ranking and program summary		1	1	1	8.5	8.5	\$92.49	\$786
Award Announcement		470	1	470	1	470	\$79.19	\$37,219
Legal Document Preparation		470	1	470	1	470	\$79.19	\$37,219
Applicant Notification		828	1	828	1	828	\$79.19	\$65,569
Appeals		20	1	20	20	400	\$79.19	\$31,676

**Post Award**

Monitoring		470	1	470	36	16920	\$79.19	\$1,339,895
Administrative		470	1	470	3	1410	\$38.96	\$54,934

**TOTAL**

**\$2,047,317**

\*\* \$23.72 (adj \$38.96) is the rest-of-the-US rate for a GS-7, step 5; \$42.08 (adj \$69.11) is the average rest-of-the-US rate for a GS-12, Step 5 and \$50.04 (adj \$79.19) for a GS-13, step 5; \$47.35 (adj \$77.79) is the WDC rate for a GS-12, step 5 and \$56.31 (adj \$92.49) for a GS-13, step 5. \$33.33 is the hourly rate of non-Federal Reviewers. Wage rates above include 36.25% for fringe benefits and 28% for overhead costs. Those rates are paranthetically noted as "adj" amounts in this note.

*The estimates provided on the previous pages were generated using the following assumptions*

Total number of Applications	828 2021 actual
Working capital applications	465 2021 actual
Planning applications	94 2021 actual
Simplified applications	254 2021 actual. Note that this category is a subset of working
Eligible applications	564 2021 estimate
Veterans priority	10 2021 estimate
'Best contributes' priority	15 2021 estimate
Number of awards	470 2021 estimate
Number of appeals	20 2021 estimate

Assumes a 3 hour increase in man-hours for additional information for 'best contributes'.

Assumes .2 man-hours for veterans to supply the required DD-214.

Assumes .1 man-hours for State Office staff to review the required DD-214.

Non-federal Reviewer Recruitment and Coordination includes pre-review paperwork (system access, confl

Award Announcement is generation and correction of project information sheets and press release

| capital applications.

lict of interest and confidentiality, automated payment information) and post-review payment.