

ICR SUPPORTING STATEMENT

1. Identification of the Information Collection

1(a) Title of the Information Collection

Chesapeake Action Plan/Activity Integration Plan (CAP/AIP) Reporting System (EPA ICR Number 2365.01, OMB Control Number 2003-NEW)

1(b) Short Characterization/Abstract

In 2008, EPA's Region 3 Chesapeake Bay Program Office (CBPO) and its partners developed the Chesapeake Action Plan (CAP) to strengthen and expand partnerships in the watershed, enhance coordination of restoration activities, and increase the collective accountability for protecting the Chesapeake Bay. The primary mechanism for input into the CAP is the Web-based Chesapeake Action Plan/Activity Integration Plan (CAP/AIP) reporting system. Through the CAP/AIP reporting system, partner organizations provide data about the activities in which they are engaged to protect and restore the Chesapeake Bay and its watershed. The CAP/AIP was developed in response to recommendations by the Government Accountability Office and directives of the Explanatory Statement of the FY 2008 Consolidated Appropriations Act (P.L. 110-161). CBPO conducted its first partner-wide activity data call in 2008 that included 10 federal, 7 state, and 2 local partners.

The CBPO intends to expand the data call to more than 10 non-federal partners to further support the legislative mandate and, more recently, Executive Order (E.O.) 13508, signed by President Barack Obama on May 12, 2009. Section 203(d) of the EO directs EPA to identify the "mechanisms that will ensure that governmental and other activities, including data collection and distribution, are coordinated and effective, relying on existing mechanisms where appropriate. Section 204 further directs that "Federal actions to protect and restore the Chesapeake Bay are closely coordinated with actions by State and local agencies in the watershed and the resources, authorities, and expertise of Federal, State, and local agencies are used as efficiently as possible." The CAP/AIP provides the tool to coordinate activities among Bay partners, both federal and non-federal, in support of these mandates.

The Web-based application reporting system is available at <http://cap.chesapeakebay.net>. The CAP/AIP reporting system includes detailed information about the activities and funding conducted by partner organizations. The partners provide project information on the nature of the activity, responsible organization, organizational point-of contact, resource levels, geographic location, and major milestones on progress towards Chesapeake Bay protection and restoration efforts. Funds reported in the CAP/AIP are linked to an organization's own resource base so that data associated with a set of funds is entered only by the originator of the funding. The information is organized by programmatic goal and topic area, which aligns activities to the CAP and helps to provide an accurate depiction of restoration activities, progress, and results as a whole. The information collection, as envisioned, will be conducted annually.

Each reporting organization is assigned a user ID and password. Security measures have been established to protect data that have been entered, including maintaining the data on a secure server on a secure network, and confirming the data with each reporting organization. Partners that participate in the information collection are able to search the CAP/AIP database and view standard reports. Partners will use the enhanced and expanded data to update performance-management dashboards that summarize and synthesize information so the

program partners can understand, at a glance, the progress being made in key program areas. The dashboards include measures of progress, information about the resources CAP partners have dedicated to their efforts described, and strategic analyses of what needs to be done to improve implementation. In addition, CBPO anticipates that some of the partners will use the CAP/AIP reporting system as a tool for their own management and planning efforts.

CBPO estimates the total annual respondent cost and burden to be \$63,041.32 (as of August 6, 2009). The annual federal cost to administer this information collection is estimated to be \$36,008.00 (as of August 6, 2009), which results in a total annual cost of \$99,049.32.

2. Need for and use of the Collection

2(a) Need/Authority for the Collection

Collecting information from more than 10 non-federal partners is needed to effectively coordinate project activities and funding among partners in the Chesapeake Bay watershed, and as a means to provide transparency and accountability to the public. Specifically, in a report entitled, *Chesapeake Bay Program: Improved Strategies Are Needed to Better Assess, Report and Manage Restoration Progress*, dated October 2005, the U.S. Government Accountability Office (GAO) recommended that CBPO:

- complete efforts to develop and implement an integrated assessment approach;
- revise its reporting approach to improve effectiveness and credibility; and
- develop a comprehensive, coordinated implementation strategy that takes into account available resources.

