

**EXHIBIT 1
ESTIMATED ANNUAL RESPONDENT BURDEN AND COST**

	Hours and Costs Per Respondent Per Activity								Total Hours and Cost	
	Leg. \$108.80 / Hour	Mgr. \$98.01 / Hour	Tech. \$93.82 / Hour	Cler. \$46.51 / Hour	Respon. Hours	Labor Cost	Capital/ Startup Cost	O & M Cost	Number of Respond.	Total Hours/Year
INFORMATION COLLECTION ACTIVITY										
Partnership Agreement										
Receive and review the Partnership Agreement	2.00	2.00	4.00	0.00	8.00	\$789	\$0	\$0	35	280.0
Sign and submit Partnership Agreement to EPA and file copy	0.00	1.00	0.00	0.00	1.00	\$98	\$0	\$105	35	35.0
SUBTOTAL	2.00	3.00	4.00	0.00	9.00	\$887	\$0	\$105	35	315.0
Inventory Management Plan (IMP)										
Summarize specific IMP for corporation based on IMP checklist / examples	0.00	8.00	24.00	5.00	37.00	\$3,268	\$0	\$0	28	1,036.0
Format and submit IMP to EPA, file copy	0.00	1.00	8.00	1.00	10.00	\$895	\$0	\$0	28	280.0
SUBTOTAL	0.00	9.00	32.00	6.00	47.00	\$4,163	\$0	\$0	28	1,316.0
On-Site IMP Review										
Prepare for on-site IMP review	0.00	1.25	4.00	0.00	6.00	\$498	\$0	\$0	40	240.0
Participate in on-site IMP review visit	0.00	0.00	16.00	0.00	16.00	\$1,501	\$0	\$0	40	640.0
SUBTOTAL	0.00	1.25	20.00	0.00	22.00	\$1,999	\$0	\$0	40	880.0
Third Party Inventory Review Option										
Submit letter certifying that Climate Leader inventory review requirements have been met, and file copy	1.00	1.00	0.00	0.00	2.00	\$207	\$0	\$0	1	2.0
Annual GHG Inventory Summary and Goal Tracking Form										
Base Year Inventory										
Review the instructions and requirements / Climate Leaders Inventory Guidance	0.00	7.00	42.50	0.00	49.50	\$4,673	\$0	\$0	35	1,732.5
Summarize the requested data and other information	0.00	7.00	42.50	0.00	49.50	\$4,673	\$0	\$0	35	1,732.5
Complete Spreadsheet Form, submit to EPA, and file copy	0.00	2.25	16.00	0.00	18.25	\$1,722	\$0	\$0	35	638.8
Subsequent Year Inventory										
Identify and record any changes made to baseline data or inventory methodologies	0.00	10.00	32.00	0.00	42.00	\$3,982	\$0	\$0	190	7,980.0
Update inventory data	0.00	0.00	16.00	0.00	16.00	\$1,501	\$0	\$0	190	3,040.0
Complete Spreadsheet Form, submit to EPA, and file copy	0.00	2.00	2.00	0.00	4.00	\$384	\$0	\$0	190	760.0
SUBTOTAL	0.00	28.25	151.00	0.00	179.25	\$16,935	\$0	\$0	225	15,883.8
Web Profile										
Gather information for Partner Web Profile	0.00	1.25	3.00	0.00	4.25	\$404	\$0	\$0	35	148.8
Submit contact or profile information updates via Web or email	0.00	1.00	1.00	0.00	2.00	\$192	\$0	\$0	20	40.0
SUBTOTAL	0.00	2.25	4.00	0.00	6.25	\$596	\$0	\$0	55	188.8
Goal-Setting										
Establish key performance indicator for normalized goal or select absolute target	0.00	8.00	20.00	0.00	28.00	\$2,660	\$0	\$0	25	700.0
Submit Goal to EPA for review, revise if necessary	0.00	4.00	10.00	0.00	14.00	\$1,330	\$0	\$0	25	350.0
SUBTOTAL	0.00	12.00	30.00	0.00	42.00	\$3,990	\$0	\$0	25	1,050.0
TOTAL	3.00	56.75	241.00	6.00	307.50	\$28,777	\$0	\$105	225**	19,635.5

