

**Table A-1**  
**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: Existing State Partners**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Total Hours and Costs		
	Mgr. \$77.92 per hour	Tech. \$53.42 per hour	Cler. \$21.46 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Information Update<sup>2</sup></b>									
Gather information	0.00	0.50	0.00	0.50	\$26.71	\$0	10	5.00	\$267.12
Provide information via LMOP website or email	0.00	0.25	0.00	0.25	\$13.36	\$0	5	1.25	\$66.78
Provide information via telephone interview	0.00	0.25	0.00	0.25	\$13.36	\$0	5	1.25	\$66.78
<b>TOTAL</b>								7.50	\$400.68

1 Labor rates for EPA personnel were used for all public-sector personnel, including employees of State agencies. Source for EPA labor rates: Department of Personnel Management, "Salary Table 2015 - GS" at [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS_h.pdf). For the managerial labor rate, used level GS-15, step 1; for the technical labor rate, used level GS-12, step 5; for the clerical labor rate, used level GS-5, step 1. All agency labor rates include a multiplier of 1.6 to account for overhead and fringe benefit costs.

2 The only burden for existing State Partners is to submit voluntary periodic information updates. It is assumed that one-quarter of all existing State Partners will submit an information update each year. It is assumed that half of those that update their information will provide information through the LMOP website or by email and the other half will provide information through a telephone interview. During the 3-year ICR period the expected average number of existing State Partners is 41. It is assumed 10 existing State Partners will provide an information update each year: 5 through the website or by email, and 5 by telephone.

**Table A-2**  
**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: New State Partners**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Total Hours and Costs		
	Mgr. \$77.92 per hour	Tech. \$53.42 per hour	Cler. \$21.46 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Memoranda of Understanding<sup>2</sup></b>									
Review MOU	0.25	0.25	0.00	0.50	\$32.84	\$0	1	0.50	\$32.84
Complete MOU	0.25	0.25	0.00	0.50	\$32.84	\$0	1	0.50	\$32.84
Submit MOU to EPA and file copy	0.00	0.00	0.50	0.50	\$10.73	\$0	1	0.50	\$10.73
<b>SUBTOTAL</b>								1.50	\$76.40
<b>Information Update<sup>3</sup></b>									
Gather information	0.00	0.50	0.00	0.50	\$26.71	\$0	0	0.00	\$0.00
Provide information via LMOP website or email	0.00	0.25	0.00	0.25	\$13.36	\$0	0	0.00	\$0.00
Provide information via telephone interview	0.00	0.25	0.00	0.25	\$13.36	\$0	0	0.00	\$0.00
<b>SUBTOTAL</b>								0.00	\$0.00
<b>TOTAL</b>								1.50	\$76.40

1 Labor rates for EPA personnel were used for all public-sector personnel, including employees of State agencies. Source for EPA labor rates: Department of Personnel Management, "Salary Table 2015 - GS" at [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS_h.pdf). For the managerial labor rate, used level GS-15, step 1; for the technical labor rate, used level GS-12, step 5; for the clerical labor rate, used level GS-5, step 1. All agency labor rates include a multiplier of 1.6 to account for overhead and fringe benefit costs.

2 All Partners must submit MOU when they join LMOP. As of July 2015, 28 out of the 52 states/territories have joined LMOP. For the upcoming 3-year ICR period it is expected that 1 new State Partner will join LMOP per year.

3 New State Partners may also submit voluntary periodic information updates. It is assumed that one-quarter of all new State Partners will submit an information update. It is assumed that half of those that update their information will provide information through the LMOP website or email and the other half will provide information through a telephone interview. During the 3-year ICR period an average of 1 new State Partner is expected. This rounds down to 0 new State Partners submitting an update.