In the Consolidated Appropriations Act of 2008 (P.L. 110-161), Congress directed EPA to:

- immediately implement all of the recommendations of the 2005 GAO Report;
- submit a report to Congress and to GAO, with supporting evidence, that demonstrates the GAO recommendations have been implemented; and
- develop a Chesapeake Action Plan for the remaining years of the Chesapeake 2000 agreement.

Specifically, Congress stated that the Chesapeake Action Plan must: (1) clearly articulate realistic targets the Chesapeake Bay Program expects to achieve in each of the remaining years; (2) describe the actual activities the Chesapeake Bay Program will implement in each year to achieve these annual targets; (3) identify the amount and source of funding that will be used to accomplish each of these activities; and (4) describe the process the Chesapeake Bay Program will use to track and measure the progress of these actions.

Consistent with GAO's recommendations and the Consolidated Appropriations Act (P.L. 110- 161) of 2008, CBPO and its partners developed the Chesapeake Action Plan (CAP) to strengthen and expand partnerships in the watershed, enhance coordination of restoration activities, and increase the collective accountability for protecting the Chesapeake Bay. The primary mechanism for input into the CAP is the Web-based Chesapeake Action Plan/Activity Integration Plan (CAP/AIP) reporting system. The CAP/AIP reporting system provides the tools necessary to support a management system that more closely aligns implementation responsibilities with the unique capabilities and missions of the CBP partners.

This collection of information is pursuant to Section 117 of the Clean Water Act, the purpose of which is to expand and strengthen cooperative efforts to restore and protect the Chesapeake Bay.

This information collection also is necessary to address the priorities outlined in Presidential Executive Order (E.O.) 13508 dated May 12, 2009, entitled “Chesapeake Bay Protection and Restoration.” The E.O. establishes a new framework for federal leadership, planning, and accountability through a Federal Leadership Committee, chaired by the Administrator of EPA. The Committee is required to, among other things, coordinate data information mechanisms among federal, state, local, and private partners. Specific sections of the Executive Order include:

- Section 203(d): Identify the “mechanisms that will ensure that governmental and other activities, including data collection and distribution, are coordinated and effective, relying on existing mechanisms where appropriate; and
- Section 204: Ensure that “Federal actions to protect and restore the Chesapeake Bay are closely coordinated with actions by State and local agencies in the watershed and the resources, authorities, and expertise of Federal, State, and local agencies are used as efficiently as possible.” The CAP/AIP has been identified as the appropriate data information mechanism.

2(b) Practical Utility/Users of the Data

The primary users of the data are EPA and the EPA partners. EPA will use the CAP/AIP information collection to identify and catalogue CBPO partners’ resources and actions that are associated with efforts to protect and restore the Chesapeake Bay. CBPO partners will be able to view each other’s activities across the watershed with details such as where the activity is occurring, how much funding the activity has received, and which partners are involved. With improved visibility of Bay-wide activities and comprehensive progress reporting, the CAP/AIP will help EPA to promote enhanced coordination among CBPO partners and encourage the partners to continually review and improve their progress in protecting and restoring the Bay.

EPA and its partners will use the CAP/AIP reporting system to summarize and synthesize information so the program partners can understand, at a glance, the progress being made in key program areas. Publically available reports will include measures of progress, information about the resources invested, and strategic analyses of actions necessary to improve implementation. In addition, CBPO anticipates that some of the partners will use the CAP/AIP reporting system as tool for their own management and planning efforts. Bay restoration and protection efforts will be made transparent and maintained in a centralized database to enable the partnership to identify potential activity overlap and gaps. This will reduce duplication of effort and better target resources. As a whole, the CAP represents an important enhancement to the way the CBP partnership will operate.

