

Table C-1. Green Power Partnership Agency (EPA) Burden for Year 1

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs		
	Mgr.* \$88.30	Tech.* \$56.40	Cler.* \$21.46	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Number of Total Hours/Year	Total Cost/ Year
INFORMATION COLLECTION ACTIVITY	Per Hour	Per Hour	Per Hour	Year	Year	Cost	Cost	Respondents	Hours/Year	Year
Partnership Agreement										
From Partners										
Review PA	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	250	62.5	\$3,525
Enter PA information into Upshot/database	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	250	62.5	\$3,525
SUBTOTAL				0.50	\$28.20				125.0	\$7,050
Annual Information Reporting Forms										
Prepare and send pre-populated forms to existing partners ^a	0.00	0.25	0.25	0.50	\$19.47	\$0	\$0	1,568	784.0	\$30,521
Review completed information form	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	1,568	392.0	\$22,109
Enter information into database and file copy of the form	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	1,568	392.0	\$22,109
SUBTOTAL				1.00	\$47.67				1,568.0	\$74,739
Initiate Information Follow-ups										
Call or email partner to request clarification of Partnership Agreement or annual reporting form ^b	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	752	188.1	\$10,606
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	752	188.1	\$10,606
Request additional technical information via e-mail or telephone ^c	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	100	25.0	\$1,410
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	100	25.0	\$1,410
SUBTOTAL				1.00	\$56.40				426.1	\$24,032
Green Power Partnership Awards										
Update application and outreach efforts	0.00	3.00	0.00	3.00	\$169.20	\$0	\$0	1	3.0	\$169
Review and rank applications	0.25	1.00	0.00	1.25	\$78.48	\$0	\$0	63	78.4	\$4,922
Notify applicants	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	63	15.7	\$884
SUBTOTAL	0.25	4.25	0.00	4.50	\$261.78	\$0	\$0	126	97.1	\$5,976
Receive Information updates										
Review and enter contact or profile information updates received from partners via GPP Website ^d	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	455	113.6	\$6,408
Annual management review of GPP program ^e	16.00	0.00	0.00	16.00	\$1,412.80	\$0	\$0		16.0	\$1,413
SUBTOTAL	16.00	0.25	0.00	16.25	\$1,426.90	\$0	\$0			\$7,821

Table C-1. Green Power Partnership Agency (EPA) Burden for Year 1

TOTAL			23.25	###		1,818	2,345.8	\$119,618
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* Agency labor rates were taken from the source table: 2015 GS Salary Table of Annual Rates by Grade and Step from the 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

^a Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1568 partners previously completed the form and will update it in Year 1.

^b On average, the Agency must contact 50% of new partners regarding the Partnership Agreement and 40% of existing partners regarding the yearly report.

^c The Agency expects to request 100 GPP partners to provide additional technical information in Year 1

^d An estimated 25% of all GPP partners are likely to make web updates because there is a promotional GPP Partner Profile on each individual partner page.

^e Assumed an annual EPA management review of Green Power Partnership program information collection activities and success.

^f The total number of unique respondents submitting information in Year 1 is 1818, including 1568 existing Partners who submit annual forms and 250 new partners.

