

**USDA RURAL BUSINESS COOPERATIVE SERVICE
RURAL COOPERATIVE DEVELOPMENT GRANT PROGRAM
INFORMATION COLLECTION BURDEN HOURS
OMB # 0570-0006
March 15, 2024**

Estimated No. of Total Respondents (Applicants) **41**

Average hours per response **13.718**

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

Estimated No. of Total Awards (Awardees) **30**

Number of responses per respondent **13.24**

TOTAL 543 7,449 \$519,573

(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	written	100%	41	1	41	2.00	82	\$69.75	\$5,720
§4284*	Project Proposal	written	100%	41	1	41	96.00	3,936	\$69.75	\$274,539
§4284*	Environmental - Categorical Exclusion without Report	written	100%	41	1	41	1.00	41	\$69.75	\$2,860
AWARD CLOSING, SERVICING, AND REPORTING										
§4284*	Letter of Intent to Meet Conditions	RD 1942-46	100%	30	1	30	1.00	30	\$69.75	\$2,093
§4284*	Request for Obligation of Funds	RD 1940-1	100%	30	1	30	1.00	30	\$69.75	\$2,093
§4284*	Grant Agreement	written	100%	30	1	30	2.00	60	\$69.75	\$4,185
§4284*	Potential Conflicts of Interest	written	100%	30	1	30	1.00	30	\$69.75	\$2,093
§4284*	Financial Management System	written	100%	30	1	30	2.00	60	\$69.75	\$4,185
§4284*	Beneficiary Data	written	100%	30	1	30	2.00	60	\$69.75	\$4,185
§4284*	Performance Report	written	100%	30	2	60	18.00	1,080	\$69.75	\$75,331
§4284*	Final Project Performance Report	written	100%	30	1	30	20.00	600	\$69.75	\$41,850
§4284*	Project Outcome Performance Report	written	100%	30	2	60	20.00	1,200	\$69.75	\$83,701
§4284*	Audit Requirements	written	100%	30	1	30	6.00	180	\$69.75	\$12,555
	SAM Registration Maintenance	written	100%	30	1	30	1.00	30	\$69.75	\$2,093
	Recordkeeping Requirements		100%	30	1	30	1.00	30	\$69.75	\$2,093

§4284* 7 CFR part 4284 is currently being revised and these sections are subject to change.

**USDA RURAL BUSINESS COOPERATIVE SERVICE
RURAL COOPERATIVE DEVELOPMENT GRANT PROGRAM
INFORMATION COLLECTION NOT INCLUDED IN BURDEN HOURS
OMB # 0570-0006
March 15, 2024**

Estimated No. of Total Respondents (Applicants) **41**

Average hours per response **0.750**

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

Estimated No. of Total Awards (Awardees) **30**

Number of responses per respondent **8.85**

TOTAL **363**

272

\$18,990

(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										
§4284*	Application for Federal Assistance	Form SF-424 (4040-0004)	100%	41	1	41	1	41	\$69.75	\$2,860
§4284*	Budget Information for Non-Construction Programs	Form SF-424A (4040-0006)	100%	41	1	41	1	41	\$69.75	\$2,860
§4284*	Assurance Agreement	RD 400-4 (0575-0201, -0189)	100%	41	1	41	0.25	10	\$69.75	\$715
AWARD CLOSING, SERVICING, AND REPORTING										
§4284*	Disclosure of Lobbying Activities	Form SF-LLL (0348-0046)	100%	30	1	30	0.5	15	\$69.75	\$1,046
§4284*	ACH Vendor/Miscellaneous Payment Enrollment Form	Form SF-3881 (1530-0069)	100%	30	1	30	0.5	15	\$69.75	\$1,046
§4284*	Request for Advance or Reimbursement	Form SF-270 (4040-0012)	100%	30	4	120	1	120	\$69.75	\$8,370
§4284*	Federal Financial Report	Form SF-425 (4040-0014)	100%	30	2	60	0.5	30	\$69.75	\$2,093
§4284* 7 CFR part 4284 is currently being revised and these sections are subject to change.										

