

Table B-1. CHP Partnership Private Sector Respondent Burden for Year 1

INFORMATION COLLECTION ACTIVITY	Lgl \$ per Hour*	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respondent Hours	Labor Cost	Capital/Startup Cost	O & M Cost	Total Hours and Costs				
									Number of Respondents	Frequency of Response	Total Hrs/Yr	Total Cost/Yr	
Letter of Intent	\$114.85	\$91.90	\$81.44	\$38.62									
Company and Institutional Partners ^a													
Review and complete LOI	1.00	1.33	0.67	0.00	3.00	\$291.64	\$0	\$0	32	1	96.0	\$9,333	
Submit LOI to EPA and file copy	0.00	0.00	0.00	0.50	0.50	\$19.31	\$0	\$3	32	1	16.0	\$714	
SUBTOTAL											112	\$10,046	
CHP Project Reporting Forms													
Review form and instructions and complete form (new partners) ^b	0.00	0.50	0.00	0.00	0.50	\$45.95	\$0	\$0	28	1	14.0	\$1,287	
Verify and update spreadsheet (existing partners) ^c	0.00	1.61	1.33	0.00	2.94	\$256.27	\$0	\$0	200	1	588.0	\$51,255	
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.50	0.00	0.50	\$40.72	\$0	\$3	228	1	114.0	\$9,968	
SUBTOTAL											716.0	\$62,510	
Information Updates and Follow-ups													
Submit contact or profile information updates via Web ^d	0.00	0.00	0.25	0.00	0.25	\$20.36	\$0	\$0	35	1	8.8	\$713	
Clarify LOI or project information via email or telephone interview ^e	0.00	0.00	0.25	0.00	0.25	\$20.36	\$0	\$0	65	1	16.3	\$1,323	
SUBTOTAL											25.0	\$2,036	
TOTAL									232^f		853.0	\$74,592	

*Labor rates for the company and institutional respondent tables are derived from national hourly labor rates from Bureau of Labor Statistics and consultations with three current CHP partners. Each partner offered a base hourly wage rate for legal, managerial, technical, and clerical occupations. These consultations did not include benefits or overhead. A loaded labor rate to reflect benefits and overhead for the respondent organizations was calculated by applying a 110% factor to the average of the base rates received from the consultations.

^a Assumed 32 new company/institutional partners in the year 2009, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

^b Assumed all new end-users, project developers, consulting engineers, and equipment manufacturers (6 each of end users and equip. man.; and 7 each of project developers and consulting engineers) who join in 2009 will fill out a project form. Assumed 33% of the 6 utility partners who join in 2009 (i.e. 2 utilities) will fill out a project form.

^c All Project developers, end users, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates annually. Of the estimated 260 partners at the end of 2008, 200 partners belong to these categories. They will receive a spreadsheet already populated with their project data once a year and will verify and update their project information on this spreadsheet in 2009.

^d Assumed 15% of new and existing company/institutional partners in the year 2009 (232 projected total partners), will update their information over the CHP website sometime during the cal

^e Assumed 25% of the 32 new company/institutional partners completing their LOI (i.e. 8 partners) will require follow-up. Additionally, 25% of the 228 partners completing CHP project forms or spreadsheets (i.e. 57 partners) will require follow-up in order to correctly complete the form.

^f The total number of unique respondents submitting information in 2009 is 232, including 200 existing partners who are expected to complete project reporting spreadsheets, 28 new company and institutional partners who will fill out both a LOI and project reporting form, and 4 new company and

