

**Table B-1. CHP Partnership Private Sector Respondent Burden for Year 1**

|                                                                                  |                         |                          |                           |                           | <b>Total Hours and Costs</b> |                   |                              |                       |                                |                              |                     |                      |
|----------------------------------------------------------------------------------|-------------------------|--------------------------|---------------------------|---------------------------|------------------------------|-------------------|------------------------------|-----------------------|--------------------------------|------------------------------|---------------------|----------------------|
|                                                                                  | <b>Lgl \$ per Hour*</b> | <b>Mgr. \$ per Hour*</b> | <b>Tech. \$ per Hour*</b> | <b>Cler. \$ per Hour*</b> | <b>Respon- dent Hours</b>    | <b>Labor Cost</b> | <b>Capital/ Startup Cost</b> | <b>O &amp; M Cost</b> | <b>Number of Respon- dents</b> | <b>Frequency of Response</b> | <b>Total Hrs/Yr</b> | <b>Total Cost/Yr</b> |
| <b>INFORMATION COLLECTION ACTIVITY</b>                                           | <b>\$71.15</b>          | <b>\$65.48</b>           | <b>\$47.74</b>            | <b>\$25.34</b>            |                              |                   |                              |                       |                                |                              |                     |                      |
| <b>Letter of Intent</b>                                                          |                         |                          |                           |                           |                              |                   |                              |                       |                                |                              |                     |                      |
| Company and Institutional Partners <sup>a</sup>                                  |                         |                          |                           |                           |                              |                   |                              |                       |                                |                              |                     |                      |
| Review and complete LOI                                                          | 0.63                    | 1.13                     | 0.00                      | 0.00                      | 1.76                         | \$118.82          | \$0                          | \$0                   | 30                             | 1                            | 52.8                | \$3,565              |
| Submit LOI to EPA and file copy                                                  | 0.00                    | 0.00                     | 0.00                      | 0.38                      | 0.38                         | \$9.63            | \$0                          | \$3                   | 30                             | 1                            | 11.4                | \$379                |
| <b>SUBTOTAL</b>                                                                  |                         |                          |                           |                           |                              |                   |                              |                       |                                |                              | <b>64</b>           | <b>\$3,943</b>       |
| <b>CHP Project Reporting Forms</b>                                               |                         |                          |                           |                           |                              |                   |                              |                       |                                |                              |                     |                      |
| Review form and instructions and complete form (new partners) <sup>b</sup>       | 0.00                    | 1.88                     | 1.38                      | 0.00                      | 3.26                         | \$188.98          | \$0                          | \$0                   | 30                             | 1                            | 97.8                | \$5,670              |
| Verify and update spreadsheet (existing partners) <sup>c</sup>                   | 0.00                    | 1.88                     | 1.38                      | 0.00                      | 3.26                         | \$188.98          | \$0                          | \$0                   | 420                            | 1                            | 1,369.2             | \$79,373             |
| Submit spreadsheet to EPA electronically and file a copy                         | 0.00                    | 0.00                     | 0.25                      | 0.00                      | 0.25                         | \$11.94           | \$0                          | \$3                   | 450                            | 1                            | 112.5               | \$6,721              |
| <b>SUBTOTAL</b>                                                                  |                         |                          |                           |                           |                              |                   |                              |                       |                                |                              | <b>1,579.5</b>      | <b>\$91,763</b>      |
| <b>Information Updates and Follow-ups</b>                                        |                         |                          |                           |                           |                              |                   |                              |                       |                                |                              |                     |                      |
| Submit contact or profile information updates via Web <sup>d</sup>               | 0.00                    | 0.00                     | 0.25                      | 0.00                      | 0.25                         | \$11.94           | \$0                          | \$0                   | 68                             | 1                            | 17.0                | \$812                |
| Clarify LOI or project information via email or telephone interview <sup>e</sup> | 0.00                    | 0.00                     | 0.25                      | 0.00                      | 0.25                         | \$11.94           | \$0                          | \$0                   | 48                             | 1                            | 12.0                | \$573                |
| <b>SUBTOTAL</b>                                                                  |                         |                          |                           |                           |                              |                   |                              |                       |                                |                              | <b>29.0</b>         | <b>\$1,384</b>       |
| <b>TOTAL</b>                                                                     |                         |                          |                           |                           |                              |                   |                              |                       | <b>450<sup>f</sup></b>         |                              | <b>1,672.7</b>      | <b>\$97,091</b>      |

