

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

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$88.30 Hour	Tech.* \$56.40 Hour	Cler.* \$21.46 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>Letter of Intent</b>											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	2	1	0.5	\$28
Enter LOI information into Upshot/databa	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	2	1	0.5	\$28
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	30	1	7.5	\$423
Enter LOI information into Upshot/databa	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	30	1	7.5	\$423
<b>SUBTOTAL</b>				1.00	\$56.40					16.0	\$902
<b>CHP Project Information Reporting Forms</b>											
Prepare and send information spreadsheet to	0.00	0.50	0.00	0.50	\$28.20	\$0	\$0	415	1	207.5	\$11,703
Call partners to request reporting information	0.00	0.50	0.00	0.50	\$28.20	\$0	\$0	415	1	207.5	\$11,703
Review completed information spreadsheet	0.00	1.25	0.00	1.25	\$70.50	\$0	\$0	415	1	518.8	\$29,258
Enter information form into database and file copy of the form	0.00	1.25	0.00	1.25	\$70.50	\$0	\$0	415	1	518.8	\$29,258
<b>SUBTOTAL</b>				3.50	\$197.40					1,452.5	\$81,921
<b>Initiate Information updates</b>											
Call or email partner to request clarification of LOI or project reporting form <sup>b</sup>	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	126	1	31.5	\$1,777
Review and enter data after receipt of informa	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	126	1	31.5	\$1,777
<b>SUBTOTAL</b>				0.50	\$28.20					63.0	\$3,553
<b>Receive Information updates</b>											
information updates received from partners via CHP Website <sup>c</sup>	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	77	1	19.3	\$1,086
<b>SUBTOTAL</b>										19.3	\$1,086
<b>Annual management review of CHP program <sup>d</sup></b>											
Management Review	8.00	0.0	0.0	8.00	\$706.40	\$0	\$0	1	1	8.0	\$706
<b>SUBTOTAL</b>										8.0	\$706
<b>TOTAL</b>				<b>13.25</b>	<b>\$1,003</b>			<sup>505 e</sup>		<b>1,558.8</b>	<b>\$88,169</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> All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities 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. Of the estimated 503 partners at the end of Year 1, 387 existing company/institutional partners and 28 of the 30 new company/institutional partners that join in Year 1 will receive a reporting form. All new end-users, project developers, consulting engineers, and equipment manufacturers (6 each of end users and equip. man.; and 7 each of project developers and consulting engineers) who join in Year 1 will fill out a project form.

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

Thirty-three percent of the 6 utility partners who join in Year 1 (i.e. 2 utilities) will receive a reporting form. State partners do not fill out a reporting form.

<sup>b</sup> Assumed 25% of the 30 new company/institutional partners completing their LOI (i.e. 7 partners), and one of the two new state partners will require follow-up. Additionally, 25% of the 473 partners completing CHP project forms or spreadsheets (i.e. 118 partners) will require follow-up in order to correctly complete the form.

<sup>c</sup> Assumed 15% of new and existing company/institutional partners in the year 1 (503 projected total partners) and 15% of new and existing state partners (18 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 company/institutional respondents submitting information in Year 1 is 505, including 415 existing partners who are expected to complete project reporting spreadsheets, 26 new partners who will fill out both a LOI and project reporting form, and 4 new partners who will fill out only a LOI. The total number of unique state respondents submitting information in Year 1 is 2, both of which are state/local/tribal government partners who will complete an LOI.

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

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$88.30 Hour	Tech.* \$56.40 Hour	Cler.* \$21.46 Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondent	Responses Year	Number of Total Hours/Yea	Total Cost/ Year
<b>Letter of Intent</b>											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	2	1	0.5	\$28
Enter LOI information into Upshot/da	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	2	1	0.5	\$28
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	30	1	7.5	\$423
Enter LOI information into Upshot/da	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	30	1	7.5	\$423
SUBTOTAL				1.00	\$56.40					16.0	\$902
<b>CHP Project Information Reporting Forms</b>											
Prepare and send information spreadsheet to partners <sup>a</sup>	0.00	0.50	0.00	0.50	\$28.20	\$0	\$0	438	1	219.0	\$12,352
Call partners to request reporting informa	0.00	0.50	0.00	0.50	\$28.20	\$0	\$0	438	1	219.0	\$12,352
Review completed information spreadshe	0.00	1.25	0.00	1.25	\$70.50	\$0	\$0	438	1	547.5	\$30,879
Enter information form into database and file copy of the form	0.00	1.25	0.00	1.25	\$70.50	\$0	\$0	438	1	547.5	\$30,879
SUBTOTAL				3.50	\$197.40					1,533.0	\$86,461
<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 in	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	133	1	33.3	\$1,875
SUBTOTAL				0.50	\$28.20					66.5	\$3,751
<b>Receive Information updates</b>											
information updates received from partners via CHP Website <sup>c</sup>	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	82	1	20.5	\$1,156
SUBTOTAL										20.5	\$1,156
<b>Annual management review of CHP program <sup>d</sup></b>											
Management Review	8.00	0.0	0.0	8.00	\$706.40	\$0	\$0	1	1	8.0	\$706
SUBTOTAL										8.0	\$706
<b>TOTAL</b>				<b>13.25</b>	<b>\$1,003</b>			<b>535 <sup>e</sup></b>		<b>1,644.0</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

