

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

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$93.00 Hour	Tech.* \$78.00 Hour	Cler.* \$52.50 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
<b>INFORMATION COLLECTION ACTIVITY</b>											
<b>Letter of Intent</b>											
From State/Local/Tribal Partners											
Review LOI	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	2	1	0.2	\$12
Enter LOI information into database	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	2	1	0.2	\$12
From Company and Institutional Partners											
Review LOI	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	30	1	2.4	\$187
Enter LOI information into database	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	30	1	2.4	\$187
<b>SUBTOTAL</b>										5.1	\$399
<b>CHP Project Information Reporting Forms</b>											
Prepare and send information spreadsheet to partners <sup>a</sup>	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	480	1	38.4	\$2,995
Review completed information spreadsheet	0.00	1.00	0.00	1.00	\$78.00	\$0	\$0	480	1	480.0	\$37,440
Enter data from completed information spreadsheet into database and file copy of the form	0.00	1.00	0.00	1.00	\$78.00	\$0	\$0	480	1	480.0	\$37,440
<b>SUBTOTAL</b>										998.4	\$77,875
<b>Initiate Information updates</b>											
Call or email partner to request clarification of LOI or project reporting form <sup>b</sup>	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	51	1	4.1	\$318
Review and enter data after receipt of information	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	51	1	4.1	\$318
<b>SUBTOTAL</b>										8.2	\$636
<b>Receive Information updates</b>											
Review and enter contact or profile information updates received from partners via CHP Website <sup>c</sup>	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	72	1	5.8	\$449
<b>SUBTOTAL</b>										5.8	\$449
<b>Annual management review of CHP program <sup>d</sup></b>											
Management Review	8.00	0.0	0.0	8.00	\$744.00	\$0	\$0	1	1	8.0	\$744
<b>SUBTOTAL</b>										8.0	\$744
<b>TOTAL</b>								<b>480<sup>e</sup></b>		<b>1,025.4</b>	<b>\$80,104</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> All new and existing partners 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). Approximately 480 partners will be sent reporting spreadsheets in 2012 (450 existing; 30 new).

<sup>b</sup> Assumed 20% of the 30 new partners completing their LOI (i.e. 6 partners) will require follow-up. Additionally, 10% of the 450 existing partners completing CHP project forms or spreadsheets (i.e. 45 partners) will require follow-up in order to correctly complete the form.

<sup>c</sup> Assumed 15% of new and existing partners in the year 2012 (480 projected total partners) will update their information over the CHP website sometime during the calendar year.

<sup>d</sup> Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

<sup>e</sup> The total number of unique partner respondents submitting information in 2012 is 480, including 450 existing partners who are expected to complete project reporting spreadsheets and 30 new partners who will fill out both a LOI and project reporting form.

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

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$93.00 Hour	Tech.* \$78.00 Hour	Cler.* \$52.50 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
<b>INFORMATION COLLECTION ACTIVITY</b>											
<b>Letter of Intent</b>											
From State/Local/Tribal Partners											
Review LOI	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	2	1	0.2	\$12
Enter LOI information into database	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	2	1	0.2	\$12
From Company and Institutional Partners											
Review LOI	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	30	1	2.4	\$187
Enter LOI information into database	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	30	1	2.4	\$187
SUBTOTAL										5.1	\$399
<b>CHP Project Information Reporting Forms</b>											
Prepare and send information spreadsheet to partners <sup>a</sup>											
Review completed information spreadsheet	0.00	1.00	0.00	1.00	\$78.00	\$0	\$0	510	1	510.0	\$39,780
Enter data from completed information spreadsheet into database and file copy of the form	0.00	1.00	0.00	1.00	\$78.00	\$0	\$0	510	1	510.0	\$39,780
SUBTOTAL										1,060.8	\$82,742
<b>Initiate Information updates</b>											
Call or email partner to request clarification of LOI or project reporting form <sup>b</sup>											
Review and enter data after receipt of information	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	54	1	4.3	\$337
SUBTOTAL										8.6	\$674
<b>Receive Information updates</b>											
Review and enter contact or profile information updates received from partners via CHP Website <sup>c</sup>											
SUBTOTAL										6.1	\$474
<b>Annual management review of CHP program <sup>d</sup></b>											
Management Review	8.00	0.0	0.0	8.00	\$744.00	\$0	\$0	1	1	8.0	\$744
SUBTOTAL										8.0	\$744
<b>TOTAL</b>								<b>510<sup>e</sup></b>		<b>1,088.6</b>	<b>\$85,034</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> All new and existing partners 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). Approximately 510 partners will be sent reporting spreadsheets in 2013 (480 existing; 30 new).