\*Labor rates for the company and institutional respondent tables are based on an average of responses received from CHP Partners. To serve as a baseline, CHP Partners were provided with Bureau of Labor Statistics labor rates and asked to update as appropriate. Labor rates reflect the employer cost for employee compensation and include wages, overhead, and benefits (e.g., vacation, sick time, insurance).

<sup>a</sup> Assumed 30 new company/institutional partners in the year 2012, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

<sup>b</sup> Assumed all new company/institutional partners who join in 2012 will fill out a project form.

<sup>c</sup> All company/institutional partners are asked to provide updates annually. Of the estimated 450 partners at the end of 2011, 420 partners belong to these categories. They will receive a spreadsheet already populated with their project data once a year and will verify and update their project information on this spreadsheet in 2012.

<sup>d</sup> Assumed 15% of new and existing company/institutional partners in the year 2012 (450 projected total partners) will update their information over the CHP website sometime during the calendar year.

<sup>e</sup> Assumed 20% of the 30 new company/institutional partners completing their LOI (i.e. 6 partners) will require follow-up. Additionally, 10% of the 420 partners completing CHP project forms or spreadsheets (i.e. 42 partners) will require follow-up in order to correctly complete the form.

<sup>f</sup> The total number of unique respondents submitting information in 2012 is 450, including 420 existing partners who are expected to complete project reporting spreadsheets, and 30 new company and institutional partners who will fill out both a LOI and project reporting form.

**Table B-2. CHP Partnership Private Sector Respondent Burden for Year 2**

| INFORMATION COLLECTION ACTIVITY                                                  |                  |                   |                    |                    |                  |            |                      |            | Total Hours and Costs  |                       |                |                  |
|----------------------------------------------------------------------------------|------------------|-------------------|--------------------|--------------------|------------------|------------|----------------------|------------|------------------------|-----------------------|----------------|------------------|
|                                                                                  | Lgl \$ per Hour* | Mgr. \$ per Hour* | Tech. \$ per Hour* | Cler. \$ per Hour* | Respondent Hours | Labor Cost | Capital/Startup Cost | O & M Cost | Number of Respondents  | Frequency of Response | Total Hrs/Yr   | Total Cost/Yr    |
| <b>Letter of Intent</b>                                                          | <b>\$71.15</b>   | <b>\$65.48</b>    | <b>\$47.74</b>     | <b>\$25.34</b>     |                  |            |                      |            |                        |                       |                |                  |
| Company and Institutional Partners <sup>a</sup>                                  |                  |                   |                    |                    |                  |            |                      |            |                        |                       |                |                  |
| Review and complete LOI                                                          | 0.63             | 1.13              | 0.00               | 0.00               | 1.76             | \$118.82   | \$0                  | \$0        | 30                     | 1                     | 52.8           | \$3,565          |
| Submit LOI to EPA and file copy                                                  | 0.00             | 0.00              | 0.00               | 0.38               | 0.38             | \$9.63     | \$0                  | \$3        | 30                     | 1                     | 11.4           | \$379            |
| SUBTOTAL                                                                         |                  |                   |                    |                    |                  |            |                      |            |                        |                       | 64             | \$3,943          |
| <b>CHP Project Reporting Forms</b>                                               |                  |                   |                    |                    |                  |            |                      |            |                        |                       |                |                  |
| Review form and instructions and complete form (new partners) <sup>b</sup>       | 0.00             | 1.88              | 1.38               | 0.00               | 3.26             | \$188.98   | \$0                  | \$0        | 30                     | 1                     | 97.8           | \$5,670          |
| Verify and update spreadsheet (existing partners)                                | 0.00             | 1.88              | 1.38               | 0.00               | 3.26             | \$188.98   | \$0                  | \$0        | 450                    | 1                     | 1,467.0        | \$85,043         |
| Submit spreadsheet to EPA electronically and file a copy                         | 0.00             | 0.00              | 0.25               | 0.00               | 0.25             | \$11.94    | \$0                  | \$3        | 480                    | 1                     | 120.0          | \$7,169          |
| SUBTOTAL                                                                         |                  |                   |                    |                    |                  |            |                      |            |                        |                       | 1,684.8        | \$97,881         |
| <b>Information Updates and Follow-ups</b>                                        |                  |                   |                    |                    |                  |            |                      |            |                        |                       |                |                  |
| Submit contact or profile information updates via Web <sup>d</sup>               | 0.00             | 0.00              | 0.25               | 0.00               | 0.25             | \$11.94    | \$0                  | \$0        | 72                     | 1                     | 18.0           | \$859            |
| Clarify LOI or project information via email or telephone interview <sup>e</sup> | 0.00             | 0.00              | 0.25               | 0.00               | 0.25             | \$11.94    | \$0                  | \$0        | 51                     | 1                     | 12.8           | \$609            |
| SUBTOTAL                                                                         |                  |                   |                    |                    |                  |            |                      |            |                        |                       | 30.8           | \$1,468          |
| <b>TOTAL</b>                                                                     |                  |                   |                    |                    |                  |            |                      |            | <b>480<sup>f</sup></b> |                       | <b>1,779.8</b> | <b>\$103,292</b> |

