

**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.* \$93.00 Per Hour	Tech.* \$78.00 Per Hour	Cler.* \$52.50 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>Partnership Agreement</b>										
From Partners										
Review PA	0.05	0.05	0.10	0.20	\$13.80	\$0	\$0	250	50.0	\$3,450
Enter PA information into Salesforce	0.15	0.15	0.20	0.50	\$36.15	\$0	\$0	250	125.0	\$9,038
<b>SUBTOTAL</b>									175.0	\$12,488
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.05	0.05	0.15	0.25	\$16.43	\$0	\$0	1,335	333.8	\$21,927
Review completed information form	0.08	0.08	0.10	0.25	\$18.08	\$0	\$0	1,335	333.8	\$24,130
Enter information into database and save copy of the form	0.08	0.08	0.34	0.50	\$31.53	\$0	\$0	1,335	667.5	\$42,093
<b>SUBTOTAL</b>									1,335.0	\$88,150
<b>Initiate Information Follow-ups</b>										
Call or email partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.08	0.08	0.15	0.30	\$20.70	\$0	\$0	659	197.7	\$13,641
Review and enter data after receipt of information	0.08	0.08	0.34	0.50	\$31.53	\$0	\$0	659	329.5	\$20,778
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.08	0.08	0.15	\$9.79	\$0	\$0	100	15.0	\$979
Review and enter data after receipt of information	0.00	0.08	0.08	0.15	\$9.79	\$0	\$0	100	15.0	\$979
<b>SUBTOTAL</b>									557.2	\$36,377
<b>Receive Information updates</b>										
Review and enter contact or profile information updates received from partners via GPP Website <sup>d</sup>	0.08	0.08	0.10	0.25	\$18.08	\$0	\$0	317	79.3	\$5,730
<b>SUBTOTAL</b>									79.3	\$5,730
Annual management review of GPP program <sup>e</sup>	16.00	0.00	0.00	16.00	\$1,488.00	\$0	\$0		16.0	\$1,488
<b>TOTAL</b>								<b>1,585</b>	<b>2,162.5</b>	<b>\$144,232</b>

\* Work represented in this table is performed by a government contractor. As such, rates reflect those charged by the contractor to EPA.

<sup>a</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1335 partners previously completed the form and will update it in 2012.

<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.

<sup>c</sup> The Agency expects to request 100 GPP partners to provide additional technical information in 2012.

<sup>d</sup> An estimated 20% 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>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 2012 is 1585, including 1335 existing Partners who submit annual forms and 250 new partners who submit Partnership Agreement.

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

Hours and Costs	Per Respondent Per Activity							Total Hours and Costs		
	Mgr.* \$93.00 Per Hour	Tech.* \$78.00 Per Hour	Cler.* \$52.50 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>Partnership Agreement</b>										
From Partners										
Review PA	0.05	0.05	0.10	0.20	\$13.80	\$0	\$0	250	50.0	\$3,450
Enter PA information into Upshot/database	0.15	0.15	0.20	0.50	\$36.15			250	125.0	\$9,038
<b>SUBTOTAL</b>									175.0	\$12,488
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.05	0.05	0.15	0.25	\$16.43	\$0	\$0	1,470	367.5	\$24,145
Review completed information form	0.08	0.08	0.10	0.25	\$18.08	\$0	\$0	1,470	367.5	\$26,570
Enter information into database and file copy of the form	0.08	0.08	0.34	0.50	\$31.53	\$0	\$0	1,470	735.0	\$46,349
<b>SUBTOTAL</b>									1,470.0	\$97,064
<b>Initiate Information Follow-ups</b>										
Call or email partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.08	0.08	0.15	0.30	\$20.70	\$0	\$0	713	213.9	\$14,759
Review and enter data after receipt of information	0.08	0.08	0.34	0.50	\$31.53	\$0	\$0	713	356.5	\$22,481
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.08	0.08	0.15	\$9.79	\$0	\$0	100	15.0	\$979
Review and enter data after receipt of information	0.00	0.08	0.08	0.15	\$9.79	\$0	\$0	100	15.0	\$979
<b>SUBTOTAL</b>									600.4	\$39,197
<b>Receive Information updates</b>										
Review and enter contact or profile information updates received from partners via GPP Website <sup>d</sup>	0.08	0.08	0.10	0.25	\$18.08	\$0	\$0	344	86.0	\$6,218
<b>SUBTOTAL</b>									86.0	\$6,218
Annual management review of GPP program <sup>e</sup>	16.00	0.00	0.00	16.00	\$1,488.00	\$0	\$0		16.0	\$1,488
<b>TOTAL</b>								<b>1,720</b>	<b>2,347.4</b>	<b>\$156,455</b>