3. Non duplication, Consultations, and Other Collection Criteria

3(a) Non duplication

EPA conducted research into other EPA programs and other federal agency programs, and state agency/department or non-government organizations to determine whether any organization had information pertinent to the Chesapeake Action Plan/Activity Integration Plan. Within EPA, it was confirmed that only the Chesapeake Bay Program Office had the

pertinent information. Other Federal agencies investigated include the habitat and restoration agencies within the U.S. Departments of Interior and Commerce. EPA confirmed that none of these agencies maintains or requests information duplicative of the information entered into the CAP/AIP reporting system. Only one non-profit organization, Defenders of Wildlife, was identified for possible duplicative information, specifically www.conservationregistry.org, which is funded through Department of Interior resources. Research concluded that the newly developed conservation registry is presently focused on the Pacific Northwest, came online after CAP/AIP, and is uncertain of a sustainable funding base. Hence, no information similar to the CAP/AIP reporting system was identified. Within the Chesapeake Bay watershed states, only the State of Maryland was identified for possible duplication, specifically, www.baystat.maryland.gov. However, Maryland's information was not Bay-wide; it was specific to Maryland and most of the information originates from EPA project activity funds. Hence, no information similar to the information requested for the CAP/AIP reporting system was identified in the state agencies.

Pursuant to this research, EPA concluded that activity and funding information required in the AIP is specific and unique to the Chesapeake Bay's goals of protection and habitat restoration. The CAP/AIP is the only reporting system used to annually collect comprehensive information about funding levels, which allows EPA to align funding and activities to specific strategic target areas of the Chesapeake Action Plan.

3(b) Public Notice Required Prior to ICR submission to OMB

Pursuant to 5 CFR 1320.13(d) EPA requests a waiver of the Federal Register requirement for this emergency ICR. Upon approval of the emergency ICR, EPA will solicit comments in the Federal Register for a renewal of the ICR pursuant to 5 CFR 1320.8(d).

3(c) Consultations

CBPO invited nine non-federal organizations to participate in consultation to estimate their annual cost and burden for using the CAP/AIP reporting system. The consultations are in keeping with ICR guidance to consult with no more than nine non-federal organizations. Organizations that did not participate in the 2008 data call were provided a questionnaire for new users prior to phone consultations. Those organizations that participated in the 2008 data call were provided a questionnaire designed for previous users prior to phone consultations with respondents. Respondents were asked to estimate burdens for labor costs associated with reporting activities, capital/startup costs, and operations and maintenance costs. Table 1 provides a list of organizations asked to participate in consultations. Not all chose to participate.

Table 1. Consultation Participants by Type of Organization

Name	Phone Number	Affiliation
State and Local Government		
Susan Block	(804) 371-7486	VA Dept. of Conservation and Rec.
Diane Davis	(202) 741-0847	District of Columbia
Penny Gross	(703) 354-8419	Fairfax County Council
Brenton McCloskey	(410) 260-8722	State of Maryland
Patricia Buckley	(717) 772-1675	Pennsylvania Dept. of Environmental Protection

Name	Phone Number	Affiliation
Private / Non-Government Organizations		
Amanda Bassow	(202) 595-2476	National Fish and Wildlife Foundation
Dr. Jana Davis	(410) 974-2941, ext. 101	Chesapeake Bay Trust
Bydon Lidle	(717) 238-0425, ext. 317	Susquehanna River Basin Commission (SRBC)
Kirk Mantay	(410) 224-6620	Ducks Unlimited

To date, CBPO has received completed questionnaires from six previous users and no new users. One consultation is still underway with a state and local government organization. CBPO conducted several phone interviews with representatives of the participating respondents to clarify responses to the questionnaires.

Due to CBP's unique partnership with federal partners, CBPO consulted and estimated the federal partners' annual burden and cost for using the CAP/AIP reporting system. See Table 2 below for federal consultations. CBP based the federal burden estimate on EPA's experience because it has the most data reporting into the AIP and it was the only federal agency to respond. One federal respondent stated that they had no experience with AIP and could not provide estimates.

Table 2. Federal Consultation Participants

Name	Phone Number	Affiliation
Lori Mackey	(410) 267-5715	U.S. Environmental Protection Agency
Brian Burch	(202) 566-0120	U.S. Environmental Protection Agency
Bob Campbell	(410) 267-5747	National Park Service

3(d) Effects of Less Frequent Collection

The frequency of this information collection coincides with the federal and state budgetary processes. Annual submissions of information are required to accurately align funding resources to ongoing restoration and protection activities and to track progress against established performance measures. Less frequent reporting would preclude CBPO from using the information collection to effectively evaluate and publish the results of program activities.