\*Labor rates for the company and institutional respondent tables are based on an average of responses received from CHP Partners. To serve as a baseline, CHP Partners were provided with Bureau of Labor Statistics labor rates and asked to update as appropriate. Labor rates reflect the employer cost for employee compensation and include wages, overhead, and benefits (e.g., vacation, sick time, insurance).

<sup>a</sup> Assumed 30 new company/institutional partners in the year 2013, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

<sup>b</sup> Assumed all new company/institutional partners who join in 2013 will fill out a project form.

<sup>c</sup> All company/institutional partners are asked to provide updates annually. Of the estimated 480 partners at the end of 2012, 450 partners belong to these categories. They will receive a spreadsheet already populated with their project data once a year and will verify and update their project information on this spreadsheet in 2013.

<sup>d</sup> Assumed 15% of new and existing company/institutional partners in the year 2013 (480 projected total partners) will update their information over the CHP website sometime during the calendar year.

<sup>e</sup> Assumed 20% of the 30 new company/institutional partners completing their LOI (i.e. 6 partners) will require follow-up. Additionally, 10% of the 450 partners completing CHP project forms or spreadsheets (i.e. 42 partners) will require follow-up in order to correctly complete the form.

**Table B-3. CHP Partnership Private Sector Respondent Burden for Year 3**

| INFORMATION COLLECTION ACTIVITY                                                  | Labor Rates      |                   |                    |                    | Respondent Hours | Labor Cost | Capital/Startup Cost | O & M Cost | Total Hours and Costs  |                       |                |                  |
|----------------------------------------------------------------------------------|------------------|-------------------|--------------------|--------------------|------------------|------------|----------------------|------------|------------------------|-----------------------|----------------|------------------|
|                                                                                  | Lgl \$ per Hour* | Mgr. \$ per Hour* | Tech. \$ per Hour* | Cler. \$ per Hour* |                  |            |                      |            | Number of Respondents  | Frequency of Response | Total Hrs/Yr   | Total Cost/Yr    |
| <b>Letter of Intent</b>                                                          | <b>\$71.15</b>   | <b>\$65.48</b>    | <b>\$47.74</b>     | <b>\$25.34</b>     |                  |            |                      |            |                        |                       |                |                  |
| Company and Institutional Partners <sup>a</sup>                                  |                  |                   |                    |                    |                  |            |                      |            |                        |                       |                |                  |
| Review and complete LOI                                                          | 0.63             | 1.13              | 0.00               | 0.00               | 1.76             | \$118.82   | \$0                  | \$0        | 30                     | 1                     | 52.8           | \$3,565          |
| Submit LOI to EPA and file copy                                                  | 0.00             | 0.00              | 0.00               | 0.38               | 0.38             | \$9.63     | \$0                  | \$3        | 30                     | 1                     | 11.4           | \$379            |
| <b>SUBTOTAL</b>                                                                  |                  |                   |                    |                    |                  |            |                      |            |                        |                       | <b>64</b>      | <b>\$3,943</b>   |
| <b>CHP Project Reporting Forms</b>                                               |                  |                   |                    |                    |                  |            |                      |            |                        |                       |                |                  |
