

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

									Total Hours and Costs			
	Lgl \$ per Hour*	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Resp on-ent Hours	Labor Cost	Capital / Startu p Cost	O & M Cost	Number of Respondents	Freque ncy of Respon se	Total Hrs/Yr	Total Cost/Yr
INFORMATION COLLECTION ACT	###	###	\$127.31	\$67.57								
<b>Company and Institutional Partners<sup>a</sup></b>												
Review and complete LOI	0.83	0.83	0.00	0.00	1.66	\$297.96	\$0	\$0	30	1	49.8	\$8,939
copy	0.00	0.00	0.00	0.50	0.50	\$33.79	\$0	\$3	30	1	15.0	\$1,104
<b>SUBTOTAL</b>											65	\$10,042
<b>CHP Project Reporting Forms</b>												
Review form and instructions and complete form (new partners) <sup>b</sup>	0.00	0.50	0.00	0.00	0.50	\$84.63	\$0	\$0	30	1	15.0	\$2,539
Verify and update spreadsheet (existing partners) <sup>c</sup>	0.00	2.17	1.67	0.00	3.84	\$579.88	\$0	\$0	473	1	1,816.3	\$274,284
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.50	0.33	0.83	\$85.95	\$0	\$3	503	1	417.5	\$44,743
<b>SUBTOTAL</b>		2.67	2.17	0.33							2,248.8	\$321,566
<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	\$31.83	\$0	\$0	75	1	18.8	\$2,387
Clarify LOI or project information via email or telephone interview <sup>e</sup>	0.00	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	53	1	13.3	\$1,687
<b>SUBTOTAL</b>											32.0	\$4,074
<b>TOTAL</b>					<b>7.83</b>	<b>\$1,146</b>			<b>503 f</b>		<b>2,345.6</b>	<b>###</b>

\* Labor rates for the respondent tables are derived from national average hourly labor rate from Bureau of Labor Statistics and consultations with three current partners. Each partner offered a base hourly wage rate for legal, managerial, technical and clerical occupations. These consultations did not include benefits or overhead. A loaded labor rate to reflect benefits and overhead for the respondent organizations was calculated by applying a 60% factor to the average of the base rates received from the consultations.

<sup>a</sup> Assumed 30 new company/institutional partners in the year 1, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, a

<sup>b</sup> Assumed all new company/institutional partners who join in Year 1 will fill out a project form.

<sup>c</sup> All company/institutional partners are asked to provide updates annually. Of the estimated 503 partners at the end of Year 1, 473 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 Year 1

<sup>d</sup> Assumed 15% of new and existing company/institutional partners in the year 1 (503 projected total partners), will update their information over the CHP website somet

<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 473 partners completing CHP project forms or spreadsheets (i.e. 47 partners) will require follow-up in order to correctly complete the form.

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

CHP Partnership Private Sector Respondent Burden - Year 2

									Total Hours and Costs			
	Lgl \$ per Hour*	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respon- dent Hours	Labor Cost	Capital / Startup Cost	O & M Cost	Number of Respon- dents	Freque ncy of Respon- se	Total Hrs/Yr	Total Cost/Yr
<b>INFORMATION COLLECTION AC</b>	###	###	###	\$67.57								
<b>Types of Informants</b>												
Company and Institutional Partners <sup>a</sup>												
Review and complete LOI	0.83	0.83	0.00	0.00	1.66	###	\$0	\$0	30	1	49.8	\$8,939
copy	0.00	0.00	0.00	0.50	0.50	\$33.79	\$0	\$3	30	1	15.0	\$1,104
SUBTOTAL											65	\$10,042
<b>CHP Project Reporting Forms</b>												
Review form and instructions and complete form (new partners) <sup>b</sup>	0.00	0.50	0.00	0.00	0.50	\$84.63	\$0	\$0	30	1	15.0	\$2,539
Verify and update spreadsheet (existing partners) <sup>c</sup>	0.00	2.17	1.67	0.00	3.84	###	\$0	\$0	503	1	1,931.5	###
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.50	0.33	0.83	\$85.95	\$0	\$3	533	1	442.4	\$47,412
SUBTOTAL		2.67	2.17	0.33							2,388.9	###
<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	\$31.83	\$0	\$0	80	1	20.0	\$2,546
Clarify LOI or project information via email or telephone interview <sup>e</sup>	0.00	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	56	1	14.0	\$1,782
SUBTOTAL											34.0	\$4,329
<b>TOTAL</b>					<b>7.83</b>	<b>\$1,146</b>			<b>533</b> <sup>f</sup>		<b>2,487.7</b>	<b>###</b>