Table B-2. CHP Partnership Private Sector Respondent Burden for Year 2

INFORMATION COLLECTION ACTIVITY									Total Hours and Costs			
	Lgl \$ per Hour*	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respondent Hours	Labor Cost	Capital/Startup Cost	O & M Cost	Number of Respondents	Frequency of Response	Total Hrs/Yr	Total Cost/Yr
Letter of Intent	\$114.85	\$91.90	\$81.44	\$38.62								
Company and Institutional Partners ^a												
Review and complete LOI	1.00	1.33	0.67	0.00	3.00	\$291.64	\$0	\$0	32	1	96.0	\$9,333
Submit LOI to EPA and file copy	0.00	0.00	0.00	0.50	0.50	\$19.31	\$0	\$3	32	1	16.0	\$714
SUBTOTAL											112	\$10,046
CHP Project Reporting Forms												
Review form and instructions and complete form (new partners) ^b	0.00	0.50	0.00	0.00	0.50	\$45.95	\$0	\$0	28	1	14.0	\$1,287
Verify and update spreadsheet (existing partners)	0.00	1.61	1.33	0.00	2.94	\$256.27	\$0	\$0	228	1	670.3	\$58,431
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.50	0.00	0.50	\$40.72	\$0	\$3	256	1	128.0	\$11,192
SUBTOTAL											812.3	\$70,909
Information Updates and Follow-ups												
Submit contact or profile information updates via Web ^d	0.00	0.00	0.25	0.00	0.25	\$20.36	\$0	\$0	40	1	10.0	\$814
Clarify LOI or project information via email or telephone interview ^e	0.00	0.00	0.25	0.00	0.25	\$20.36	\$0	\$0	72	1	18.0	\$1,466
SUBTOTAL											28.0	\$2,280
TOTAL									260^f		952.3	\$83,236

*Labor rates for the company and institutional respondent tables are derived from national hourly labor rates from Bureau of Labor Statistics and consultations with three current CHP partners. Each partner offered a base hourly wage rate for legal, managerial, technical, and clerical occupations. These consultations did not include benefits or overhead. A loaded labor rate to reflect benefits and overhead for the respondent organizations was calculated by applying a 110% factor to the average of the base rates received from the consultations.

^a Assumed 32 new company/institutional partners in the year 2010, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

^b Assumed all new end-users, project developers, consulting engineers, and equipment manufacturers (6 each of end users and equip. man.; and 7 each of project developers and consulting engineers) who join in 2010 will fill out a project form. Assumed 33% of the 6 utility partners who join in 2010 (i.e. 2 utilities) will fill out a project form.

^c All Project developers, end users, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates annually. Of the estimated 294 partners at the end of 2009, 228 partners belong to these categories. They will receive a spreadsheet already populated with their project data once a year and will verify and update their project information on this spreadsheet in 2010.

^d Assumed 15% of new and existing company/institutional partners in the year 2010 (264 projected total partners), will update their information over the CHP website sometime during the calendar year.

^e Assumed 25% of the 32 new company/institutional partners completing their LOI (i.e. 8 partners) will require follow-up. Additionally, 25% of the 256 partners completing CHP project forms or spreadsheets (i.e. 64 partners) will require follow-up in order to correctly complete the form.

^f The total number of unique respondents submitting information in 2010 is 260, including 228 existing partners who are expected to complete project reporting spreadsheets, 28 new company and institutional partners who will fill out both a LOI and project reporting form, and 4 new company and institutional partners who will fill out only a LOI.

Table B-3. CHP Partnership Private Sector Respondent Burden for Year 3

INFORMATION COLLECTION ACTIVITY									Total Hours and Costs			
	Lgl \$ per Hour*	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respondent Hours	Labor Cost	Capital/Startup Cost	O & M Cost	Number of Respondents	Frequency of Response	Total Hrs/Yr	Total Cost/Yr
Letter of Intent	\$114.85	\$91.90	\$81.44	\$38.62								
Company and Institutional Partners ^a												
Review and complete LOI	1.00	1.33	0.67	0.00	3.00	\$291.64	\$0	\$0	32	1	96.0	\$9,333
Submit LOI to EPA and file copy	0.00	0.00	0.00	0.50	0.50	\$19.31	\$0	\$3	32	1	16.0	\$714
SUBTOTAL											112	\$10,046
CHP Project Reporting Forms												
Review form and instructions and complete form (new partners) ^b	0.00	0.50	0.00	0.00	0.50	\$45.95	\$0	\$0	28	1	14.0	\$1,287
Verify and update spreadsheet (existing partner)	0.00	1.61	1.33	0.00	2.94	\$256.27	\$0	\$0	256	1	752.6	\$65,606
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.50	0.00	0.50	\$40.72	\$0	\$3	284	1	142.0	\$12,416
SUBTOTAL											908.6	\$79,309
Information Updates and Follow-ups												
Submit contact or profile information updates via Web ^c	0.00	0.00	0.25	0.00	0.25	\$20.36	\$0	\$0	45	1	11.3	\$916
Clarify LOI or project information via email or telephone interview ^e	0.00	0.00	0.25	0.00	0.25	\$20.36	\$0	\$0	79	1	19.8	\$1,608
SUBTOTAL											31.0	\$2,525
TOTAL									288^f		1,051.6	\$91,880

*Labor rates for the company and institutional respondent tables are derived from national hourly labor rates from Bureau of Labor Statistics and consultations with three current CHP partners. Each partner offered a base hourly wage rate for legal, managerial, technical, and clerical occupations. These consultations did not include benefits or overhead. A loaded labor rate to reflect benefits and overhead for the respondent organizations was calculated by applying a 110% factor to the average of the base rates received from the consultations.