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

GPP Agency Burden - Year 2

Hours and Costs	Per Respondent Per Activity							Total	Hours and Costs		
	Mgr.* \$88.30 Per Hour	Tech.* \$56.40 Per Hour	Cler.* \$21.46 Per Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost		Number ^f of Respondents	Number of Total Hours/Year	Total Cost/ Year
INFORMATION COLLECTION ACTIVITY											
Partnership Agreement											
From Partners											
Review PA	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	250	62.5	\$3,525	
Enter PA information into Upshot/database	0.00	0.25	0.00	0.25	\$14.10			250	62.5	\$3,525	
SUBTOTAL		0.50		0.50	\$28.20				125.0	\$7,050	
Annual Information Reporting Forms											
Prepare and send pre-populated forms to existing partners ^a	0.00	0.25	0.25	0.50	\$19.47	\$0	\$0	1,818	909.0	\$35,387	
Review completed information form	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	1,818	454.5	\$25,634	
Enter information into database and file copy of the form	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	1,818	454.5	\$25,634	
SUBTOTAL		0.75	0.25	1.00	\$47.67				1,818.0	\$86,655	
Initiate Information Follow-ups											
Call or email partner to request clarification of Partnership Agreement or annual reporting form ^b	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	852	213.1	\$12,016	
information	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	852	213.1	\$12,016	
Request additional technical information via e-mail or telephone ^c	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	100	25.0	\$1,410	
information	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	100	25.0	\$1,410	
SUBTOTAL		1.00		1.00	\$56.40				476.1	\$26,852	
Green Power Partnership Awards											
Update application and outreach efforts	0.00	3.00	0.00	3.00	\$169.20	\$0	\$0	1	3.0	\$169	
Review and rank applications	0.25	1.00	0.00	1.25	\$78.48	\$0	\$0	73	90.9	\$5,707	
Notify applicants	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	73	18.2	\$1,025	
SUBTOTAL	0.25	4.25	0.00	4.50	\$261.78	\$0	\$0	146	112.1	\$6,901	
Receive Information updates											
Review and enter contact or profile information updates received from partners via GPP Website ^d	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	517	129.3	\$7,290	
SUBTOTAL									129.3	\$7,290	
Annual management review of GPP program ^e	16.00	0.00	0.00	16.00	\$1,412.80	\$0	\$0		16.0	\$1,413	
TOTAL				22.25	###			2,068	2,676.4	\$136,161	

* Agency labor rates were taken from the source table: 2015 GS Salary Table of Annual Rates by Grade and Step from the 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

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

^a Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1818 partners previously completed the form and will update it in Year 2.

^b On average, the Agency must contact 50% of new partners regarding the Partnership Agreement and 40% of existing partners regarding the yearly report form. Eac

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

GPP Agency Burden - Year 3

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs		
	Mgr.* \$88.30	Tech.* \$56.40	Cler.* \$21.46	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of respondents	Number of Total Hours/Year	Total Cost/ Year
INFORMATION COLLECTION ACTIVITY										
Partnership Agreement										
From Partners										
Review PA	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	250	62.5	\$3,525
Upshot/database	0.00	0.25	0.00	0.25	\$14.10			250	62.5	\$3,525
SUBTOTAL		0.50		0.50	\$28.20				125.0	\$7,050
Annual Information Reporting Forms										
Prepare and send pre-populated forms to existing partners ^a	0.00	0.25	0.25	0.50	\$19.47	\$0	\$0	2,068	1,034.0	\$40,254
Review completed information form	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	2,068	517.0	\$29,159
Enter information into database and file copy of the form	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	2,068	517.0	\$29,159
SUBTOTAL		0.75	0.25	1.00	\$47.67				2,068.0	\$98,571
Initiate Information Follow-ups										
Call or email partner to request clarification of Partnership Agreement or annual reporting form ^b	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	952	238.1	\$13,426
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	952	238.1	\$13,426
Request additional technical information via e-mail or telephone ^c	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	100	25.0	\$1,410
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	100	25.0	\$1,410
SUBTOTAL		1.00		1.00	\$56.40				526.1	\$29,672
Green Power Partnership Awards										
Update application and outreach efforts	0.00	3.00	0.00	3.00	\$169.20	\$0	\$0	1	3.0	\$169
Review and rank applications	0.25	1.00	0.00	1.25	\$78.48	\$0	\$0	83	103.4	\$6,491
Notify applicants	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	83	20.7	\$1,166
SUBTOTAL	0.25	4.25		4.50	\$261.78	\$0	\$0	166	127.1	\$7,827
Receive Information updates										
Review and enter contact or profile information updates received from partners via GPP Website ^d	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	580	144.9	\$8,171
SUBTOTAL									144.9	\$8,171
Annual management review of GPP program ^e	16.00	0.00	0.00	16.00	\$1,412.80	\$0	\$0		16.0	\$1,413
TOTAL				23.25	###			2,318	3,007.1	\$152,704

* Agency labor rates were taken from the source table: 2015 GS Salary Table of Annual Rates by Grade and Step from the 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

^a Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1818 partners previously completed the form and will update it in Year 3.

^b 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 15 minutes.

^c The Agency expects to request 100 GPP partners to provide additional technical information in Year 3

^d An estimated 25% 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.

^e Assumed an annual EPA management review of Green Power Partnership program information collection activities and success.

f The total number of unique respondents submitting information in Year 1 is 2318 including 2068 existing Partners who submit annual forms and 250 new partners who submit Partnership Agreements.