

RURAL BUSINESS COOPERATIVE SERVICE
RURAL INNOVATION STRONGER ECONOMY (RISE) GRANT PROGRAM
INFORMATION COLLECTION BURDEN HOURS
OMB # 0570-0075
March 3, 2025

Estimated No. of Total Respondents (Applicants)

60

Average hours per response

2.15592

Estimated No. of Total Awards (Awardees)

10

Number of responses per respondent

14.2167

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

TOTAL

853

1,839

\$167,900

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) |
|---|--|----------------------|---|-------------------------------|---------------------------|------------------------------|--------------------------------------|---------------------------------------|--------------------|-------------------------|
| Regulation Reference 4284.XXXX | 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 & ELGIBILITY | | | | | | | | | | |
| 1103 | Rural in character determination request | written | 10% | 6 | 1 | 6 | 3.00 | 18 | \$91.30 | \$1,643 |
| 1105 | Request for Appeal | written | 10% | 6 | 1 | 6 | 2.00 | 12 | \$91.30 | \$1,096 |
| 1108(d); 1113(e) | Environmental Analysis | written | 100% | 60 | 1 | 60 | 4.00 | 240 | \$91.30 | \$21,912 |
| 1108(e) | Discrimination Compliant | written | 2% | 1 | 1 | 1 | 2.00 | 2 | \$91.30 | \$183 |
| 1109(a) | Certification of no outstanding judgements | written | 100% | 60 | 1 | 60 | 0.25 | 15 | \$91.30 | \$1,370 |
| 1110(d) | Application modification | written | 10% | 6 | 1 | 6 | 1.00 | 6 | \$91.30 | \$548 |
| 1110(f) | Application withdrawal | written | 10% | 6 | 1 | 6 | 0.50 | 3 | \$91.30 | \$274 |
| 1114(b); 1119(c) | Matching funds availability | written | 100% | 60 | 1 | 60 | 0.50 | 30 | \$91.30 | \$2,739 |
| 1115(a) | Concept Proposal | written | 100% | 60 | 1 | 60 | 7.50 | 450 | \$91.30 | \$41,085 |
| 1115(b)(1) | SAM registration | written | 100% | 60 | 1 | 60 | 1.00 | 60 | \$91.30 | \$5,478 |
| 1115(b)(2)(vi) | Identify ethnicity, race, and sex characteristics of lead applicant's leadership | written | 2% | 1 | 1 | 1 | 1.00 | 1 | \$91.30 | \$91 |
| 1115(b)(2)(vii) | Certification that the Applicant is a legal entity in good standing | written | 100% | 60 | 1 | 50 | 0.15 | 8 | \$91.30 | \$730 |
| 1115(b)(2)(viii) | Identify known relationship or association with Agency employee | written | 30% | 18 | 1 | 18 | 0.50 | 9 | \$91.30 | \$822 |
| 1115(b)(2)(ix) | Concept Proposal Updates | written | 30% | 18 | 1 | 18 | 1.00 | 18 | \$91.30 | \$1,643 |
| 1115(b)(2)(x); 1117(a) | Readiness demonstration | written | 100% | 60 | 1 | 60 | 2.00 | 120 | \$91.30 | \$10,956 |
| 1115(b)(2)(xi); 1117(b) | Targeted initiatives documentation | written | 100% | 60 | 1 | 60 | 2.00 | 120 | \$91.30 | \$10,956 |
| 1115(b)(2)(xii) | Jobs and benefits to rural small and disadvantaged businesses discussion | written | 100% | 60 | 1 | 60 | 2.00 | 120 | \$91.30 | \$10,956 |
| 1115(b)(2)(xiii); 1117(d); 1117(f) | Targeted region discussion | written | 100% | 60 | 1 | 60 | 4.00 | 240 | \$91.30 | \$21,912 |
| 1115(b)(2)(xiv) | Financial information | written | 100% | 60 | 1 | 60 | 2.00 | 120 | \$91.30 | \$10,956 |
| 1117(c) | Project support documentation | written | 50% | 30 | 1 | 30 | 1.00 | 30 | \$91.30 | \$2,739 |
| | Build America Buy America Requirements | written | 17% | 10 | 1 | 10 | 2.00 | 20 | \$91.30 | \$1,826 |
| AWARDING & ADMINISTERING GRANT | | | | | | | | | | |
| 1110(g)(1) | Request for time extension | written | 20% | 2 | 1 | 2 | 0.50 | 1 | \$91.30 | \$91 |
| 1119(a) | Bonding and insurance requirement | written | 100% | 10 | 1 | 10 | 0.50 | 5 | \$91.30 | \$457 |
| 1119(d)(iii) | SAM registration maintenance | written | 100% | 10 | 1 | 10 | 1.00 | 10 | \$91.30 | \$913 |
| | Build America Buy America Requirements | written | 100% | 10 | 1 | 10 | 5.00 | 50 | \$91.30 | \$4,565 |
| SERVICING & REPORTING | | | | | | | | | | |
| 1120(a) | Inspection | written | 100% | 10 | 1 | 10 | 4.00 | 40 | \$91.30 | \$3,652 |
| 1120(b)(2) | Programmatic changes- project cost or scope | written | 20% | 2 | 1 | 2 | 2.00 | 4 | \$91.30 | \$365 |
| 1120(b)(3) | Programmatic changes- change in contractor or vendor | written | 20% | 2 | 1 | 2 | 1.00 | 2 | \$91.30 | \$183 |
| 1120(c) | Transfer of applicant | written | 10% | 1 | 1 | 1 | 1.00 | 1 | \$91.30 | \$91 |
| 1120(c) | Transfer of Financial Assistance Agreement | written | 20% | 2 | 1 | 2 | 1.00 | 2 | \$91.30 | \$183 |
| 1120(d) | Disposition of acquired property | written | 20% | 2 | 1 | 2 | 1.00 | 2 | \$91.30 | \$183 |
| 1120(e)(1) | Financial management | written | 100% | 10 | 1 | 10 | 1.00 | 10 | \$91.30 | \$913 |
| 1120(e)(2) | Records management | written | 100% | 10 | 1 | 10 | 2.00 | 20 | \$91.30 | \$1,826 |
| 1120(f) | Audit requirements | written | 100% | 10 | 1 | 10 | 1.00 | 10 | \$91.30 | \$913 |