^a Assumed 32 new company/institutional partners in the year 2011, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

^b Assumed all new end-users, project developers, consulting engineers, and equipment manufacturers (6 each of end users and equip. man.; and 7 each of project developers and consulting engineers) who join in 2011 will fill out a project form. Assumed 33% of the 6 utility partners who join in 2011 (i.e. 2 utilities) will fill out a project form.

^c All Project developers, end users, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates annually. Of the estimated 328 partners at the end of 2010, 256 partners belong to these categories. They will receive a spreadsheet already populated with their project data once a year and will verify and update their project information on this spreadsheet in 2010.

^d Assumed 15% of new and existing company/institutional partners in the year 2011 (296 projected total partners), will update their information over the CHP website sometime during the calendar year.

^e Assumed 25% of the 32 new company/institutional partners completing their LOI (i.e. 8 partners) will require follow-up. Additionally, 25% of the 284 partners completing CHP project forms or spreadsheets (i.e. 64 partners) will require follow-up in order to correctly complete the form.

^f The total number of unique respondents submitting information in 2010 is 288, including 256 existing partners who are expected to complete project reporting spreadsheets, 28 new company and institutional partners who will fill out both a LOI and project reporting form, and 4 new company and institutional partners who will fill out only a LOI.

Table B-4. CHP Partnership State Local Respondent Burden for Year 1

INFORMATION COLLECTION ACTIVITY	Total Hours and Costs										
	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respondent Hours	Labor Cost	Capital/Startup Cost	O & M Cost	Number of Respondents	Frequency of Response	Total Hrs/Yr	Total Cost/Yr
Letter of Intent	\$82.88	\$52.60	\$20.13								
State/Local/Tribal Partners ^a											
Review and complete LOI	3.00	0.00	0.00	3.00	\$248.64	\$0	\$0	2	1	6.0	\$497
Submit LOI to EPA and file copy	0.00	0.00	0.50	0.50	\$10.07	\$0	\$3	2	1	1.0	\$26
SUBTOTAL										7	\$523
CHP Project Reporting Forms											
Review form and instructions and complete form (new partners) ^b	0.00	0.00	0.00	0.00	\$0.00	\$0	\$0	0	1	0.0	\$0
Verify and update spreadsheet (existing partners) ^c	0.00	0.00	0.00	0.00	\$0.00	\$0	\$0	0	1	0.0	\$0
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.00	0.00	\$0.00	\$0	\$3	0	1	0.0	\$0
SUBTOTAL										0.0	\$0
Information Updates and Follow-ups											
Submit contact or profile information updates via Web	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	3	1	0.8	\$39
Clarify LOI or project information via email or telephone interview ^e	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1	1	0.3	\$13
SUBTOTAL										1.0	\$53
TOTAL								2 ^f		8.0	\$576

* Agency labor rates were taken from the source table: 2008 GS Salary Table of Annual Rates by Grade and Step from the Office of Personnel Management. Manager rates assumed a GS level 15 step 5; technical rates assumed a GS level 13 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

^a Assumed 2 new state partners during each of the three year ICR period.

^b State partners are not required to fill out project reporting forms.

^c State partners are not required to fill out project reporting forms.

^d Assumed 15% of new and existing state partners in the year 2009 (18 projected total partners), will update their information over the CHP website sometime during the calendar year.

^e Assumed one of the two new partners completing their LOI will require followup.

^f The total number of unique respondents submitting information in 2009 is 2, both of which are state/local/tribal government partners who will complete an LOI.