| Review form and instructions and complete form (new partners) <sup>b</sup>       | 0.00             | 1.88              | 1.38               | 0.00               | 3.26             | \$188.98   | \$0                  | \$0        | 30                     | 1                     | 97.8           | \$5,670          |
| Verify and update spreadsheet (existing partners)                                | 0.00             | 1.88              | 1.38               | 0.00               | 3.26             | \$188.98   | \$0                  | \$0        | 480                    | 1                     | 1,564.8        | \$90,712         |
| Submit spreadsheet to EPA electronically and file a copy                         | 0.00             | 0.00              | 0.25               | 0.00               | 0.25             | \$11.94    | \$0                  | \$3        | 510                    | 1                     | 127.5          | \$7,617          |
| <b>SUBTOTAL</b>                                                                  |                  |                   |                    |                    |                  |            |                      |            |                        |                       | <b>1,790.1</b> | <b>\$103,998</b> |
| <b>Information Updates and Follow-ups</b>                                        |                  |                   |                    |                    |                  |            |                      |            |                        |                       |                |                  |
| Submit contact or profile information updates via Web <sup>d</sup>               | 0.00             | 0.00              | 0.25               | 0.00               | 0.25             | \$11.94    | \$0                  | \$0        | 77                     | 1                     | 19.3           | \$919            |
| Clarify LOI or project information via email or telephone interview <sup>e</sup> | 0.00             | 0.00              | 0.25               | 0.00               | 0.25             | \$11.94    | \$0                  | \$0        | 54                     | 1                     | 13.5           | \$644            |
| <b>SUBTOTAL</b>                                                                  |                  |                   |                    |                    |                  |            |                      |            |                        |                       | <b>32.8</b>    | <b>\$1,563</b>   |
| <b>TOTAL</b>                                                                     |                  |                   |                    |                    |                  |            |                      |            | <b>510<sup>f</sup></b> |                       | <b>1,887.1</b> | <b>\$109,505</b> |

\*Labor rates for the company and institutional respondent tables are based on an average of responses received from CHP Partners. To serve as a baseline, CHP Partners were provided with Bureau of Labor Statistics labor rates and asked to update as appropriate. Labor rates reflect the employer cost for employee compensation and include wages, overhead, and benefits (e.g., vacation, sick time, insurance).

<sup>a</sup> Assumed 30 new company/institutional partners in the year 2014, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

<sup>b</sup> Assumed all new company/institutional partners who join in 2014 will fill out a project form.

<sup>c</sup> All company/institutional partners are asked to provide updates annually. Of the estimated 510 partners at the end of 2013, 480 partners belong to these categories. They will receive a spreadsheet already populated with their project data once a year and will verify and update their project information on this spreadsheet in 2014.

<sup>d</sup> Assumed 15% of new and existing company/institutional partners in the year 2014 (510 projected total partners) will update their information over the CHP website sometime during the calendar year.

<sup>e</sup> Assumed 20% of the 30 new company/institutional partners completing their LOI (i.e. 6 partners) will require follow-up. Additionally, 10% of the 480 partners completing CHP project forms or spreadsheets (i.e. 42 partners) will require follow-up in order to correctly complete the form.