\* Work represented in this table is performed by a government contractor. As such, rates reflect those charged by the contractor to EPA.

<sup>a</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1470 partners previously completed the form and will update it in 2013.

<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 10 mi

<sup>c</sup> The Agency expects to request 100 GPP partners to provide additional technical information in 2013.

<sup>d</sup> An estimated 20% 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.

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

Hours and Costs	Per Respondent Per Activity						Total Hours and Costs			
	Mgr.* \$93.00 Per Hour	Tech.* \$78.00 Per Hour	Cler.* \$52.50 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>Partnership Agreement</b>										
From Partners										
Review PA	0.05	0.05	0.10	0.20	\$13.80	\$0	\$0	250	50.0	\$3,450
Enter PA information into Upshot/database	0.15	0.15	0.20	0.50	\$36.15			250	125.0	\$9,038
<b>SUBTOTAL</b>									175.0	\$12,488
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.05	0.05	0.15	0.25	\$16.43	\$0	\$0	1,605	401.3	\$26,362
Review completed information and file copy of the form	0.08	0.08	0.10	0.25	\$18.08	\$0	\$0	1,605	401.3	\$29,010
Enter information into database and form	0.08	0.08	0.34	0.50	\$31.53	\$0	\$0	1,605	802.5	\$50,606
<b>SUBTOTAL</b>									1,605.0	\$105,978
<b>Initiate Information Follow-ups</b>										
Call or email partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.08	0.08	0.15	0.30	\$20.70	\$0	\$0	767	230.1	\$15,877
Review and enter data after receipt of information	0.08	0.08	0.34	0.50	\$31.53	\$0	\$0	767	383.5	\$24,184
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.08	0.08	0.15	\$9.79	\$0	\$0	100	15.0	\$979
Review and enter data after receipt of information	0.00	0.08	0.08	0.15	\$9.79	\$0	\$0	100	15.0	\$979
<b>SUBTOTAL</b>									643.6	\$42,018
<b>Receive Information updates</b>										
Review and enter contact or profile information updates received from partners via GPP Website <sup>d</sup>	0.08	0.08	0.10	0.25	\$18.08	\$0	\$0	371	92.8	\$6,706
<b>SUBTOTAL</b>									92.8	\$6,706
Annual management review of GPP program <sup>e</sup>	16.00	0.00	0.00	16.00	\$1,488.00	\$0	\$0		16.0	\$1,488
<b>TOTAL</b>								<b>1,855</b>	<b>2,532.4</b>	<b>\$168,677</b>

\* Work represented in this table is performed by a government contractor. As such, rates reflect those charged by the contractor to EPA.

<sup>a</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1605 partners previously completed the form and will update it in 2014.

<sup>b</sup> On average, program contractors 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 10 minute.

<sup>c</sup> The Agency expects to request 100 GPP partners to provide additional technical information in 2014.

<sup>d</sup> An estimated 20% 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 program contractors.

<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 2014 is 1855, including 1605 existing Partners who submit annual forms and 250 new partners who submit Partnership Agreements.