<sup>b</sup> Assumed 20% of the 30 new partners completing their LOI (i.e. 6 partners) will require follow-up. Additionally, 10% of the 480 existing partners completing CHP project forms or spreadsheets (i.e. 48 partners) will require follow-up in order to correctly complete the form.

<sup>c</sup> Assumed 15% of new and existing partners in the year 2013 (510 projected total partners) will update their information over the CHP website sometime during the calendar year.

<sup>d</sup> Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

<sup>e</sup> The total number of unique partner respondents submitting information in 2013 is 510, including 480 existing partners who are expected to complete project reporting spreadsheets and 30 new partners who will fill out both a LOI and project reporting form.

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

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$93.00 Hour	Tech.* \$78.00 Hour	Cler.* \$52.50 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
<b>INFORMATION COLLECTION ACTIVITY</b>											
<b>Letter of Intent</b>											
From State/Local/Tribal Partners											
Review LOI	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	2	1	0.2	\$12
Enter LOI information into database	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	2	1	0.2	\$12
From Company and Institutional Partners											
Review LOI	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	30	1	2.4	\$187
Enter LOI information into database	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	30	1	2.4	\$187
SUBTOTAL										5.1	\$399
<b>CHP Project Information Reporting Forms</b>											
Prepare and send information spreadsheet to partners <sup>a</sup>	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	540	1	43.2	\$3,370
Review completed information spreadsheet	0.00	1.00	0.00	1.00	\$78.00	\$0	\$0	540	1	540.0	\$42,120
Enter data from completed information spreadsheet into database and file copy of the form	0.00	1.00	0.00	1.00	\$78.00	\$0	\$0	540	1	540.0	\$42,120
SUBTOTAL										1,123.2	\$87,610
<b>Initiate Information updates</b>											
Call or email partner to request clarification of LOI or project reporting form <sup>b</sup>	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	57	1	4.6	\$356
Review and enter data after receipt of information	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	57	1	4.6	\$356
SUBTOTAL										9.1	\$711
<b>Receive Information updates</b>											
Review and enter contact or profile information updates received from partners via CHP Website <sup>c</sup>	0.00	0.08	0.00	0.08	\$6.24	\$0	\$0	81	1	6.5	\$505
SUBTOTAL										6.5	\$505
<b>Annual management review of CHP program <sup>d</sup></b>											
Management Review	8.00	0.0	0.0	8.00	\$744.00	\$0	\$0	1	1	8.0	\$744
SUBTOTAL										8.0	\$744
<b>TOTAL</b>								<b>540<sup>e</sup></b>		<b>1,151.9</b>	<b>\$89,970</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> All new and existing partners 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). Approximately 540 partners will be sent reporting spreadsheets in 2014 (510 existing; 30 new).

<sup>b</sup> Assumed 20% of the 30 new partners completing their LOI (i.e. 6 partners) will require follow-up. Additionally, 10% of the 510 existing partners completing CHP project forms or spreadsheets (i.e. 51 partners) will require follow-up in order to correctly complete the form.

<sup>c</sup> Assumed 15% of new and existing partners in the year 2014 (540 projected total partners) will update their information over the CHP website sometime during the calendar year.

<sup>d</sup> Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

<sup>e</sup> The total number of unique partner respondents submitting information in 2014 is 540, including 510 existing partners who are expected to complete project reporting spreadsheets and 30 new partners who will fill out both a LOI and project reporting form.