**Table B-4. CHP Partnership State Local Respondent Burden for Year 1**

| INFORMATION COLLECTION ACTIVITY                                                  | Total Hours and Costs |                    |                    |                  |            |                      |            |                       |                       |              |                |
|----------------------------------------------------------------------------------|-----------------------|--------------------|--------------------|------------------|------------|----------------------|------------|-----------------------|-----------------------|--------------|----------------|
|                                                                                  | Mgr. \$ per Hour*     | Tech. \$ per Hour* | Cler. \$ per Hour* | Respondent Hours | Labor Cost | Capital/Startup Cost | O & M Cost | Number of Respondents | Frequency of Response | Total Hrs/Yr | Total Cost/Yr  |
| <b>Letter of Intent</b>                                                          | <b>\$49.37</b>        | <b>\$39.08</b>     | <b>\$28.68</b>     |                  |            |                      |            |                       |                       |              |                |
| State/Local/Tribal Partners <sup>a</sup>                                         |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Review and complete LOI                                                          | 1.13                  | 0.00               | 0.00               | 1.13             | \$55.79    | \$0                  | \$0        | 2                     | 1                     | 2.3          | \$112          |
| Submit LOI to EPA and file copy                                                  | 0.00                  | 0.00               | 0.38               | 0.38             | \$10.90    | \$0                  | \$3        | 2                     | 1                     | 0.8          | \$28           |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>3</b>     | <b>\$139</b>   |
| <b>CHP Project Reporting Forms</b>                                               |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Review form and instructions and complete form (new partners) <sup>b</sup>       | 1.88                  | 1.38               | 0.00               | 3.26             | \$146.75   | \$0                  | \$0        | 2                     | 1                     | 6.5          | \$293          |
| Verify and update spreadsheet (existing partners) <sup>c</sup>                   | 1.88                  | 1.38               | 0.00               | 3.26             | \$146.75   | \$0                  | \$0        | 30                    | 1                     | 97.8         | \$4,402        |
| Submit spreadsheet to EPA electronically and file a copy                         | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$3        | 32                    | 1                     | 8.0          | \$409          |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>112.3</b> | <b>\$5,105</b> |
| <b>Information Updates and Follow-ups</b>                                        |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Submit contact or profile information updates via Web                            | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$0        | 5                     | 1                     | 1.3          | \$49           |
| Clarify LOI or project information via email or telephone interview <sup>e</sup> | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$0        | 4                     | 1                     | 1.0          | \$39           |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>2.3</b>   | <b>\$88</b>    |
| <b>TOTAL</b>                                                                     |                       |                    |                    |                  |            |                      |            | <b>32<sup>f</sup></b> |                       | <b>117.6</b> | <b>\$5,332</b> |

\* Labor rates for state/local/tribal respondent tables represent the state and local government employer cost for employee compensation rates maintained by the Bureau of Labor Statistics which include wages, overhead, and benefits (e.g., vacation, sick time, insurance).

<sup>a</sup> Assumed 2 new state/local/tribal partners during each of the three year ICR period.

<sup>b</sup> Assumed all new state/local/tribal partners who join in 2012 will fill out a project form.

<sup>c</sup> All state/local/tribal partners are asked to provide updates annually. Of the estimated 450 partners at the end of 2011, 30 partners belong to these categories. They will receive a spreadsheet

<sup>d</sup> Assumed 15% of new and existing state/local/tribal partners in the year 2012 (32 projected total partners), will update their information over the CHP website sometime during the calendar year

<sup>e</sup> Assumed one of the two new partners completing their LOI will require followup. Additionally, 10% of the 32 partners completing CHP project forms or spreadsheets (i.e. 3 partners) will require

<sup>f</sup> The total number of unique respondents submitting information in 2012 is 32, including 30 existing partners who are expected to complete project reporting spreadsheets, and 2 new companies