**Table A-3**  
**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: Existing Endorsers**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Total Hours and Costs		
	Mgr. \$110.91 per hour	Tech. \$97.29 per hour	Cler. \$56.66 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Information Update<sup>2</sup></b>									
Gather information	0.00	0.50	0.00	0.50	\$48.64	\$0	10	5.00	\$486.45
Provide information via LMOP website or email	0.00	0.25	0.00	0.25	\$24.32	\$0	5	1.25	\$121.61
Provide information via telephone interview	0.00	0.25	0.00	0.25	\$24.32	\$0	5	1.25	\$121.61
<b>TOTAL</b>								7.50	\$729.67

1 Labor rates for Endorsers were estimated using the average May 2014 labor rates for NAICS industry grouping 813900, Business, Professional, Labor, Political, and Similar Organizations from the Bureau of Labor and Statistics Occupational Employment Statistics at [http://www.bls.gov/oes/current/naics4\\_813900.htm](http://www.bls.gov/oes/current/naics4_813900.htm). Occupational Title used for clerical labor was "Executive Secretaries and Executive Administrative Assistants", for technical labor was "Engineers, All Other", and for managerial labor was "Managers, All Other". Estimated a June 2015 labor rate using a 2.0% growth factor from the employment cost index to account for increases in wages from June 2014 to June 2015. Obtained growth factor for Occupational Group "Management, professional, and related" from "Table 2. Seasonally Adjusted: Employment Cost Index for wages and salaries, by ownership, occupational group, and industry" at <http://www.bls.gov/news.release/eci.t02.htm>. All labor rates incorporate a factor of 110% to account for overhead and fringe benefit costs.

2 The only burden for existing Endorsers is to submit voluntary periodic information updates. It is assumed that one-quarter of all existing Endorsers will submit an information update each year. It is assumed that half of those that update their information will provide information through the LMOP website or by email and the other half will provide information through a telephone interview. During the 3-year ICR period the expected average number of existing Endorsers is 39. It is assumed 10 existing Endorsers will provide an information update each year: 5 through the website or by email, and 5 by telephone.

**Table A-4**  
**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: New Endorsers**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Total Hours and Costs		
	Mgr. \$110.91 per hour	Tech. \$97.29 per hour	Cler. \$56.66 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Memoranda of Understanding<sup>2</sup></b>									
Review MOU	0.25	0.25	0.00	0.50	\$52.05	\$0	1	0.50	\$52.05
Complete MOU	0.25	0.25	0.00	0.50	\$52.05	\$0	1	0.50	\$52.05
Submit MOU to EPA and file copy	0.00	0.00	0.50	0.50	\$28.33	\$0	1	0.50	\$28.33
<b>SUBTOTAL</b>								1.50	\$132.43
<b>Information Update<sup>3</sup></b>									
Gather information	0.00	0.50	0.00	0.50	\$48.64	\$0	0	0.00	\$0.00
Provide information via LMOP website or email	0.00	0.25	0.00	0.25	\$24.32	\$0	0	0.00	\$0.00
Provide information via telephone interview	0.00	0.25	0.00	0.25	\$24.32	\$0	0	0.00	\$0.00
<b>SUBTOTAL</b>								0.00	\$0.00
<b>TOTAL</b>								1.50	\$132.43

1 Labor rates for Endorsers were estimated using the average May 2014 labor rates for NAICS industry grouping 813900, Business, Professional, Labor, Political, and Similar Organizations from the Bureau of Labor and Statistics Occupational Employment Statistics at [http://www.bls.gov/oes/current/naics4\\_813900.htm](http://www.bls.gov/oes/current/naics4_813900.htm). Occupational Title used for clerical labor was "Executive Secretaries and Executive Administrative Assistants", for technical labor was "Engineers, All Other", and for managerial labor was "Managers, All Other". Estimated a June 2015 labor rate using a 2.0% growth factor from the employment cost index to account for increases in wages from June 2014 to June 2015. Obtained growth factor for Occupational Group "Management, professional, and related" from "Table 2. Seasonally Adjusted: Employment Cost Index for wages and salaries, by ownership, occupational group, and industry" at <http://www.bls.gov/news.release/eci.t02.htm>. All labor rates incorporate a factor of 110% to account for overhead and fringe benefit costs.