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| | | | | | | | | | | | |
|--|--------------------------------|--|----------------------|--|-------------------------------|---------------------------|--|--------------------------------------|---------------------------------------|--------------------|-------------------------|
| Estimated No. of Total Respondents (Applicants) | | | | | 60 | | Estimated No. of Total Awards (Awardees) | | | | 10 |
| Average hours per response | | | | | 2.15592 | | Number of responses per respondent | | | | 14.2167 |
| Gray Columns have automatic formulas. DO NOT input numbers in these columns. | | | | | | | TOTAL | 853 | 1,839 | \$167,900 | |
| (A) | (B) | | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) |
| Regulation Reference 4284.XXXX | 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) |
| 1120(h)(2) | Semi-annual performance report | | written | 100% | 10 | 2 | 20 | 2.00 | 40 | \$91.30 | \$3,652 |

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| Estimated No. of Total Respondents (Applicants) | | | 60 | | Estimated No. of Total Awards (Awardees) | | | 10 | | |
|--|---|--|---|----------------------------|--|---------------------------|-----------------------------------|---------------------------------|-----------------|----------------------|
| Average hours per response | | | 1.791 | | Number of responses per respondent | | | 7.17 | | |
| Gray Columns have automatic formulas. DO NOT input numbers in these columns. | | | | | | TOTAL | 430 | 770 | \$70,301 | |
| (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 & ELGIBILITY | | | | | | | | | | |
| 1108(c) | Compliance Review | RD 400-8 (0570-0062; 0575-0018, 0575-0189) | 100% | 60 | 1 | 60 | 8 | 480 | \$91.30 | \$43,824 |
| 1115(b)(2)(i) | Application for Federal Assistance | SF-424 (4040-0004) | 100% | 60 | 1 | 60 | 1 | 60 | \$91.30 | \$5,478 |
| 1115(b)(2)(ii) | Budget Information - Non-Construction Programs | SF 424A (4040-0006) | 100% | 60 | 1 | 60 | 1 | 60 | \$91.30 | \$5,478 |
| 1115(b)(2)(iii) | Budget Information - Construction Programs | SF-424C (4040-0008) | 50% | 30 | 1 | 30 | 1 | 30 | \$91.30 | \$2,739 |
| 115(b)(2)(iv) | Assurances - Construction Programs | SF-424D (4040-0009) | 50% | 30 | 1 | 30 | 0.5 | 15 | \$91.30 | \$1,370 |
| 1115(b)(2)(v) | Equal Opportunity Agreement | RD 400-1 (0575-0201) | 100% | 60 | 1 | 60 | 0.1667 | 10 | \$91.30 | \$913 |
| AWARDING & ADMINISTERING GRANT | | | | | | | | | | |
| 1103; 1110(g); 1119(c),(e)&(f); 1120; 1120(c); | Rural Business-Cooperative Service Financial Assistance Agreement | RD 4280-2 (0570-0067) | 100% | 10 | 1 | 10 | 1 | 10 | \$91.30 | \$913 |
| 1119(b) | Request for Obligation of Funds | RD 1940-1 (0570-0062, 0067) | 100% | 10 | 1 | 10 | 0.25 | 3 | \$91.30 | \$228 |
| 1119(b) | Letter of Intent to Meet Conditions | RD 1942-46 (0575-0015, 0570-0021, 0061, 0062, 0572-0137) | 100% | 10 | 1 | 10 | 1 | 10 | \$91.30 | \$913 |