Table B-5. CHP Partnership State Local Respondent Burden for Year 2

| INFORMATION COLLECTION ACTIVITY                                                  | Total Hours and Costs |                    |                    |                  |            |                      |            |                       |                       |              |                |
|----------------------------------------------------------------------------------|-----------------------|--------------------|--------------------|------------------|------------|----------------------|------------|-----------------------|-----------------------|--------------|----------------|
|                                                                                  | Mgr. \$ per Hour*     | Tech. \$ per Hour* | Cler. \$ per Hour* | Respondent Hours | Labor Cost | Capital/Startup Cost | O & M Cost | Number of Respondents | Frequency of Response | Total Hrs/Yr | Total Cost/Yr  |
| <b>Letter of Intent</b>                                                          | <b>\$49.37</b>        | <b>\$39.08</b>     | <b>\$28.68</b>     |                  |            |                      |            |                       |                       |              |                |
| State/Local/Tribal Partners <sup>a</sup>                                         |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Review and complete LOI                                                          | 1.13                  | 0.00               | 0.00               | 1.13             | \$55.79    | \$0                  | \$0        | 2                     | 1                     | 2.3          | \$112          |
| Submit LOI to EPA and file copy                                                  | 0.00                  | 0.00               | 0.38               | 0.38             | \$10.90    | \$0                  | \$3        | 2                     | 1                     | 0.8          | \$28           |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>3</b>     | <b>\$139</b>   |
| <b>CHP Project Reporting Forms</b>                                               |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Review form and instructions and complete form (new partners) <sup>b</sup>       | 1.88                  | 1.38               | 0.00               | 3.26             | \$146.75   | \$0                  | \$0        | 2                     | 1                     | 6.5          | \$293          |
| Verify and update spreadsheet (existing partners) <sup>c</sup>                   | 1.88                  | 1.38               | 0.00               | 3.26             | \$146.75   | \$0                  | \$0        | 32                    | 1                     | 104.3        | \$4,696        |
| Submit spreadsheet to EPA electronically and file a copy                         | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$3        | 34                    | 1                     | 8.5          | \$434          |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>119.3</b> | <b>\$5,424</b> |
| <b>Information Updates and Follow-ups</b>                                        |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Submit contact or profile information updates via Web                            | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$0        | 5                     | 1                     | 1.3          | \$49           |
| Clarify LOI or project information via email or telephone interview <sup>d</sup> | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$0        | 4                     | 1                     | 1.0          | \$39           |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>2.3</b>   | <b>\$88</b>    |
| <b>TOTAL</b>                                                                     |                       |                    |                    |                  |            |                      |            | <b>34</b>             |                       | <b>124.6</b> | <b>\$5,651</b> |

\* Labor rates for state/local/tribal respondent tables represent the state and local government employer cost for employee compensation rates maintained by the Bureau of Labor Statistics which include wages, overhead, and benefits (e.g., vacation, sick time, insurance).

<sup>a</sup> Assumed 2 new state/local/tribal partners during each of the three year ICR period.

<sup>b</sup> Assumed all new state/local/tribal partners who join in 2013 will fill out a project form.

<sup>c</sup> All state/local/tribal partners are asked to provide updates annually. Of the estimated 480 partners at the end of 2012, 32 partners belong to these categories. They will receive a spreadsheet already populated with their project data once a year and will verify and update their project information on this spreadsheet in 2013.

<sup>d</sup> Assumed 15% of new and existing state/local/tribal partners in the year 2013 (34 projected total partners), will update their information over the CHP website sometime during the calendar year.

<sup>e</sup> Assumed one of the two new partners completing their LOI will require followup. Additionally, 10% of the 34 partners completing CHP project forms or spreadsheets (i.e. 3 partners) will require follow-up in order to correctly complete the form.

<sup>f</sup> The total number of unique respondents submitting information in 2013 is 34, including 32 existing partners who are expected to complete project reporting spreadsheets, and 2 new company and institutional partners who will fill out both a LOI and project reporting form.