2 All Endorsers must submit Agreements when they join LMOP. For the upcoming 3-year ICR period it is expected that 1 new Endorser will join LMOP per year.

3 New Endorsers may also submit voluntary periodic information updates. It is assumed that one-quarter of all new Endorsers will submit an information update. It is assumed that half of those that update their information will provide information through the LMOP website or email and the other half will provide information through a telephone interview. During the 3-year ICR period an average of 1 new Endorser is expected. This rounds down to 0 new Endorsers submitting an update.

**Table A-5**

**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: Existing Industry Non-Developer Partners**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>							Total Hours and Costs		
	Legal \$142.68 per hour	Mgr. \$131.13 per hour	Tech. \$89.47 per hour	Cler. \$58.42 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Information Update<sup>2</sup></b>										
Gather information	0.00	0.00	1.50	0.00	1.50	\$134.21	\$0	183	274.50	\$24,560.68
Provide information via LMOP website or email	0.00	0.00	1.00	0.00	1.00	\$89.47	\$0	92	92.00	\$8,231.63
Provide information via telephone interview	0.00	0.00	1.00	0.00	1.00	\$89.47	\$0	91	91.00	\$8,142.16
<b>TOTAL</b>									457.50	\$40,934.46

1 Labor rates for Industry Non-Developer Partners were estimated using the average May 2014 labor rates for NAICS industry grouping 541000, Professional, Scientific, and Technical Services at [http://www.bls.gov/oes/current/naics3\\_541000.htm](http://www.bls.gov/oes/current/naics3_541000.htm). Occupational Title used for clerical labor was "Executive Secretaries and Executive Administrative Assistants", for technical labor was "Environmental Engineers", for managerial labor was "Managers, All Other", and for legal labor was "Lawyers". Estimated a June 2015 labor rate using a 1.3% growth factor from the employment cost index to account for increases in wages from June 2014 to June 2015. Obtained growth factor for Occupational Group "Professional, scientific, and technical services" from "Table 2. Seasonally Adjusted: Employment Cost Index for wages and salaries, by ownership, occupational group, and industry" at <http://www.bls.gov/news.release/eci.t02.htm>. All labor rates incorporate a factor of 110% to account for overhead and fringe benefit costs.

2 The only burden for existing Industry-Non Developer Partners is to submit voluntary periodic information updates. It is assumed that one-quarter of all existing Industry Non-Developer Partners will submit an information update each year. It is assumed that half of those that update their information will provide information through the LMOP website or by email and the other half will provide information through a telephone interview. During the 3-year ICR period the expected average number of existing Industry Non-Developer Partners is 731. It is assumed 183 existing Industry Non-Developer Partners will provide an information update each year: 92 through the website or by email, and 91 by telephone.

**Table A-6**

**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: New Industry Non-Developer Partners**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>							Total Hours and Costs		
	Legal \$142.68 per hour	Mgr. \$131.13 per hour	Tech. \$89.47 per hour	Cler. \$58.42 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Memoranda of Understanding<sup>2</sup></b>										
Review MOU	0.50	0.25	0.25	0.00	1.00	\$126.49	\$0	16	16.00	\$2,023.83
Complete MOU	0.00	0.25	0.25	0.00	0.50	\$55.15	\$0	16	8.00	\$882.40
Submit MOU to EPA and file copy	0.00	0.00	0.00	0.50	0.50	\$29.21	\$0	16	8.00	\$467.33
<b>SUBTOTAL</b>									32.00	\$3,373.56
<b>Information Update<sup>3</sup></b>										
Gather information	0.00	0.00	1.50	0.00	1.50	\$134.21	\$0	4	6.00	\$536.85
Provide information via LMOP website or email	0.00	0.00	1.00	0.00	1.00	\$89.47	\$0	2	2.00	\$178.95
Provide information via telephone interview	0.00	0.00	1.00	0.00	1.00	\$89.47	\$0	2	2.00	\$178.95
<b>SUBTOTAL</b>									10.00	\$894.74
<b>TOTAL</b>									42.00	\$4,268.30