USDA RURAL BUSINESS COOPERATIVE SERVICE
RURAL COOPERATIVE DEVELOPMENT GRANT PROGRAM
ESTIMATED PROFESSIONAL WAGE RATE
OMB # 0570-0006
March 15, 2024

Instructions:

- 1. Use the U.S. Bureau of Labor Statistics Occupational Employment and Wage Statistics Link below to complete Columns A, B, C for the table below.**
 - a. Click the link: <https://www.bls.gov/oes/tables.htm>
 - b. Under the latest Month Year (May 2023) click Occupation Profiles
 - c. Use the Occupational Titles to choose which professions (A) need to be added to the table below. You can more than one occupation or just one.
 - d. The code in front of each Occupational Title is the Occupation Code that goes in (B) for the table below.
 - e. When you click on each Occupational Titles, choose the Mean Hourly Wage to input in (C) for the table below.
- 2. Use the U.S. Bureau of Labor Economic News Release, Employer Costs for Employee Compensation to complete Column D for the table below.**
 - a. Click the link: <https://www.bls.gov/news.release/ecec.toc.htm>
 - b. Choose "The PDF verison of the news release" link
 - c. The latest (March 13, 2024) News Release for Employer Costs for Employee Compensation - December 2023 opens in separate tab.
 - d. On first page, second paragraph use the benefit costs % of **29.60%**
- 3. For each profession fill in the % for (F). The total for the column should be 100%.**
 - a. Note that if there is only one profession then (F) would be 100%.

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

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Profession	Bureau of Labor Occupation Code ^{1.d}	Mean Wage ^{1.e}	Benefits ² (C) * (2.d)	Total Hourly Wage (C) + (D)	% Time Spent on Burden	Weighted Hourly Salary (E) * (F)
General & Operations Manager	11-1021	\$59.07	\$17.48	\$76.55	40%	\$30.62
Management Analysts	13-1111	\$50.32	\$14.89	\$65.21	60%	\$39.13
TOTAL					100%	\$69.75

**USDA RURAL BUSINESS COOPERATIVE SERVICE
RURAL COOPERATIVE DEVELOPMENT GRANT PROGRAM
ANNUALIZED COST TO THE FEDERAL GOVERNMENT
OMB # 0570-0006
March 15, 2024**

1. OPM GS & SES Pay Tables:

Click Link [Pay & Leave \(opm.gov\)](#)

Click "pay tables" from first paragraph

Click current Year at top under Salaries & Wages

a. OPM GS Pay Tables: Under "General Schedule (GS) & Locality Pay Tables" click 20## GS Pay Tables (ex. 2024 GS Pay Tables)
Then choose Annual Rate Table for Washington-Baltimore-Arlington.

b. OPM SES Schedules: Under "Executive & Senior Level Employee Pay Tables" click "Rates of Pay for the Executive Schedule"
Then choose Annual Rate Table for Basic Rates of Pay for Members of the Senior Executive Service.

2. 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 276.00 \$22,429.25 \$876,030.38**

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							46.00	\$3,958.78	41	\$162,310.02
Program Analyst	13	5	\$133,692	\$64.28	\$23.30	\$87.57	41.00	\$3,590.56		
Loan Specialist	12	5	\$112,425	\$54.05	\$19.59	\$73.64	5.00	\$368.22		
Application Review							180.00	\$14,509.66	41	\$594,896.15
Program Analyst	13	5	\$133,692	\$64.28	\$23.30	\$87.57	90.00	\$7,881.72		
Loan Specialist	12	5	\$112,425	\$54.05	\$19.59	\$73.64	90.00	\$6,627.94		
Grant Award							30.00	\$2,487.93	30	\$74,637.95
Program Analyst	13	5	\$133,692	\$64.28	\$23.30	\$87.57	20.00	\$1,751.49		
Loan Specialist	12	5	\$112,425	\$54.05	\$19.59	\$73.64	10.00	\$736.44		
Post Grant Award							20.00	\$1,472.88	30	\$44,186.27
Loan Specialist	12	5	\$112,425	\$54.05	\$19.59	\$73.64	20.00	\$1,472.88		