Table B-5. CHP Partnership State Local Respondent Burden for Year 2

INFORMATION COLLECTION ACTIVITY	Total Hours and Costs										
	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respondent Hours	Labor Cost	Capital/Startup Cost	O & M Cost	Number of Respondents	Frequency of Response	Total Hrs/Yr	Total Cost/Yr
Letter of Intent	\$82.88	\$52.60	\$20.13								
State/Local/Tribal Partners ^a											
Review and complete LOI	3.00	0.00	0.00	3.00	\$248.64	\$0	\$0	2	1	6.0	\$497
Submit LOI to EPA and file copy	0.00	0.00	0.50	0.50	\$10.07	\$0	\$3	2	1	1.0	\$26
SUBTOTAL										7	\$523
CHP Project Reporting Forms											
Review form and instructions and complete form (new partners) ^b	0.00	0.00	0.00	0.00	\$0.00	\$0	\$0	0	1	0.0	\$0
Verify and update spreadsheet (existing partners) ^c	0.00	0.00	0.00	0.00	\$0.00	\$0	\$0	0	1	0.0	\$0
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.00	0.00	\$0.00	\$0	\$3	0	1	0.0	\$0
SUBTOTAL										0.0	\$0
Information Updates and Follow-ups											
Submit contact or profile information updates via Web	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	3	1	0.8	\$39
Clarify LOI or project information via email or telephone interview ^e	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1	1	0.3	\$13
SUBTOTAL										1.0	\$53
TOTAL								2 ^f		8.0	\$576

* Agency labor rates were taken from the source table: 2008 GS Salary Table of Annual Rates by Grade and Step from the Office of Personnel Management. Manager rates assumed a GS level 15 step 5; technical rates assumed a GS level 13 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

^a Assumed 2 new state partners during each of the three year ICR period.

^b State partners are not required to fill out project reporting forms.

^c State partners are not required to fill out project reporting forms.

^d Assumed 15% of new and existing state partners in the year 2010 (20 projected total partners), will update their information over the CHP website sometime during the calendar year.

^e Assumed one of the two new partners completing their LOI will require followup.

^f The total number of unique respondents submitting information in 2010 is 2, both of which are state/local/tribal government partners who will complete an LOI.

Table B-6. CHP Partnership State Local Respondent Burden for Year 3

INFORMATION COLLECTION ACTIVITY	Total Hours and Costs										
	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respondent Hours	Labor Cost	Capital/Startup Cost	O & M Cost	Number of Respondents	Frequency of Response	Total Hrs/Yr	Total Cost/Yr
Letter of Intent	\$82.88	\$52.60	\$20.13								
State/Local/Tribal Partners ^a											
Review and complete LOI	3.00	0.00	0.00	3.00	\$248.64	\$0	\$0	2	1	6.0	\$497
Submit LOI to EPA and file copy	0.00	0.00	0.50	0.50	\$10.07	\$0	\$3	2	1	1.0	\$26
SUBTOTAL										7	\$523
CHP Project Reporting Forms											
Review form and instructions and complete form (new partners) ^b	0.00	0.00	0.00	0.00	\$0.00	\$0	\$0	0	1	0.0	\$0
Verify and update spreadsheet (existing partners) ^c	0.00	0.00	0.00	0.00	\$0.00	\$0	\$0	0	1	0.0	\$0
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.00	0.00	\$0.00	\$0	\$3	0	1	0.0	\$0
SUBTOTAL										0.0	\$0
Information Updates and Follow-ups											
Submit contact or profile information updates via Website	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	4	1	1.0	\$53
Clarify LOI or project information via email or telephone interview ^e	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1	1	0.3	\$13
SUBTOTAL										1.3	\$66
TOTAL								2 ^f		8.3	\$589

* Agency labor rates were taken from the source table: 2008 GS Salary Table of Annual Rates by Grade and Step from the Office of Personnel Management. Manager rates assumed a GS level 15 step 5; technical rates assumed a GS level 13 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

^a Assumed 2 new state partners during each of the three year ICR period.

^b State partners are not required to fill out project reporting forms.

^c State partners are not required to fill out project reporting forms.

^d Assumed 15% of new and existing state partners in the year 2011 (22 projected total partners), will update their information over the CHP website sometime during the calendar year.

^e Assumed one of the two new partners completing their LOI will require followup.

^f The total number of unique respondents submitting information in 2010 is 2, both of which are state/local/tribal government partners who will complete an LOI.