1 Labor rates for Industry Non-Developer Partners were estimated using the average May 2014 labor rates for NAICS industry grouping 541000, Professional, Scientific, and Technical Services at [http://www.bls.gov/oes/current/naics3\\_541000.htm](http://www.bls.gov/oes/current/naics3_541000.htm). Occupational Title used for clerical labor was "Executive Secretaries and Executive Administrative Assistants", for technical labor was "Environmental Engineers", for managerial labor was "Managers, All Other", and for legal labor was "Lawyers". Estimated a June 2015 labor rate using a 1.3% growth factor from the employment cost index to account for increases in wages from June 2014 to June 2015. Obtained growth factor for Occupational Group "Professional, scientific, and technical services" from "Table 2. Seasonally Adjusted: Employment Cost Index for wages and salaries, by ownership, occupational group, and industry" at <http://www.bls.gov/news.release/eci.t02.htm>. All labor rates incorporate a factor of 110% to account for overhead and fringe benefit costs.

2 All Partners must submit MOU when they join LMOP. For the upcoming 3-year ICR period it is expected that 16 new Industry Non-Developer Partners will join LMOP per year.

3 New Industry Non-Developer Partners may also submit voluntary periodic information updates. It is assumed that one-quarter of all new Industry Non-Developer Partners will submit an information update. It is assumed that half of those that update their information will provide information through the LMOP website or email and the other half will provide information through a telephone interview. During the 3-year ICR period an average of 16 new Industry Non-Developer Partners is expected. It is assumed 4 new Industry Non-Developer Partners will provide an information update each year: 2 through the website or by email, and 2 by telephone.

**Table A-7**

**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: Existing Community Partners**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Total Hours and Costs		
	Mgr. \$77.92 per hour	Tech. \$53.42 per hour	Cler. \$21.46 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>LFG Energy and Landfill Data Spreadsheet<sup>2</sup></b>									
Review spreadsheet and instructions	0.00	0.50	0.00	0.50	\$26.71	\$0	145	72.50	\$3,873.24
Gather information	0.00	1.00	0.00	1.00	\$53.42	\$0	145	145.00	\$7,746.48
Complete the spreadsheet	0.50	1.00	0.50	2.00	\$103.11	\$0	145	290.00	\$14,951.24
Submit spreadsheet to EPA and file copy	0.00	0.00	0.50	0.50	\$10.73	\$0	145	72.50	\$1,555.56
<b>SUBTOTAL</b>								580.00	\$28,126.52
<b>Information Update<sup>3</sup></b>									
Gather information	0.00	1.50	0.00	1.50	\$80.14	\$0	36	54.00	\$2,884.90
Provide information via LMOP website or email	0.00	1.00	0.00	1.00	\$53.42	\$0	18	18.00	\$961.63
Provide information via telephone interview	0.00	1.00	0.00	1.00	\$53.42	\$0	18	18.00	\$961.63
<b>SUBTOTAL</b>								90.00	\$4,808.16
<b>TOTAL</b>								670.00	\$32,934.68

1 Labor rates for EPA personnel were used for all public-sector personnel, including employees of local governments. Source for EPA labor rates: Department of Personnel Management, "Salary Table 2015 - GS" at [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS_h.pdf). For the managerial labor rate, used level GS-15, step 1; for the technical labor rate, used level GS-12, step 5; for the clerical labor rate, used level GS-5, step 1. All agency labor rates include a multiplier of 1.6 to account for overhead and fringe benefit costs.

2 All existing Community Partners agreed to submit information on LFG energy projects and landfill data. During the 3-year ICR period there are an estimated 145 existing Community Partners that will complete a pre-populated LFG energy spreadsheet each year.

3 Existing Community Partners may submit voluntary periodic information updates. It is assumed that one-quarter of all existing Community Partners will submit an information update each year. It is assumed that half of those that update their information will provide information through the LMOP website or email and the other half will provide information through a telephone interview. During the 3-year ICR period the expected average number of existing Community Partners is 145. It is assumed 36 will provide an information update each year: 18 through the website or email, and 18 by telephone.