3(e) General Guidelines

This information collection is consistent with all of OMB's general guidelines.

- Respondents are asked to report annually.
- Respondents are provided more than 30 days to respond to the data call.
- Respondents are not required to submit more than one copy of original documents.
- This information collection does not use a statistical survey.
- Respondents do not receive a pledge of confidentiality in regard to the information collection. No information is confidential or personal; all is considered public.
- Respondents are not asked to submit proprietary or confidential information.

3(f) Confidentiality

Information in the CAP/AIP reporting system is not of a confidential nature. AIP is collecting project and funding information with point of contact name and all submittals are voluntary.

3(g) Sensitive Questions

None of the requested information is considered to be of a sensitive nature.

4. The Respondents and the Information Requested

4(a) Respondents/NAICS Codes

The respondents for this ICR include the partners of the Chesapeake Action Plan, which includes federal, state and local agencies (NAICS 924110 and 924120), non-governmental organizations (NAICS 813312), and other program partners.

4(b) Information Requested

Information from the CAP partners is collected through the web-based CAP/AIP reporting system.

(i) Data items, including record keeping requirements

CAP partners provide detailed information about the activities they undertake to restore and protect the Chesapeake Bay and its watershed. Once logged in to the CAP/AIP reporting system, the partners enter data about their activities which are grouped by partnership goals and topic areas. Each data item is designated as a reporting item. CBPO does not impose additional recordkeeping requirements on any respondent. States and other entities may impose their own recordkeeping that is separate from CAP/AIP. Specific data items entered into the AIP electronic record about each activity include:

- Activity description;
- Lead organization / Agency;
- Point of contact;
- Source of funding;
- Status of funding;
- Activity phase;
- Hard dollars allocated to activity;
- Number of FTEs allocated to activity;
- Year of funding;
- Pertinent geography; and
- Pertinent C2K commitment.

Additionally, users have the option of entering other activity-related information, including the following:

- Collaborating organization;
- Performance measures/units; and
- Milestones.

(ii) Respondent Activities

CAP partners conduct the following activities to assemble, submit, and store the data items identified above. These activities reflect the items of burden mandated by the 1995 Paperwork Reduction Act.

Table 3. List of Respondent Activities

Activity	Record Keeping	Reporting	CBP ¹
Preparing to Use the System. <i>Detailed instructions for entering data are provided in hard copy format and online and through training workshops. Gathering and reviewing the data to be entered, and organizing it by CBP goal is a typical activity as part of common business practices.</i>		X	X
Obtaining Access. <i>No special technology or systems are required for this collection as the CAP/AIP reporting system is Web-based. Internet access is a standard business tool. EPA establishes user IDs and passwords for each reporting organization.</i>		X	X
Entering Records. <i>CAP partners will review pre-populated system elements, and review data entered by other partners to ensure no duplicative data. Records about new activities will be entered as appropriate.</i>		X	
Reviewing and Verifying Records. <i>Reviewing and verifying the accuracy of the data entered into the system is typical of standard business practice.</i>		X	X
Feedback and Evaluation. <i>Users of the CAP/AIP reporting system are encouraged to provide feedback on the system.</i>		X	

5. The Information Collected—Agency Activities, Collection Methodology, and Information Management

5(a) Agency Activities

Activities undertaken by CBPO on an annual basis for this information collection include:

- Update reporting guidance and system instructions;
- Notify system users of data call;
- Conduct training;
- Update Web site;
- Solicit and compile feedback from users; and
- Respond to user comments and questions.

5(b) Collection Methodology and Management

The Chesapeake Bay Program Office will use the Web-based CAP/AIP reporting system available at <http://cap.chesapeakebay.net> to collect data from the CAP partners. Each reporting organization will be assigned a user ID and password. Security measures have been established to protect data that have been entered, including maintaining the data on a secure server on a secure network, confirming the data with each reporting organization, and making only summarized information available to the public.