Table B-6. CHP Partnership State Local Respondent Burden for Year 3

| INFORMATION COLLECTION ACTIVITY                                                  | Total Hours and Costs |                    |                    |                  |            |                      |            |                       |                       |              |                |
|----------------------------------------------------------------------------------|-----------------------|--------------------|--------------------|------------------|------------|----------------------|------------|-----------------------|-----------------------|--------------|----------------|
|                                                                                  | Mgr. \$ per Hour*     | Tech. \$ per Hour* | Cler. \$ per Hour* | Respondent Hours | Labor Cost | Capital/Startup Cost | O & M Cost | Number of Respondents | Frequency of Response | Total Hrs/Yr | Total Cost/Yr  |
| <b>Letter of Intent</b>                                                          | <b>\$49.37</b>        | <b>\$39.08</b>     | <b>\$28.68</b>     |                  |            |                      |            |                       |                       |              |                |
| State/Local/Tribal Partners <sup>a</sup>                                         |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Review and complete LOI                                                          | 1.13                  | 0.00               | 0.00               | 1.13             | \$55.79    | \$0                  | \$0        | 2                     | 1                     | 2.3          | \$112          |
| Submit LOI to EPA and file copy                                                  | 0.00                  | 0.00               | 0.38               | 0.38             | \$10.90    | \$0                  | \$3        | 2                     | 1                     | 0.8          | \$28           |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>3</b>     | <b>\$139</b>   |
| <b>CHP Project Reporting Forms</b>                                               |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Review form and instructions and complete form (new partners) <sup>b</sup>       | 1.88                  | 1.38               | 0.00               | 3.26             | \$146.75   | \$0                  | \$0        | 2                     | 1                     | 6.5          | \$293          |
| Verify and update spreadsheet (existing partners) <sup>c</sup>                   | 1.88                  | 1.38               | 0.00               | 3.26             | \$146.75   | \$0                  | \$0        | 34                    | 1                     | 110.8        | \$4,989        |
| Submit spreadsheet to EPA electronically and file a c                            | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$3        | 36                    | 1                     | 9.0          | \$460          |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>126.4</b> | <b>\$5,743</b> |
| <b>Information Updates and Follow-ups</b>                                        |                       |                    |                    |                  |            |                      |            |                       |                       |              |                |
| Submit contact or profile information updates via We                             | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$0        | 5                     | 1                     | 1.3          | \$49           |
| Clarify LOI or project information via email or telephone interview <sup>d</sup> | 0.00                  | 0.25               | 0.00               | 0.25             | \$9.77     | \$0                  | \$0        | 5                     | 1                     | 1.3          | \$49           |
| <b>SUBTOTAL</b>                                                                  |                       |                    |                    |                  |            |                      |            |                       |                       | <b>2.5</b>   | <b>\$98</b>    |
| <b>TOTAL</b>                                                                     |                       |                    |                    |                  |            |                      |            | <b>36<sup>e</sup></b> |                       | <b>131.9</b> | <b>\$5,980</b> |

\* Labor rates for state/local/tribal respondent tables represent the state and local government employer cost for employee compensation rates maintained by the Bureau of Labor Statistics which include wages, overhead, and benefits (e.g., vacation, sick time, insurance).

<sup>a</sup> Assumed 2 new state/local/tribal partners during each of the three year ICR period.

<sup>b</sup> Assumed all new state/local/tribal partners who join in 2014 will fill out a project form.

<sup>c</sup> All state/local/tribal partners are asked to provide updates annually. Of the estimated 510 partners at the end of 2013, 34 partners belong to these categories. They will receive a spreadsheet already populated with their project data once a year and will verify and update their project information on this spreadsheet in 2014.

<sup>d</sup> Assumed 15% of new and existing state/local/tribal partners in the year 2014 (36 projected total partners), will update their information over the CHP website sometime during the calendar year.

<sup>e</sup> Assumed one of the two new partners completing their LOI will require followup. Additionally, 10% of the 36 partners completing CHP project forms or spreadsheets (i.e. 4 partners) will require follow-up in order to correctly complete the form.

<sup>f</sup> The total number of unique respondents submitting information in 2014 is 36, including 34 existing partners who are expected to complete project reporting spreadsheets, and 2 new company and institutional partners who will fill out both a LOI and project reporting form.