**Table A-8**

**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: New Community Partners**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Total Hours and Costs		
	Mgr. \$77.92 per hour	Tech. \$53.42 per hour	Cler. \$21.46 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Memoranda of Understanding<sup>2</sup></b>									
Review MOU	0.25	0.25	0.00	0.50	\$32.84	\$0	3	1.50	\$98.51
Complete MOU	0.25	0.25	0.00	0.50	\$32.84	\$0	3	1.50	\$98.51
Submit MOU to EPA and file copy	0.00	0.00	0.50	0.50	\$10.73	\$0	3	1.50	\$32.18
<b>SUBTOTAL</b>								4.50	\$229.20
<b>LFG Energy and Landfill Data Spreadsheet<sup>3</sup></b>									
Review spreadsheet and instructions	0.00	0.50	0.00	0.50	\$26.71	\$0	3	1.50	\$80.14
Gather information	0.00	1.50	0.00	1.50	\$80.14	\$0	3	4.50	\$240.41
Complete the spreadsheet	0.50	1.50	0.50	2.50	\$129.82	\$0	3	7.50	\$389.47
Submit spreadsheet to EPA and file copy	0.00	0.00	0.50	0.50	\$10.73	\$0	3	1.50	\$32.18
<b>SUBTOTAL</b>								15.00	\$742.20
<b>Information Update<sup>4</sup></b>									
Gather information	0.00	1.50	0.00	1.50	\$80.14	\$0	1	1.50	\$80.14
Provide information via LMOP website or email	0.00	1.00	0.00	1.00	\$53.42	\$0	1	1.00	\$53.42
Provide information via telephone interview	0.00	1.00	0.00	1.00	\$53.42	\$0	0	0.00	\$0.00
<b>SUBTOTAL</b>								2.50	\$133.56
<b>TOTAL</b>								22.00	\$1,104.96

1 Labor rates for EPA personnel were used for all public-sector personnel, including employees of local governments. Source for EPA labor rates: Department of Personnel Management, "Salary Table 2015 - GS" at [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS_h.pdf). For the managerial labor rate, used level GS-15, step 1; for the technical labor rate, used level GS-12, step 5; for the clerical labor rate, used level GS-5, step 1. All agency labor rates include a multiplier of 1.6 to account for overhead and fringe benefit costs.

2 All Partners must submit MOU when they join LMOP. For the upcoming 3-year ICR period it is expected that 3 new Community Partners will join LMOP per year.

3 All existing Community Partners agreed to submit information on LFG energy projects and landfill data. During the 3-year ICR period there are an estimated 3 new Community Partners that will complete a pre-populated LFG energy spreadsheet each year.

4 New Community Partners may also submit voluntary periodic information updates. It is assumed that one-quarter of all new Community Partners will submit an information update. It is assumed that half of those that update their information will provide information through the LMOP website or email and the other half will provide information through a telephone interview. During the 3-year ICR period an average of 3 new Community Partners is expected. It is assumed 1 new Community Partner will provide an information update each year: 1 through the website or by email, and 0 by telephone.