¹ Common Business Practice

In preparation for the annual data call, EPA/CBPO will provide detailed guidance about the database to the CAP partners (e.g., organize training/workshops, facilitate hands-on demonstrations as necessary). CBPO will also verify the accuracy of the data entered into the system during and after the data call. Annual updating by the CAP partners will be streamlined in light of the automated nature of compiling the information. To improve the efficiency of entering data, a cloning button is available during data entry that allows users to make a copy of the data for the next fiscal year, i.e., clone the 2008 data to create and modify a record for 2009.

5(c) Small Entity Flexibility

EPA expects that small entities such as non-profit organizations (e.g., National Fish and Wildlife Association), local environmental community associations (e.g., River Keeper Organizations), and local governments (e.g., Fairfax County) will participate in the CAP/AIP. EPA has designed its information collections to minimize respondent burden while obtaining sufficient and accurate information. For example, EPA has tailored the CAP/AIP system so that it requests only the minimum information needed to establish contact with small entities. Providing information to the AIP is not a regulatory requirement and is voluntary on the part of participants. EPA has established several methods for participating in the AIP and is fully prepared to help small entities (e.g., training, workshops, conference calls, hands-on assistance, etc.).

5(d) Collection Schedule

The information collection is based on an annual collection of data on the activities of the CAP partners. A typical annual schedule is as follows:

Table 4. Collection Schedule

DATE	ACTIVITY
September/October	Outreach to Bay-wide Partnership Conduct workshops / feedback sessions
November/December	Data call sent to CAP partners
January	Data entry complete
February	Cross-functional QA and analysis by CBPO

6. Estimating the Burden and Cost of the Collection

The consultations to determine the annual cost and burden estimates for using the CAP/AIP reporting system are ongoing and incomplete. EPA will complete the consultations and provide a final estimate for the burden and cost of the collection before submitting the renewal ICR.

6(a) Estimating Respondent Burden

Burden hour estimates are based on the responses to the consultation questionnaires and follow-up discussions where needed with respondents. The respondents include state and local government agencies and non-governmental organizations identified in Section 3(c). Additionally, federal burden is included on using the database by consulting with EPA, a large user of the system as identified in Section 3(c). Annual estimates for each type of respondent are provided in table 5.

Table 5. Annual Burden Estimate Per Response

Respondent Type	Annual Burden Per Response
State and Local Government Agencies	64.8 hours
Non-governmental Organizations	11.5 hours
Federal Partner Agencies	9 hours

6(b) Estimating Respondent Costs

(i) Estimating Labor Costs

Table 6 presents the annual respondent burden/cost estimate for state and local government respondents. Labor rates were derived from information published by the Bureau of Labor and Statistics and include a benefits multiplier of 1.6. Labor rates were also increased by 17 percent to account for overhead. For each labor category, the labor rate is the average of a calculated rate for state employees and a calculated rate for local government agency staff.

Table 6. Annual Burden/Cost Estimate Per Response for State and Local Government Agencies

Information Collect Activity	Hours Per Response/ Year*			Labor Cost Per Response/ Year	Capital or Startup Costs Per Response/ Year	O&M Cost Per Response/ Year	Total Hours and Costs Per Response	
	Managerial (\$67.18/ hour)	Technical (\$49.60/ hour)	Clerical (\$31.68/ hour)				Total Hours/ Year	Total Costs/ Year
Preparing to Use the System	4.7	18.0	9.7	\$1,512.55	\$0.00	\$0.00	32.3	\$1,512.55
Obtaining Access	0.0	0.3	0.5	\$32.37	\$0.00	\$0.00	0.8	\$32.37
Entering Records	3.7	12.0	6.7	\$1,052.73	\$0.00	\$0.00	22.3	\$1,052.73
Reviewing and Verifying Records	1.3	2.0	2.7	\$273.25	\$0.00	\$0.00	6.0	\$273.25
Feedback and Evaluation	0.0	0.0	1.0	\$31.68	\$0.00	\$0.00	1.0	\$31.68
Other Activities	0.0	0.0	2.3	\$73.92	\$0.00	\$0.00	2.3	\$73.92
Total	9.7	32.3	22.8	\$2,976.50	\$0.00	\$0.00	64.8	\$2,976.50

