

**Table C-1. Green Power Partnership Agency (EPA) Burden for Year 1**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent Per Activity							Total Hours and Costs		
	Mgr.* \$82.88 Per Hour	Tech.* \$52.60 Per Hour	Cler.* \$20.13 Per Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number <sup>f</sup> of Respondents	Number of Total Hours/Year	Total Cost/ Year
<b>Letter of Intent</b>										
From Partners										
Review PA	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	250	62.5	\$3,288
Enter PA information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	250	62.5	\$3,288
SUBTOTAL									125.0	\$6,575
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.00	0.25	0.25	0.50	\$18.18	\$0	\$0	1,058	529.0	\$19,237
Review completed information form	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1,058	264.5	\$13,913
Enter information into database and file copy of the form	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1,058	264.5	\$13,913
SUBTOTAL									1,058.0	\$47,062
<b>Initiate Information Follow-ups</b>										
Call or email partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	548	137.1	\$7,209
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	548	137.1	\$7,209
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	100	25.0	\$1,315
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	100	25.0	\$1,315
SUBTOTAL									324.1	\$17,048
<b>Receive Information updates</b>										
Review and enter contact or profile information updates received from partners via GPP Website <sup>d</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	327	81.8	\$4,300
SUBTOTAL									81.8	\$4,300
Annual management review of GPP program <sup>e</sup>	16.00	0.00	0.00	16.00	\$1,326.08	\$0	\$0		16.0	\$1,326
<b>TOTAL</b>								<b>1,308</b>	<b>1,604.9</b>	<b>\$76,311</b>

<sup>a</sup> Agency labor rates were taken from the source table 2009 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

<sup>b</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1058 partners previously completed the form and will update it in 2009.

<sup>c</sup> On average, the Agency must contact 50% of new partners regarding the Partnership Agreement and 40% of existing partners regarding the yearly report form. Each follow-up call is estimated.

<sup>d</sup> The Agency expects to request 100 GPP partners to provide additional technical information in 2009.

<sup>e</sup> An estimated 25% of all GPP partners are likely to make web updates because there is a promotional GPP Partner Profile on each individual partner page. All updates must be reviewed by Agency.

<sup>f</sup> Assumed an annual EPA management review of Green Power Partnership program information collection activities and success.

<sup>g</sup> The total number of unique respondents submitting information in 2009 is 1308, including 1058 existing Partners who submit annual forms and 250 new partners who submit Partnership Agreements.

Table C-2. Green Power Partnership Agency (EPA) Burden for Year 2

Hours and Costs	Per Respondent Per Activity							Total Hours and Costs		
	Mgr.* \$82.88 Per Hour	Tech.* \$52.60 Per Hour	Cler.* \$20.13 Per Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number <sup>f</sup> of Respondents	Number of Total Hours/Year	Total Cost/ Year
<b>INFORMATION COLLECTION ACTIVITY</b>										
<b>Letter of Intent</b>										
From Partners										
Review PA	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	250	62.5	\$3,288
Enter PA information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15			250	62.5	\$3,288
SUBTOTAL									125.0	\$6,575
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.00	0.25	0.25	0.50	\$18.18	\$0	\$0	1,308	654.0	\$23,783
Review completed information form	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1,308	327.0	\$17,200
Enter information into database and file copy of the form	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1,308	327.0	\$17,200
SUBTOTAL									1,308.0	\$58,183
<b>Initiate Information Follow-ups</b>										
Call or email partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	648	162.1	\$8,524
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	648	162.1	\$8,524
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	100	25.0	\$1,315
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	100	25.0	\$1,315
SUBTOTAL									374.1	\$19,678
<b>Receive Information updates</b>										
Review and enter contact or profile information updates received from partners via GPP Website <sup>d</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	390	97.4	\$5,122
SUBTOTAL									97.4	\$5,122
Annual management review of GPP program <sup>e</sup>	16.00	0.00	0.00	16.00	\$1,326.08	\$0	\$0		16.0	\$1,326
<b>TOTAL</b>								<b>1,558</b>	<b>1,920.5</b>	<b>\$90,884</b>

\* 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

<sup>a</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1308 partners previously completed the form and will update it in 2010.

<sup>b</sup> On average, the Agency must contact 50% of new partners regarding the Partnership Agreement and 40% of existing partners regarding the yearly report form. Each follow-up call is estimated to take 15 mi

<sup>c</sup> The Agency expects to request 100 GPP partners to provide additional technical information in 2010.

<sup>d</sup> An estimated 25% of all GPP partners are likely to make web updates because there is a promotional GPP Partner Profile on each individual partner page. All updates must be reviewed by Agency staff.

<sup>e</sup> Assumed an annual EPA management review of Green Power Partnership program information collection activities and success.

Table C-3. Green Power Partnership Agency (EPA) Burden for Year 3

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs		
	Mgr.* \$82.88 Per Hour	Tech.* \$52.60 Per Hour	Cler.* \$20.13 Per Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number <sup>f</sup> of Respondents	Number of Total Hours/Year	Total Cost/ Year
<b>INFORMATION COLLECTION ACTIVITY</b>										
<b>Letter of Intent</b>										
From Partners										
Review PA	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	250	62.5	\$3,288
Enter PA information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15			250	62.5	\$3,288
<b>SUBTOTAL</b>									125.0	\$6,575
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.00	0.25	0.25	0.50	\$18.18	\$0	\$0	1,558	779.0	\$28,328
Review completed information form	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1,558	389.5	\$20,488
form	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	1,558	389.5	\$20,488
<b>SUBTOTAL</b>									1,558.0	\$69,304
<b>Initiate Information Follow-ups</b>										
Call or email partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	748	187.1	\$9,839
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	748	187.1	\$9,839
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	100	25.0	\$1,315
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	100	25.0	\$1,315
<b>SUBTOTAL</b>									424.1	\$22,308
<b>Receive Information updates</b>										
Review and enter contact or profile information updates received from partners via GPP Website <sup>d</sup>	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	452	113.0	\$5,944
<b>SUBTOTAL</b>									113.0	\$5,944
Annual management review of GPP program <sup>e</sup>	16.00	0.00	0.00	16.00	\$1,326.08	\$0	\$0		16.0	\$1,326
<b>TOTAL</b>								<b>1,808</b>	<b>2,236.1</b>	<b>\$105,456</b>

\* 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

<sup>a</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1558 partners previously completed the form and will update it in 2011.

<sup>b</sup> On average, the Agency must contact 50% of new partners regarding the Partnership Agreement and 40% of existing partners regarding the yearly report form. Each follow-up call is estimated to take 15 minutes.

<sup>c</sup> The Agency expects to request 100 GPP partners to provide additional technical information in 2011.

<sup>d</sup> An estimated 25% of all GPP partners are likely to make web updates because there is a promotional GPP Partner Profile on each individual partner page. All updates must be reviewed by Agency staff.

<sup>e</sup> Assumed an annual EPA management review of Green Power Partnership program information collection activities and success.

<sup>f</sup> The total number of unique respondents submitting information in 2010 is 1808, including 1558 existing Partners who submit annual forms and 250 new partners who submit Partnership Agreements.