| | Assurance Agreement | RD 400-4 (0575-0201) | 100% | 10 | 1 | 10 | 0.25 | 3 | \$91.30 | \$228 |
| | Disclosure of Lobbying Activities | SF LLL (4040-0013) | 100% | 10 | 1 | 10 | 1 | 10 | \$91.30 | \$913 |
| SERVICING & REPORTING | | | | | | | | | | |
| 1120(g) | Request for Advance or Reimbursement | SF-270 (4040-0012) | 100% | 10 | 4 | 40 | 1 | 40 | \$91.30 | \$3,652 |
| 1120(g) | Outlay Report and Request for Reimbursement for Construction Projects | SF-271 (4040-0011) | 50% | 5 | 4 | 20 | 1 | 20 | \$91.30 | \$1,826 |
| 1120(h)(1) | Federal Financial Report | SF-425 (4040-0014) | 100% | 10 | 2 | 20 | 1 | 20 | \$91.30 | \$1,826 |

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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 (December 17, 2024) News Release for Employer Costs for Employee Compensation - September 2024 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 <small>1.d</small> | Mean Wage ^{1.e} | Benefits ² (C) * (2.d) | Total Hourly Wage (C) + (D) | % Time Spent on Burden | Weighted Hourly Salary (E) * (F) |
| Public Relations Managers | 11-2032 | \$76.65 | \$22.69 | \$99.34 | 50% | \$49.67 |
| Fundraising Managers | 11-2033 | \$64.24 | \$19.02 | \$83.26 | 50% | \$41.63 |
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| TOTAL | | | | | 100% | \$91.30 |

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March 3, 2025

1. OPM GS & SES Pay Tables:

Click Link

[Pay & Leave \(opm.gov\)](https://www.opm.gov/pay-data-system/pay-leave/)

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 St. Louis - St. Charles - Farmington, MO-IL

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://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/memoranda/fy2008/m08-13.pdf>

36.25%

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

Total 51.00 \$4,190 \$86,000

| Staff Position | GS Grade | GS Step | GS Salary | Hourly Rate Calc | Benefits Calc | Total Salary Rate Calc | Hours Required | Cost Subtotals | # of Entities | Total Costs |
|---|----------|---------|-----------|------------------|---------------|------------------------|----------------|----------------|---------------|-----------------|
| APPLICATION & ELGIBILITY | | | | | | | 11.00 | \$882 | 60 | \$52,920 |
| Program Analyst | 13 | 5 | \$122,465 | \$58.88 | \$21.34 | \$80.22 | 10.00 | \$802.20 | | |
| Environmental Protection Specialist | 13 | 5 | \$122,465 | \$58.88 | \$21.34 | \$80.22 | 1.00 | \$80.22 | | |
| AWARDING & ADMINISTERING GRANT | | | | | | | 28.00 | \$2,345 | 10 | \$23,450 |
| Program Analyst | 13 | 5 | \$122,465 | \$58.88 | \$21.34 | \$80.22 | 26.00 | \$2,085.73 | | |
| Assistant Administrator | | | \$187,930 | \$90.35 | \$32.75 | \$123.10 | 1.00 | \$123.10 | | |
| Administrator | | | \$207,500 | \$99.76 | \$36.16 | \$135.92 | 1.00 | \$135.92 | | |
| SERVICING & REPORTING | | | | | | | 12.00 | \$963 | 10 | \$9,630 |
| Program Analyst | 13 | 5 | \$122,465 | \$58.88 | \$21.34 | \$80.22 | 12.00 | \$962.65 | | |