*Source: State agencies, http://www.bls.gov/oes/2008/may/naics4_999200.htm
 Local government agencies, http://www.bls.gov/oes/2008/may/naics4_999300.htm

Table 7 presents the annual respondent burden/cost estimate for non-governmental organizations. Labor rates were derived from information published by the Bureau of Labor and Statistics and include a benefits multiplier of 1.6. Labor rates were also increased by 17 percent to account for overhead.

Table 7. Annual Burden/Cost Estimate Per Response for Non-governmental Organizations

Information Collect Activity	Hours Per Response/ Year*			Labor Cost Per Response/ Year	Capital or Startup Costs Per Response/ Year	O&M Cost Per Response/ Year	Total Hours and Costs Per Response	
	Managerial (\$67.18/ hour)	Technical (\$49.60/ hour)	Clerical (\$31.68/ hour)				Total Hours/ Year	Total Costs/ Year
Preparing to Use the System	4.0	0.0	0.0	\$272.68	\$0.00	\$0.00	4.0	\$272.68
Obtaining Access	1.0	0.0	0.0	\$68.17	\$0.00	\$0.00	1.0	\$68.17
Entering Records	4.0	0.0	0.0	\$272.68	\$0.00	\$0.00	4.0	\$272.68
Reviewing and Verifying Records	1.5	0.0	0.0	\$102.26	\$0.00	\$0.00	1.5	\$102.26
Feedback and Evaluation	1.0	0.0	0.0	\$68.17	\$0.00	\$0.00	1.0	\$68.17
Other Activities	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	0.0	\$0.00
Total	11.5	0.0	0.0	\$783.96	\$0.00	\$0.00	11.5	\$783.96

*Source: <http://www.bls.gov/oes/2008/may/>

Table 8 presents the annual respondent burden/cost estimate for federal respondents. The federal labor rates were derived from information published by the Bureau of Labor and Statistics and include a benefits multiplier of 1.6.

Table 8. Annual Burden/Cost Estimate Per Response for Federal Agencies

Information Collect Activity	Hours Per Response/ Year		Labor Cost Per Response/ Year	Capital or Startup Costs Per Response/ Year	O&M Cost Per Response/ Year	Total Hours and Costs Per Response	
	GS14 (\$72.51/ hour)	GS13 (\$61.36/ hour)				Total Hours/ Year	Total Costs/ Year
	Preparing to Use the System	0					
Obtaining Access	0	0	\$0.00	\$0.00	\$0.00	0	\$0.00
Entering Records	6	2	\$527.11	\$0.00	\$0.00	8	\$527.11
Reviewing and Verifying Records	1	1	\$103.19	\$0.00	\$0.00	2	\$103.19
Feedback and Evaluation	0	0	\$0.00	\$0.00	\$0.00	0	\$0.00
Other Activities	0	0	\$0.00	\$0.00	\$0.00	0	\$0.00
Total	7.0	2.0	\$630.30	\$0.00	\$0.00	9.0	\$630.30

*Source: http://www.opm.gov/oca/09tables/html/g_s_h.asp (step 5); rates include a benefits multiplier of 1.6

(ii) Estimating Capital and Operations and Maintenance Costs

Respondents will not incur capital or operations and maintenance costs for this information collection.

6(c) Estimating Agency Burden and Cost

As shown in Table 9, the estimated annual cost to the federal government for administering this collection of information is \$36,008.00.