* Labor rates listed here are the rates provided by partner consultations

** Unique respondents, some partners may submit more than one type of response

**EXHIBIT 2
ESTIMATED ANNUAL AGENCY BURDEN AND COST**

	Hours and Costs Per Respondent Per Activity									Total Number of Respond.
	Contractor Tech. \$147.00 / Hour	Agency Leg. \$83.16 / Hour	Agency Mgr. \$83.16 / Hour	Agency Tech. \$44.39 / Hour	Agency Cler. \$20.20 / Hour	Contractor & Agency Hours	Labor Cost	Capital/ Startup Cost	O & M Cost	
INFORMATION COLLECTION ACTIVITY										
Partnership Agreement										
Review Partnership Agreement and file	0.0	0.0	2.0	4.0	0.0	6.0	\$344	\$0	\$0	35
Enter Partnership Agreement contact information into database	0.0	0.0	0.0	0.0	2.0	2.0	\$40	\$0	\$0	35
Participate in calls with Partners	2.0	2.0	8.0	4.0	0.0	16.0	\$1,303	\$0	\$0	35
SUBTOTAL	2.0	2.0	10.0	8.0	2.0	24.0	\$1,687	\$0	\$0	35
Inventory Management Plan (IMP)										
Assist Partner in developing and documenting IMP	20.0	0.0	8.0	8.0	0.0	36.0	\$3,960	\$0	\$0	30
Receive, review, and file IMP	0.0	0.0	2.0	4.0	0.0	6.0	\$344	\$0	\$0	30
SUBTOTAL	20.0	0.0	10.0	12.0	0.0	42.0	\$4,304	\$0	\$0	30
On-Site IMP Review										
Select location and prepare for on-site IMP review	1.0	0.0	2.0	1.0	0.0	4.0	\$358	\$0	\$0	30
Perform on-site review visit	9.0	0.0	0.0	0.0	0.0	9.0	\$1,323	\$0	\$0	30
SUBTOTAL	10.0	0.0	2.0	1.0	0.0	13.0	\$1,681	\$0	\$0	30
Third Party Inventory Review Option										
Review and approve third party verification letter, file copy	0.0	0.0	2.0	2.0	0.0	4.0	\$255	\$0	\$0	1
Annual GHG Inventory Summary and Goal Tracking Form										
Base Year Inventory										
Assist Partner in summarizing inventory data	32.0	0.0	8.0	16.0	0.0	56.0	\$6,080	\$0	\$0	35
Receive, review, and enter information into database	2.0	0.0	2.0	8.0	0.0	12.0	\$815	\$0	\$0	35
Subsequent Year Inventory										
Receive, review, and enter information into database	12.0	0.0	2.0	8.0	0.0	22.0	\$2,285	\$0	\$0	190
SUBTOTAL	46.0	0.0	12.0	32.0	0.0	90.0	\$9,180	\$0	\$0	225
Web Profile										
Compile information for Web Profile	8.0	0.0	2.0	4.0	0.0	14.0	\$1,520	\$0	\$0	35
Enter revised contact or profile information updates via Web or email	2.0	0.0	0.0	2.0	0.0	4.0	\$383	\$0	\$0	20
SUBTOTAL	10.0	0.0	2.0	6.0	0.0	18.0	\$1,903	\$0	\$0	55
Goal Setting										
Assist Partner in selecting a key performance indicator	0.0	0.0	2.0	4.0	0.0	6.0	\$344	\$0	\$0	35
Review Partner GHG goal	0.0	0.0	4.0	4.0	0.0	8.0	\$510	\$0	\$0	35
Enter partner goal in database and post on Web	0.0	0.0	0.0	2.0	0.0	2.0	\$89	\$0	\$0	35
SUBTOTAL	0.0	0.0	6.0	10.0	0.0	16.0	\$943	\$0	\$0	35
TOTAL	88.00	2.00	44.00	71.00	2.00	207.00	\$19,953	\$0	\$0	225

* Labor rates for EPA personnel were used for all public-sector personnel, including employees of State/Local/Tribal agencies. Source for EPA labor rates: Office of Personnel Management: 2008 GS Salary Table of Annual Rates by Grade and Step <http://opm.gov/oca/08tables/html/gs.asp>. Manager rates assumed a GS level 15 step 5; technical rates assumed a GS level 12 step 1; clerical rates assumed a GS level 5 step 1. A loaded hourly wage to account for benefits and overhead was calculated from the annual rates given in the table according to the instructions in the ICR Handbook, p A-42. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]*1.6

Costs

Total Cost/ Year
\$27,615
\$3,535
\$31,150
\$91,504
\$25,060
\$116,564
\$19,920
\$60,040
\$79,960
\$207
\$163,555
\$163,555
\$60,270
\$756,580
\$285,190
\$72,960
\$1,502,110
\$14,140
\$3,840
\$17,980
\$66,500
\$33,250
\$99,750
\$1,847,721

II Hours and Costs

Total Hours/Year	Total Cost/ Year
210.0	\$12,040
70.0	\$1,400
560.0	\$45,605
840.0	\$59,045
1,080.0	\$118,800
180.0	\$10,320
1,260.0	\$129,120
120.0	\$10,740
270.0	\$39,690
390.0	\$50,430
4.0	\$255
1,960.0	\$212,800
420.0	\$28,525
4,180.0	\$434,150
6,560.0	\$675,475
490.0	\$53,200
80.0	\$7,660
570.0	\$60,860
210.0	\$12,040
280.0	\$17,850
70.0	\$3,115
560.0	\$33,005
10,184.0	\$1,008,190

Company	Co 1	Co 2	Co 3	Co 4	Co 5	Averages
Labor Rates						
Legal		\$175		\$250	\$109	\$178
Managerial	\$43	\$128	\$60	\$40	\$89	\$72
Technical	\$34	\$128	\$60	\$30	\$63	\$63
Clerical	\$28	\$60			\$33	\$40
LOI						
Total Hours		336	446	204	50	259
Legal Hours		10	0	4		5
Managerial Hours*		155	320	200		225
Technical Hours		170	125			148
Clerical Hours		1	1			1
Reporting Forms						
Total Hours	54	180	40.5	15	30	64
Legal Hours						0
Managerial Hours	11	8	24	15		15
Technical Hours	42	170	16			76
Clerical Hours	1	2	0.5			1
Total	#REF!	#REF!	#REF!	#REF!		#REF!