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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> All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities 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. Of the estimated 533 partners at the end of Year 2, 410 existing company/institutional partners and 28 of the 30 new company/institutional partners that join in Year 2 will receive a reporting form. All new end-users, project developers, consulting engineers, and equipment manufacturers (6 each of end users and equip. man.; and 7 each of project developers and consulting engineers) who join in Year 1 will fill out a project form. Thirty-three percent of the 6 utility partners who join in Year 1 (i.e. 2 utilities) will receive a reporting form. State partners do not fill out a reporting form.

<sup>b</sup> Assumed 25% of the 30 new company/institutional partners completing their LOI (i.e. 7 partners), and one of the two new state partners will require follow-up. Additionally, 25% of the 503 partners completing CHP project forms or spreadsheets (i.e. 125 partners) will require follow-up in order to correctly complete the form.

<sup>c</sup> Assumed 15% of new and existing company/institutional partners in the year 1 (533 projected total partners) and 15% of new and existing state partners (18 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 company/institutional respondents submitting information in Year 2 is 535, including 438 existing partners who are expected to complete project reporting spreadsheets, 26 new partners who will fill out both a LOI and project reporting form, and 4 new partners who will fill out only a LOI. The total number of unique state respondents submitting information in Year 1 is 2, both of which are state/local/tribal government partners who will complete an LOI.

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

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$88.30 Hour	Tech.* \$56.40 Hour	Cler.* \$21.46 Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondent	Responses Year	Number o Total Hours/Yea	Total Cost/ Year
<b>Letter of Intent</b>											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	2	1	0.5	\$28
Enter LOI information into Upshot/dat	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	2	1	0.5	\$28
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	30	1	7.5	\$423
Enter LOI information into Upshot/dat	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	30	1	7.5	\$423
SUBTOTAL				1.00	\$56.40					16.0	\$902
<b>CHP Project Information Reporting Forms</b>											
Prepare and send information spreadsheet to partners <sup>a</sup>	0.00	0.50	0.00	0.50	\$28.20	\$0	\$0	558	1	279.0	\$15,736
Call partners to request reporting information	0.00	0.50	0.00	0.50	\$28.20	\$0	\$0	558	1	279.0	\$15,736
Review completed information spreadsheet	0.00	1.25	0.00	1.25	\$70.50	\$0	\$0	558	1	697.5	\$39,339
Enter information form into database and file copy of the form	0.00	1.25	0.00	1.25	\$70.50	\$0	\$0	558	1	697.5	\$39,339
SUBTOTAL				3.50	\$197.40					1,953.0	\$110,149
<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	0.25	0.00	0.25	\$14.10	\$0	\$0	141	1	35.3	\$1,988
SUBTOTAL				0.50	\$28.20					70.5	\$3,976
<b>Receive Information updates</b>											
Review and enter contact or profile information updates received from partners via CHP Website <sup>c</sup>	0.00	0.25	0.00	0.25	\$14.10	\$0	\$0	80	1	20.0	\$1,128
SUBTOTAL										20.0	\$1,128
<b>Annual management review of CHP program <sup>d</sup></b>											
Management Review	8.00	0.0	0.0	8.00	\$706.40	\$0	\$0	1	1	8.0	\$706
SUBTOTAL										8.0	\$706
<b>TOTAL</b>				<b>13.25</b>	<b>\$1,003</b>			<b>563 <sup>e</sup></b>		<b>2,067.5</b>	<b>###</b>

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

\* 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> All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities 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. Of the estimated 563 partners at the end of Year 3, 433 existing company/institutional partners and 28 of the 30 new company/institutional partners that join in Year 3 will receive a reporting form. All new end-users, project developers, consulting engineers, and equipment manufacturers (6 each of end users and equip. man.; and 7 each of project developers and consulting engineers) who join in Year 1 will fill out a project form. Thirty-three percent of the 6 utility partners who join in Year 3 (i.e. 2 utilities) will receive a reporting form. State partners do not fill out a reporting form.

<sup>b</sup> Assumed 25% of the 30 new company/institutional partners completing their LOI (i.e. 7 partners), and one of the two new state partners will require follow-up. Additionally, 25% of the 533 partners completing CHP project forms or spreadsheets (i.e. 133 partners) will require follow-up in order to correctly complete the form.

<sup>c</sup> Assumed 15% of new and existing company/institutional partners in the year 3 (533 projected total partners) and 15% of new and existing state partners (18 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 company/institutional respondents submitting information in Year 3 is 563, including 558 existing partners who are expected to complete project reporting spreadsheets, 286 new partners who will fill out both a LOI and project reporting form, and 4 new partners who will fill out only a LOI. The total number of unique state respondents submitting information in Year 3 is 2, both of which are state/local/tribal government partners who will complete an LOI.