**Table A-9**

**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: Existing Energy and Industry-Project Developer Partners**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>							Total Hours and Costs		
	Legal \$142.68 per hour	Mgr. \$131.13 per hour	Tech. \$89.47 per hour	Cler. \$58.42 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>LFG Energy and Landfill Data Spreadsheet<sup>2</sup></b>										
Review spreadsheet and instructions	0.00	0.00	0.50	0.00	0.50	\$44.74	\$0	179	89.50	\$8,007.94
Gather information	0.00	0.00	3.00	0.00	3.00	\$268.42	\$0	179	537.00	\$48,047.67
Complete the spreadsheet	0.00	0.50	1.50	0.50	2.50	\$228.98	\$0	179	447.50	\$40,987.88
Submit spreadsheet to EPA and file copy	0.00	0.00	0.00	0.50	0.50	\$29.21	\$0	179	89.50	\$5,228.20
<b>SUBTOTAL</b>									1,163.50	\$102,271.69
<b>Information Update<sup>3</sup></b>										
Gather information	0.00	0.00	1.50	0.00	1.50	\$134.21	\$0	45	67.50	\$6,039.51
Provide information via LMOP website or email	0.00	0.00	1.00	0.00	1.00	\$89.47	\$0	23	23.00	\$2,057.91
Provide information via telephone interview	0.00	0.00	1.00	0.00	1.00	\$89.47	\$0	22	22.00	\$1,968.43
<b>SUBTOTAL</b>									112.50	\$10,065.85
<b>TOTAL</b>									1,276.00	\$112,337.54

1 Labor rates for Energy and Industry-Project Developer Partners were estimated using the average May 2014 labor rates for NAICS industry grouping 541000, Professional, Scientific, and Technical Services at [http://www.bls.gov/oes/current/naics3\\_541000.htm](http://www.bls.gov/oes/current/naics3_541000.htm). Occupational Title used for clerical labor was "Executive Secretaries and Executive Administrative Assistants", for technical labor was "Environmental Engineers", for managerial labor was "Managers, All Other", and for legal labor was "Lawyers". Estimated a June 2015 labor rate using a 1.3% growth factor from the employment cost index to account for increases in wages from June 2014 to June 2015. Obtained growth factor for Occupational Group "Professional, scientific, and technical services" from "Table 2. Seasonally Adjusted: Employment Cost Index for wages and salaries, by ownership, occupational group, and industry" at <http://www.bls.gov/news.release/eci.t02.htm>. All labor rates incorporate a factor of 110% to account for overhead and fringe benefit costs.

2 All existing Energy and Industry-Project Developer Partners agreed to submit information on LFG energy projects and landfill data. During the 3-year ICR period there are an estimated 179 existing Energy and Industry-Project Developer Partners that will complete a pre-populated LFG energy spreadsheet each year.

3 Existing Energy and Industry-Project Developer Partners may submit voluntary periodic information updates. It is assumed that one-quarter of all existing Energy and Industry-Project Developer Partners will submit an information update each year. It is assumed that half of those that update their information will provide information through the LMOP website or email and the other half will provide information through a telephone interview. During the 3-year ICR period the expected average number of existing Energy and Industry-Project Developer Partners is 179. It is assumed 45 will provide an information update each year: 23 through the website or email, and 22 by telephone.

**Table A-10**

**ESTIMATED AVERAGE RESPONDENT BURDEN AND COST: New Energy and Industry-Project Developer Partners**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>							Total Hours and Costs		
	Legal \$142.68 per hour	Mgr. \$131.13 per hour	Tech. \$89.47 per hour	Cler. \$58.42 per hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Memoranda of Understanding<sup>2</sup></b>										
Review MOU	0.50	0.25	0.25	0.00	1.00	\$126.49	\$0	4	4.00	\$505.96
Complete MOU	0.00	0.25	0.25	0.00	0.50	\$55.15	\$0	4	2.00	\$220.60
Submit MOU to EPA and file copy	0.00	0.00	0.00	0.50	0.50	\$29.21	\$0	4	2.00	\$116.83
<b>SUBTOTAL</b>									8.00	\$843.39
<b>LFG Energy and Landfill Data Spreadsheet<sup>3</sup></b>										
Review spreadsheet and instructions	0.00	0.00	0.50	0.00	0.50	\$44.74	\$0	4	2.00	\$178.95
Gather information	0.00	0.00	3.00	0.00	3.00	\$268.42	\$0	4	12.00	\$1,073.69
Complete the spreadsheet	0.00	0.50	1.50	0.50	2.50	\$228.98	\$0	4	10.00	\$915.93
Submit spreadsheet to EPA and file copy	0.00	0.00	0.00	0.50	0.50	\$29.21	\$0	4	2.00	\$116.83
<b>SUBTOTAL</b>									26.00	\$2,285.40
<b>Information Update<sup>4</sup></b>										
Gather information	0.00	0.00	1.50	0.00	1.50	\$134.21	\$0	1	1.50	\$134.21
Provide information via LMOP website or email	0.00	0.00	1.00	0.00	1.00	\$89.47	\$0	1	1.00	\$89.47
Provide information via telephone interview	0.00	0.00	1.00	0.00	1.00	\$89.47	\$0	0	0.00	\$0.00
<b>SUBTOTAL</b>									2.50	\$223.69
<b>TOTAL</b>									36.50	\$3,352.48