and consultations with three current partners. Each partner provided a base hourly wage rate for legal, managerial, technical and clerical occupations. These consultations did not include benefits or overhead. A loaded labor rate to reflect benefits and overhead for the respondent organizations was calculated by applying a 60% factor to the average of the base rates received from the consultations.

<sup>a</sup> Assumed 30 new company/institutional partners in the year 2 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 Year 2 will fill out a project form.

<sup>c</sup> All company/institutional partners are asked to provide updates annually. Of the estimated 533 partners at the end of Year 2, 503 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 Year 2

<sup>d</sup> Assumed 15% of new and existing company/institutional partners in the year 2 (533 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 503 partners completing CHP project forms or spreadsheets (i.e. 54 partners) will require follow-up in order to correctly complete the form.

<sup>f</sup> The total number of unique respondents submitting information in Year 2 is 533 including 503 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-3. CHP Partnership Private Sector Respondent Burden for Year 3**

CHP Partnership Private Sector Respondent Burden - Year 3

INFORMATION COLLECTION ACTIVITY									Total Hours and Costs			
	Lgl \$ per Hour*	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respon- dent Hours	Labor Cost	Capital / Startup Cost	O & M Cost	Numbe r of Respon- dents	Freque ncy of Respon- se	Total Hrs/Yr	Total Cost/Yr
	###	###	###	\$67.57								
<b>CHP Project Reporting Forms</b>												
Review form and instructions and complete form (new partners) <sup>b</sup>	0.00	0.50	0.00	0.00	0.50	\$84.63	\$0	\$0	30	1	15.0	\$2,539
Verify and update spreadsheet (existing partners) <sup>c</sup>	0.00	2.17	1.67	0.00	3.84	\$579.88	\$0	\$0	533	1	2,046.7	###
Submit spreadsheet to EPA electronically and file a copy	0.00	0.00	0.50	0.33	0.83	\$85.95	\$0	\$3	563	1	467.3	\$50,081
<b>SUBTOTAL</b>		2.67	2.17	0.33							2,529.0	###
<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	\$31.83	\$0	\$0	84	1	21.0	\$2,674
Clarify LOI or project information via email or telephone interview <sup>e</sup>	0.00	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	59	1	14.8	\$1,878
<b>SUBTOTAL</b>											35.8	\$4,551
<b>TOTAL</b>					<b>7.83</b>	<b>\$1,114</b>			<b>563 f</b>		<b>2,629.6</b>	<b>###</b>

Labor rates for the respondent tables are derived from national average hourly labor rate from Bureau of Labor Statistics and consultations with three current partners. Each partner offered a base hourly wage rate for legal, managerial, technical and clerical occupations. These consultations did not include benefits or overhead. A loaded labor rate to reflect benefits and overhead for the respondent organizations was calculated by applying a 60% factor to the average of the base rates received from the consultations.

<sup>a</sup> Assumed 30 new company/institutional partners in the year 3, 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 Year 3 will fill out a project form.

<sup>c</sup> All company/institutional partners are asked to provide updates annually. Of the estimated 563 partners at the end of Year 3, 533 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 Year 3

<sup>d</sup> Assumed 15% of new and existing company/institutional partners in the year 3 (563 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 533 partners completing CHP project forms or spreadsheets (i.e. 57 partners) will require follow-up in order to correctly complete the form.

