

Table D-1. CHP Partnership Agency (EPA) Burden for Year 1

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$82.88 Hour	Tech.* \$52.60 Hour	Cler.* \$20.13 Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Responses/ Year	Number of Total Hours/Year	Total Cost/ Year
Letter of Intent											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	2	1	0.5	\$26
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	2	1	0.5	\$26
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	32	1	8.0	\$421
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	32	1	8.0	\$421
SUBTOTAL										17.0	\$894
CHP Project Information Reporting Forms											
Prepare and send information spreadsheet to partners ^a	0.00	0.50	0.00	0.50	\$26.30	\$0	\$0	228	1	114.0	\$5,996
Call partners to request reporting information	0.00	0.50	0.00	0.50	\$26.30	\$0	\$0	228	1	114.0	\$5,996
Review completed information spreadsheet	0.00	1.25	0.00	1.25	\$65.75	\$0	\$0	228	1	285.0	\$14,991
Enter information form into database and file copy of the form	0.00	1.25	0.00	1.25	\$65.75	\$0	\$0	228	1	285.0	\$14,991
SUBTOTAL										798.0	\$41,975
Initiate Information updates											
Call or email partner to request clarification of LOI or project reporting form ^b	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	66	1	16.5	\$868
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	66	1	16.5	\$868
SUBTOTAL										33.0	\$1,736
Receive Information updates											
Review and enter contact or profile information updates received from partners via CHP Website ^c	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	38	1	9.5	\$500
SUBTOTAL										9.5	\$500
Annual management review of CHP program ^d											
Management Review	8.00	0.0	0.0	8.00	\$663.04	\$0	\$0	1	1	8.0	\$663
SUBTOTAL										8.0	\$663
TOTAL								234^e		865.5	\$45,768

* 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 All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates once per year. New partners receive a project form during the same year they join the CHP partnership. Of the estimated 260 partners at the end of 2008, 200 existing company/institutional partners and 28 of the 32 new company/institutional partners that join in 2009 will receive a reporting form. 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. Thirty-three percent of the 6 utility partners who join in 2009 (i.e. 2 utilities) will receive a reporting form. State partners do not fill out a reporting form.

^b Assumed 25% of the 32 new company/institutional partners completing their LOI (i.e. 8 partners), and one of the two new state 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.

^c Assumed 15% of new and existing company/institutional partners in the year 2009 (232 projected total partners) and 15% of new and existing state partners (18 projected total partners), will update their information over the CHP website sometime during the calendar year.

^d Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

^e The total number of unique company/institutional respondents submitting information in 2009 is 232, including 200 existing partners who are expected to complete project reporting spreadsheets, 28 new partners who will fill out both a LOI and project reporting form, and 4 new partners who will fill out only a LOI. The total number of unique state respondents submitting information in 2009 is 2, both of which are state/local/tribal government partners who will complete an LOI.

Table D-2. CHP Partnership Agency (EPA) Burden for Year 2

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$82.88 Hour	Tech.* \$52.60 Hour	Cler.* \$20.13 Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Responses/ Year	Number of Total Hours/Year	Total Cost/ Year
Letter of Intent											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	2	1	0.5	\$26
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	2	1	0.5	\$26
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	32	1	8.0	\$421
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	32	1	8.0	\$421
SUBTOTAL										17.0	\$894
CHP Project Information Reporting Forms											
Prepare and send information spreadsheet to partners ^a	0.00	0.50	0.00	0.50	\$26.30	\$0	\$0	256	1	128.0	\$6,733
Call partners to request reporting information	0.00	0.50	0.00	0.50	\$26.30	\$0	\$0	256	1	128.0	\$6,733
Review completed information spreadsheet	0.00	1.25	0.00	1.25	\$65.75	\$0	\$0	256	1	320.0	\$16,832
Enter information form into database and file copy of the form	0.00	1.25	0.00	1.25	\$65.75	\$0	\$0	256	1	320.0	\$16,832
SUBTOTAL										896.0	\$47,130
Initiate Information updates											
Call or email partner to request clarification of LOI or project reporting form ^b	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	73	1	18.3	\$960
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	73	1	18.3	\$960
SUBTOTAL										36.5	\$1,920
Receive Information updates											
Review and enter contact or profile information updates received from partners via CHP Website ^c	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	43	1	10.8	\$565
SUBTOTAL										10.8	\$565
Annual management review of CHP program ^d											
Management Review	8.00	0.0	0.0	8.00	\$663.04	\$0	\$0	1	1	8.0	\$663
SUBTOTAL										8.0	\$663
TOTAL								262^e		968.3	\$51,172

