

**RURAL ENERGY SAVINGS PROG**  
**Rural Utilities Service, USDA**  
**OMB # 0572-0151**

Section of Rule  (A)	Title  (B)	Form No. (if any)  (C)	No. of Respondents  (D)
	<b>Letter of Intent and Application Content</b>		
	<b>SAM Registration</b>	Online	9.00
1719.5(b)(2)	<b>Step 1:</b> Letter of Intent	written	9
	<b>Step 2:</b> RESP Application		
1719.5(3)(i)(A)	Transmittal Letter (Request for RESP loan from Gen. Mgr)	written	7
1719.5(3)(i)(B)	Board Resolution	written	7
1719.5(3)(i)(C)	Articles of Incorporation and Bylaws	written	7
1719.5(3)(i)(D)	Environmental Compliance Review	written	7
1719.5(3)(i)(E)	Long Range Financial Forecast and Board Resolution	written	7
1719.5(3)(i)(F)	Energy Efficiency Program Implementation Work Plan	written	7
1719.5(3)(i)(G)	Statement of Compliance with other Federal Statutes	written	7
1710.501(a)(8)	Equal Employment Opportunity Employer Report	written	1
	<b>Award Closing, Servicing and Reporting</b>		
1719.7	Review and Acceptance of Conditional Commitment Letter	written	7
1719.7(c)	Review and Execution of RESP Loan Agreement	written	7
1719.7(c)(4)	Opinion of Counsel	written	7
1719.8(d)	Request for Reimbursement or Advance of Funds	written	6
1719.12	Performance and Financial Reports	written	6
	SAM Registration Maintenance	written	6

**Total Estimated Annual Respon**

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**Total Estimated Bur**

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65.9

Reports Filed (E)	Total Responses (D) x (E) (F)	Estimated No. of Manhours per response (G)	Estimated Total Manhours (F) x (G) (H)	Wage Class (I)	Total Cost (H) x (I) (J)
1.00	9	2.00	18	65.90	\$1,186
1	9	5.00	45	65.90	\$2,966
1	7	1.00	7	65.90	\$461
1	7	1.00	7	65.90	\$461
					\$0
1	7	0.50	4	65.90	\$231
1	7	10.00	70	65.90	\$4,613
1	7	40.00	280	65.90	\$18,452
1	7	40.00	280	65.90	\$18,452
1	7	1.00	7	65.90	\$461
1	1	1.00	1	65.90	\$66
					\$0
1	7	8.00	56	65.90	\$3,690
1	7	1.00	7	65.90	\$461
1	7	1.00	7	65.90	\$461
1	6	1.00	6	65.90	\$395
2	12	4.00	48	65.90	\$3,163
1	6	1.00	6	65.90	\$395
	113		849		\$55,917

ses 113

total Estimated Annual Burden Hours 849

Total Annual Burden Cost \$ 55,917

**den Hours per Response** 7.509

**Table 2: Estimated Wages for Employee Time**

<b>Wage Category</b>	<b>Mean Wage*</b>	<b>29.4% Benefits**</b>	<b>Total Hourly Wage</b>	<b>Percent Time spent on Burden</b>	<b>Weighted Hourly Salary</b>
<b>Senior Manager (11-1021)</b>	<b>59.07</b>	<b>17.37</b>	<b>76.44</b>	<b>20</b>	<b>15.29</b>
<b>Attorney (23-1011)</b>	<b>78.74</b>	<b>23.15</b>	<b>101.89</b>	<b>10</b>	<b>10.19</b>
<b>Electrical Engineer (17-2071)</b>	<b>54.83</b>	<b>16.12</b>	<b>70.95</b>	<b>30</b>	<b>21.29</b>
<b>Accountants/Auditors (13-2011)</b>	<b>41.70</b>	<b>12.26</b>	<b>53.96</b>	<b>30</b>	<b>16.19</b>
<b>Bookkeeping, Accounting and Auditing Clerks (43-3031)</b>	<b>22.81</b>	<b>6.71</b>	<b>29.52</b>	<b>10</b>	<b>2.95</b>
				<b>100</b>	<b>65.90</b>

0.294 Benefit

\* [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)

\*\* <https://www.bls.gov/news.release/pdf/ecec.pdf>

Table 4: Wage Rates for Staff Positions:

Staff Position	Wage Rate[1]	Benefits[2]	Hourly Rate
Policy Advisor (GS 15/ Step 5)	\$84.55	\$30.65	\$115.20
Senior Level Engineer (GS 15/Step 5)	\$84.55	\$30.65	\$115.20
Senior Loan Specialist (GS 13/Step 5)	\$60.83	\$22.05	\$82.88
Engineer (GS 13/Step 5)	\$60.83	\$22.05	\$82.88
General Field Representative (GS 13/Step 5)	\$60.83	\$22.05	\$82.88
Deputy Ass't Admin. (OLOA) (GS 15/Step 5)	\$84.55	\$30.65	\$115.20
Financial Branch Chief (GS 15/Step 5)	\$84.55	\$30.65	\$115.20
Ass't Administrator (SES)	\$87.93	\$31.87	\$119.80
RUS Administrator (ES)	\$90.99	\$32.98	\$123.97

Table 4: Employee Time and Wage Calculations:

<b>Step 1 Letter of Intent Review</b>			
Staff Position	Total Hourly Wage	Hours Required	Cost
Policy Advisor	\$115.20	2	\$230.40
Senior Level Engineer	\$115.20	3	\$345.60
Senior Loan Specialist	\$82.88	6	\$497.29
Engineer	\$82.88	5	\$414.40
Ass't Admin. (Electric)	\$119.80	2	\$239.60
Cost Each			\$1,727.29
<b>Step-2 Pre-Application</b>			
Policy Advisor	\$115.20	45	\$5,183.97
Senior Level Engineer	\$115.20	30	\$3,455.98
Senior Loan Specialist	\$82.88	30	\$2,486.43
General Field Representative	\$82.88	64	\$5,304.38
Deputy Ass't Admin (OLOA)	\$115.20	5	\$576.00
Ass't Admin. (Electric)	\$119.80	5	\$599.00
Cost Each			\$17,605.75
<b>Step 3: Application Review &amp; Loan Approval</b>			
Policy Advisor	\$115.20	16	\$1,843.19
Senior Level Engineer	\$115.20	40	\$4,607.98
Senior Loan Specialist	\$82.88	80	\$6,630.47
Financial Branch Chief	\$115.20	20	\$2,303.99
Consultant	\$100.00	15	\$1,500.00
Deputy Ass't Admin. (OLOA)	\$115.20	10	\$1,151.99
Ass't Admin. (Electric)	\$119.80	10	\$1,198.00
Ass't Admin. (WEP)	\$119.80	1	\$119.80

Ass't Admin. (TELECOM)	\$119.80	1	\$119.80
RUS Administrator	\$123.97	2	\$247.94
Cost Each	\$1,127.05	195	\$19,723.16
<b>Step 4: Post Award</b>			
Senior Level Engineer	\$115.20	5	\$576.00
Senior Loan Specialist	\$82.88	5	\$414.40
Financial Branch Chief	\$115.20	5	\$576.00
Deputy Ass't Admin. (OLOA)	\$115.20	5	\$576.00
Ass't Admin. (Electric)	\$119.80	5	\$599.00
Cost Each			\$2,741.40

Table 3: Total Cost to the Federal Government:

Stage	Cost of Each	Number of Entities	Total Cost
Step 1: Letter of Intent Review	\$1,727.29	9	\$15,545.58
Step 2: Pre-Application	\$17,605.75	7	\$123,240.27
Step 3: Application Review & Loan Approval	\$19,723.16	7	\$138,062.09
Step 4: Post Award	\$2,741.40	6	\$16,448.37
Total Cost to Federal Government			\$293,296.31



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	<b>LOI and Application Content</b>		
	Assurance agreement (OMB No. 0575-0018)	RD Form 400-4	7
	Equal Opportunity Agreement (OMB No. 0575-0018)	RD Form 400-1	7

Reports Filed	Total Responses (D) x (E)	Estimated No. of Manhours per response	Estimated Total Manhours (F) x (G)	Wage Class	Total Cost (H) x (I)
(E)	(F)	(G)	(H)	(I)	(J)
1	7	0.25	1.75	66	\$116
1	7	0.16	1.12	66	\$74