<sup>f</sup> The total number of unique respondents submitting information in Year 3 is 563 including 533 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-4. CHP Partnership State Local Respondent Burden for Year 1

CHP Partnership State & Local Govt Resp								Total Hours and Costs			
	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respo n- dent Hours	Labor Cost	Capit al/ Startu p Cost	M Cost	Number of Respon- dents	Freque ncy of Respon se	Total Hrs/Yr	Total Cost/Y r
<b>INFORMATION COLLECTION ACTIVITIES</b>	<b>\$169.25</b>	<b>\$127.31</b>	<b>\$67.57</b>								
<b>Letter of Intent</b>											
State/Local/Tribal Partners <sup>a</sup>											
Review and complete LOI	0.83	0.00	0.00	0.83	###	\$0	\$0	2	1	1.7	\$281
Submit LOI to EPA and file copy	0.00	0.00	0.50	0.50	\$33.79	\$0	\$3	2	1	1.0	\$74
SUBTOTAL										3	\$355
<b>CHP Project Reporting Forms</b>											
Review form and instructions and complete form (new partners) <sup>b</sup>	0.50	0.00	0.00	0.50	\$84.63	\$0	\$0	2	1	1.0	\$169
Verify and update spreadsheet (existing partners) <sup>c</sup>	2.17	1.67	0.00	3.84	###	\$0	\$0	0	1	0.0	\$0
Submit spreadsheet to EPA electronically and file a copy	0.00	0.50	0.33	0.83	\$85.95	\$0	\$3	0	1	0.0	\$0
SUBTOTAL	2.67	2.17	0.33							1.0	\$169
<b>ups</b>											
Submit contact or profile information updates via Web <sup>d</sup>	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	3	1	0.8	\$95
Clarify LOI or project information via email or telephone interview <sup>e</sup>	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	1	1	0.3	\$32
SUBTOTAL										1.0	\$127
<b>TOTAL</b>				<b>7.00</b>	<b>\$988</b>			<b>2 <sup>f</sup></b>		<b>4.7</b>	<b>\$651</b>

Office of Personnel Management. Manager rates assumed a GS level 15 step 5; technical rates assumed a GS level 13 step 1; clerical rates assumed a GS level 5 step 1. A loaded hourly wage to account for benefits and overhead was calculated from the annual rates given in the table according to the instructions in the ICR Handbook, p A-42. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]\*1.6

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

<sup>b</sup> State partners are not required to fill out project reporting forms.

<sup>c</sup> State partners are not required to fill out project reporting forms.

<sup>d</sup> Assumed 15% of new and existing state partners in the year 2015 (24 projected total partners), will update their information over the CHP

<sup>e</sup> Assumed one of the two new partners completing their LOI will require followup.

<sup>f</sup> The total number of unique respondents submitting information in 2015 is 2, both of which are state/local/tribal government partners who v

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

CHP Partnership Sate & Local Govt Res	Total Hours and Costs										
	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respo- n- dent Hours	Labor Cost	Capit- al/ Startu- p Cost	M Cost	Number of Respon- dents	Frequ- ency of Respon- se	Total Hrs/Yr	Total Cost/Y r
<b>INFORMATION COLLECTION ACTIVI</b>	<b>\$169.25</b>	<b>\$127.31</b>	<b>\$67.57</b>								
<b>Letter of Intent</b>											
State/Local/Tribal Partners <sup>a</sup>											
Review and complete LOI	0.83	0.00	0.00	0.83	###	\$0	\$0	2	1	1.7	\$281
Submit LOI to EPA and file copy	0.00	0.00	0.50	0.50	\$33.79	\$0	\$3	2	1	1.0	\$74
SUBTOTAL										3	\$355
<b>CHP Project Reporting Forms</b>											
Review form and instructions and complete form (new partners) <sup>b</sup>	0.50	0.00	0.00	0.50	\$84.63	\$0	\$0	2	1	1.0	\$169
Verify and update spreadsheet (existing partners) <sup>c</sup>	2.17	1.67	0.00	3.84	###	\$0	\$0	0	1	0.0	\$0
Submit spreadsheet to EPA electronically and file a copy	0.00	0.50	0.33	0.83	\$85.95	\$0	\$3	0	1	0.0	\$0
SUBTOTAL	2.67	2.17	0.33							1.0	\$169
<b>ups</b>											
Submit contact or profile information updates via Web <sup>d</sup>	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	3	1	0.8	\$95
Clarify LOI or project information via email or telephone interview <sup>e</sup>	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	1	1	0.3	\$32
SUBTOTAL										1.0	\$127
<b>TOTAL</b>				<b>7.00</b>	<b>\$988</b>			<b>2</b> <sup>f</sup>		<b>4.7</b>	<b>\$651</b>