* 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 All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates once per year. New partners receive a project form during the same year they join the CHP partnership. Of the estimated 294 partners at the end of 2009, 228 existing company/institutional partners and 28 of the 32 new company/institutional partners that join in 2010 will receive a reporting form. 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. Thirty-three percent of the 6 utility partners who join in 2010 (i.e. 2 utilities) will receive a reporting form. State partners do not fill out a reporting form.

^b Assumed 25% of the 32 new company/institutional partners completing their LOI (i.e. 8 partners), and one of the two new state 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.

^c Assumed 15% of new and existing company/institutional partners in the year 2010 (264 projected total partners) and 15% of new and existing state partners (20 projected total partners), will update their information over the CHP website sometime during the calendar year.

^d Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

^e The total number of unique company/institutional respondents submitting information in 2010 is 260, including 228 existing partners who are expected to complete project reporting spreadsheets, 28 new partners who will fill out both a LOI and project reporting form, and 4 new partners who will fill out only a LOI. The total number of unique state respondents submitting information in 2010 is 2, both of which are state/local/tribal government partners who will complete an LOI.

Table D-3. CHP Partnership Agency (EPA) Burden for Year 3

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$82.88 Hour	Tech.* \$52.60 Hour	Cler.* \$20.13 Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Responses/ Year	Number of Total Hours/Year	Total Cost/ Year
INFORMATION COLLECTION ACTIVITY											
Letter of Intent											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	2	1	0.5	\$26
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	2	1	0.5	\$26
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	32	1	8.0	\$421
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	32	1	8.0	\$421
SUBTOTAL										17.0	\$894
CHP Project Information Reporting Forms											
Prepare and send information spreadsheet to partners ^a	0.00	0.50	0.00	0.50	\$26.30	\$0	\$0	284	1	142.0	\$7,469
Call partners to request reporting information	0.00	0.50	0.00	0.50	\$26.30	\$0	\$0	284	1	142.0	\$7,469
Review completed information spreadsheet	0.00	1.25	0.00	1.25	\$65.75	\$0	\$0	284	1	355.0	\$18,673
Enter information form into database and file copy of the form	0.00	1.25	0.00	1.25	\$65.75	\$0	\$0	284	1	355.0	\$18,673
SUBTOTAL										994.0	\$52,284
Initiate Information updates											
Call or email partner to request clarification of LOI or project reporting form ^b	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	80	1	20.0	\$1,052
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	80	1	20.0	\$1,052
SUBTOTAL										40.0	\$2,104
Receive Information updates											
Review and enter contact or profile information updates received from partners via CHP Website ^c	0.00	0.25	0.00	0.25	\$13.15	\$0	\$0	48	1	12.0	\$631
SUBTOTAL										12.0	\$631
Annual management review of CHP program ^d											
Management Review	8.00	0.0	0.0	8.00	\$663.04	\$0	\$0	1	1	8.0	\$663
SUBTOTAL										8.0	\$663
TOTAL								290^e		1,071.0	\$56,577

* 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 All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates once per year. New partners receive a project form during the same year they join the CHP partnership. Of the estimated 328 partners at the end of 2010, 256 existing company/institutional partners and 28 of the 32 new company/institutional partners that join in 2011 will receive a reporting form. 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. Thirty-three percent of the 6 utility partners who join in 2011 (i.e. 2 utilities) will receive a reporting form. State partners do not fill out a reporting form.

^b Assumed 25% of the 32 new company/institutional partners completing their LOI (i.e. 8 partners), and one of the two new state 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.

^c Assumed 15% of new and existing company/institutional partners in the year 2011 (296 projected total partners) and 15% of new and existing state partners (22 projected total partners), will update their information over the CHP website sometime during the calendar year.

^d Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

^e The total number of unique company/institutional respondents submitting information in 2011 is 288, including 256 existing partners who are expected to complete project reporting spreadsheets, 28 new partners who will fill out both a LOI and project reporting form, and 4 new partners who will fill out only a LOI. The total number of unique state respondents submitting information in 2010 is 2, both of which are state/local/tribal government partners who will complete an LOI.