1 Labor rates for Energy and Industry-Project Developer Partners were estimated using the average May 2014 labor rates for NAICS industry grouping 541000, Professional, Scientific, and Technical Services at [http://www.bls.gov/oes/current/naics3\\_541000.htm](http://www.bls.gov/oes/current/naics3_541000.htm). Occupational Title used for clerical labor was "Executive Secretaries and Executive Administrative Assistants", for technical labor was "Environmental Engineers", for managerial labor was "Managers, All Other", and for legal labor was "Lawyers". Estimated a June 2015 labor rate using a 1.3% growth factor from the employment cost index to account for increases in wages from June 2014 to June 2015. Obtained growth factor for Occupational Group "Professional, scientific, and technical services" from "Table 2. Seasonally Adjusted: Employment Cost Index for wages and salaries, by ownership, occupational group, and industry" at <http://www.bls.gov/news.release/eci.t02.htm>. All labor rates incorporate a factor of 110% to account for overhead and fringe benefit costs.

2 All Partners must submit MOU when they join LMOP. For the upcoming 3-year ICR period it is expected that 4 new Energy and Industry-Project Developer Partners will join LMOP per year.

3 All new Energy and Industry-Project Developer Partners agreed to submit information on LFG energy projects and landfill data. During the 3-year ICR period there are an estimated 4 new Energy and Industry-Project Developer Partners that will complete a pre-populated LFG energy spreadsheet each year.

4 New Energy and Industry-Project Developer Partners may also submit voluntary periodic information updates. It is assumed that one-quarter of all new Energy and Industry-Project Developer Partners will submit an information update. It is assumed that half of those that update their information will provide information through the LMOP website or email and the other half will provide information through a telephone interview. During the 3-year ICR period an average of 4 new Energy and Industry-Project Developer Partners is expected. It is assumed 1 new Energy and Industry-Project Developer Partner will provide an information update each year: 1 through the website or by email, and 0 by telephone.

**Table B-1**  
**ESTIMATED AGENCY BURDEN AND COST FOR 2016**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Total Hours and Costs		
	Mgr. \$77.92 Hour	Tech. \$53.42 Hour	Cler. \$21.46 Hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents	Total Hours/ Year	Total Cost/ Year
<b>Memoranda of Understanding<sup>2</sup></b>									
Review and sign MOU	0.25	0.50	0.00	0.75	\$46.19	\$0	25	18.75	\$1,154.80
File MOU and return signed copy to the Partner	0.00	0.00	0.50	0.50	\$10.73	\$0	25	12.50	\$268.20
Enter MOU information into a database	0.00	0.50	0.00	0.50	\$26.71	\$0	25	12.50	\$667.80
<b>SUBTOTAL</b>								43.75	\$2,090.80
<b>LFG Energy and Landfill Data Spreadsheet<sup>3</sup></b>									
Prepare and send spreadsheets to new Partners	0.00	0.25	0.00	0.25	\$13.36	\$0	7	1.75	\$93.49
Prepare and send spreadsheets to existing Partners	0.00	0.50	0.00	0.50	\$26.71	\$0	320	160.00	\$8,547.84
Review spreadsheets and follow up, if necessary	0.00	1.00	0.00	1.00	\$53.42	\$0	327	327.00	\$17,469.65
Enter information into database and file electronic copy of the spreadsheet	0.00	1.00	0.00	1.00	\$53.42	\$0	327	327.00	\$17,469.65
<b>SUBTOTAL</b>								815.75	\$43,580.63
<b>Receive Information Update<sup>4</sup></b>									
Review information received via LMOP website, email, or telephone	0.00	0.25	0.00	0.25	\$13.36	\$0	143	35.75	\$1,909.91
Revise data in the database	0.00	0.50	0.00	0.50	\$26.71	\$0	143	71.50	\$3,819.82
<b>SUBTOTAL</b>								107.25	\$5,729.72
<b>Initiate Information Update<sup>4</sup></b>									
Call or email Partner and request updated information	0.00	0.50	0.00	0.50	\$26.71	\$0	143	71.63	\$3,826.49
Revise data in database	0.00	0.50	0.00	0.50	\$26.71	\$0	143	71.63	\$3,826.49
<b>SUBTOTAL</b>								143.25	\$7,652.99
<b>TOTAL</b>								<b>1,110.00</b>	<b>\$59,054.14</b>