Table 9. Total Annual Federal Administrative Burden/Cost Estimate

Information Collect Activity	Hours / Year*			Labor Cost/ Year	O&M Cost/ Year	Total Hours and Costs	
	GS14	GS13	GS12			Total Hours/ Year	Total Costs/ Year
	\$72.51/ hour	\$61.36/ hour	\$51.87/ hour				
Update Reporting Guidance and System Instructions	24	0	0	\$1,740.29	\$0.00	24	\$1,740.29
Notify System Users of Data Call	24	0	0	\$1,740.29	\$0.00	24	\$1,740.29
Conduct Training	40	0	0	\$2,900.48	\$0.00	40	\$2,900.48
Update Web Site	0	12	16	\$1,566.27	\$0.00	28	\$1,566.27
Solicit and Compile Feedback from Users	16	0	0	\$1,160.19	\$0.00	16	\$1,160.19
Respond to User Comments and Questions	40	0	0	\$2,900.48	\$0.00	40	\$2,900.48
Contractor support					\$24,000.00		\$24,000.00
Total Administrative Burden	144	12	16	\$12,008.00	\$24,000.00	172	\$36,008.00

*Source: http://www.opm.gov/oca/09tables/html/g_s_h.asp (step 5); rates include a benefits multiplier of 1.6

6(d) Estimating the Respondent Universe and Total Burden and Costs

Final data is pending the completion of one consultation with a state government organization. CBPO estimates that 50 non-federal organizations and 10 federal agencies are likely to participate in the annual data call for the CAP/AIP. CBPO's intent is to increase the number of participants over time to better coordinate activities and resources in keeping with E.O. 13508. The total burden and costs are summarized in Table 10.

Table 10. Annual Burden Estimate*

Respondent Type	Hours Per Response	Cost Per Response	Number of Responses Per Year	Total Annual Cost
State and Local Government Agencies	64.8	\$2,976.50	8	\$23,812.00
Non-governmental Organizations	11.5	\$783.96	42	\$32,926.32
Federal Agencies	9	\$630.30	10	\$6,303.00
Total	Varies	Varies	60	\$63,041.32

*Note: Respondents will not incur capital or operations and maintenance costs for this information collection

6(e) Bottom Line Burden Hours and Cost Tables

Final data is pending the completion of one consultation with a state government organization. As of August 6, 2009, the total annual cost for this information collection is estimated to be \$99,049.32. The bottom line burden hours and costs for each respondent group, federal administrative hours, and operations and maintenance costs are listed in Table 11.

Table 11. Bottom Line Burden Hours and Costs

Line Item	Hours Per Response	Cost Per Response	Number of Responses Per Year	Total Cost
State and Local Government Agency Responses	64.8	\$2,976.50	8	\$23,812.00
Non-governmental Organization Responses	11.5	\$783.96	42	\$32,926.32
Federal Agency Responses	9	\$630.30	10	\$6,303.00
Total Respondent Cost	Varies	Varies	60	\$63,041.32
Federal Administrative Hours	2.87	\$200.13	60	\$12,008.00
Federal Operations and Maintenance (Contractor Support)				\$24,000.00
Total			60	\$99,049.32

(iii) Variations in the Annual Bottom Line

CBPO does not anticipate significant variations in the annual bottom line.

6(f) Reasons for Change in Burden

The burden requested in this ICR results from information collection efforts associated with the Chesapeake Action Plan (CAP). In 2008, CBPO conducted its first partner-wide activity data call that included 10 federal, 7 state, and 2 local partners. EPA now intends to make the Web-based Chesapeake Action Plan/Activity Integration Plan (CAP/AIP) reporting system available to additional non-government organizations and other program partners to gain a more comprehensive picture of protection and restoration efforts and to facilitate a more accurate tracking of progress and results. The CAP/AIP reporting system includes detailed information about the activities conducted by partner organizations. The partners provide project information, including the nature of the activity, responsible organization, a point of contact, resource levels, location, and major milestones in terms of their progress towards Chesapeake Bay protection and restoration efforts.

6(g) Burden Statement

Final data is pending completion of one consultation with a state government organization.

The annual public reporting and recordkeeping burden for this collection of information is estimated to average 64.8 hours per response for state and local government agencies, 11.5 hours per response for non-government organizations, and 9 hours per response for federal agencies. Burden is defined as the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a federal agency. This estimate includes the time needed to review instructions; develop, acquire,

install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR part 9 and 48 CFR chapter 15.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, D.C. 20503, Attention: Desk Officer for EPA. Please include OMB Control Number 2003-NEW in any correspondence.