the Office of Personnel Management. Manager rates assumed a GS level 13 step 3, technical rates assumed a GS level 13 step 1; clerical rates assumed a GS level 5 step 1. A loaded hourly wage to account for benefits and overhead was calculated from the annual rates given in the table according to the instructions in the ICR Handbook, p A-42. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]\*1.6

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

<sup>b</sup> State partners are not required to fill out project reporting forms.

<sup>c</sup> State partners are not required to fill out project reporting forms.

<sup>d</sup> Assumed 15% of new and existing state partners in the year 2016 (26 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.

<sup>f</sup> The total number of unique respondents submitting information in 2016 is 2, both of which are state/local/tribal government partners who will complete an LOI.

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

CHP Partnership Sate & Local Govt Respon				Total Hours and Costs							
INFORMATION COLLECTION ACTIVITY	Mgr. \$ per Hour*	Tech. \$ per Hour*	Cler. \$ per Hour*	Respon - dent Hours	Labor Cost	Capital / Startu p Cost	M Cost	Number of Respon- dents	Frequen cy of Respons e	Total Hrs/Yr	Total Cost/Yr
<b>Letter of Intent</b>	<b>\$169.73</b>	<b>\$127.31</b>	<b>\$67.57</b>								
State/Local/Tribal Partners <sup>a</sup>											
Review and complete LOI	0.83	0.00	0.00	0.83	###	\$0	\$0	2	1	1.7	\$282
Submit LOI to EPA and file copy	0.00	0.00	0.50	0.50	\$33.79	\$0	\$3	2	1	1.0	\$74
<b>SUBTOTAL</b>										<b>3</b>	<b>\$355</b>
<b>CHP Project Reporting Forms</b>											
Review form and instructions and complete form (new partners) <sup>b</sup>	0.50	0.00	0.00	0.50	\$84.87	\$0	\$0	2	1	1.0	\$170
Verify and update spreadsheet (existing partners) <sup>c</sup>	2.17	1.67	0.00	3.84	###	\$0	\$0	0	1	0.0	\$0
Submit spreadsheet to EPA electronically and file a copy	0.00	0.50	0.33	0.83	\$85.95	\$0	\$3	0	1	0.0	\$0
<b>SUBTOTAL</b>	<b>2.67</b>	<b>2.17</b>	<b>0.33</b>							<b>1.0</b>	<b>\$170</b>
<b>Information Updates and Follow-ups</b>											
Submit contact or profile information updates via Web <sup>d</sup>	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	4	1	1.0	\$127
Clarify LOI or project information via email or telephone interview <sup>e</sup>	0.00	0.25	0.00	0.25	\$31.83	\$0	\$0	1	1	0.3	\$32
<b>SUBTOTAL</b>										<b>1.3</b>	<b>\$159</b>
<b>TOTAL</b>				<b>7.00</b>	<b>\$990</b>			<b>2</b> <sup>f</sup>		<b>4.9</b>	<b>\$684</b>

Personnel Management. Manager rates assumed a GS level 15 step 5; technical rates assumed a GS level 13 step 1; clerical rates assumed a GS level 5 step 1. A loaded hourly wage to account for benefits and overhead was calculated from the annual rates given in the table according to the instructions in the ICR Handbook, p A-42. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]\*1.6

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

<sup>b</sup> State partners are not required to fill out project reporting forms.

<sup>c</sup> State partners are not required to fill out project reporting forms.

<sup>d</sup> Assumed 15% of new and existing state partners in the year 2017 (28 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.

<sup>f</sup> The total number of unique respondents submitting information in 2017 is 2, both of which are state/local/tribal government partners who will complete an LOI.