1 Source for EPA labor rates: Department of Personnel Management, "Salary Table 2015 - GS" at [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS_h.pdf). For the managerial labor rate, used level GS-15, step 1; for the technical labor rate, used level GS-12, step 5; for the clerical labor rate, used level GS-5, step 1. All agency labor rates include a multiplier of 1.6 to account for overhead and fringe benefit costs.

2 All Partners must submit MOU when they join LMOP. In 2016, it is expected that 25 new Partners will join LMOP.

3 In 2016, EPA will compile landfill and/or project data into a single spreadsheet for each existing Community, Energy, and Industry-Project Developer Partner to review and revise if necessary, and also provide information on new projects. LMOP will email these spreadsheets to all existing Community, Energy, and Industry-Project Developer Partners. EPA will prepare and send spreadsheets for new Community, Energy, and Industry-Project Developer Partners via a welcome email when they join the program. In 2016, it is estimated that EPA will need to prepare and review annual spreadsheets from 7 new and 320 existing Community, Energy, and Industry-Project Developer Partners.

4 In 2016, it is assumed that one-quarter of all existing and new Partners will submit voluntary periodic information updates. It is assumed that half of those that update their information will provide information through the LMOP website or email and the other half will provide information through a telephone interview. In 2016, it is anticipated that there will be 1,120 existing and 25 new Partners. It is assumed 286 will provide an information update: 143 through the website or email, and 143 by telephone interview.

**Table B-2**  
**ESTIMATED AGENCY BURDEN AND COST FOR 2017**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Tot
	Mgr. \$77.92 Hour	Tech. \$53.42 Hour	Cler. \$21.46 Hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents
<b>Memoranda of Understanding<sup>2</sup></b>							
Review and sign MOU	0.25	0.50	0.00	0.75	\$46.19	\$0	25
File MOU and return signed copy to the Partner	0.00	0.00	0.50	0.50	\$10.73	\$0	25
Enter MOU information into a database	0.00	0.50	0.00	0.50	\$26.71	\$0	25
<b>SUBTOTAL</b>							
<b>LFG Energy and Landfill Data Spreadsheet<sup>3</sup></b>							
Prepare and send spreadsheets to new Partners	0.00	0.25	0.00	0.25	\$13.36	\$0	7
Prepare and send spreadsheets to existing Partners	0.00	0.50	0.00	0.50	\$26.71	\$0	324
Review spreadsheets and follow up, if necessary	0.00	1.00	0.00	1.00	\$53.42	\$0	331
Enter information into database and file electronic copy of the spreadsheet	0.00	1.00	0.00	1.00	\$53.42	\$0	331
<b>SUBTOTAL</b>							
<b>Receive Information Update<sup>4</sup></b>							
Review information received via LMOP website, email, or telephone	0.00	0.25	0.00	0.25	\$13.36	\$0	145
Revise data in the database	0.00	0.50	0.00	0.50	\$26.71	\$0	145
<b>SUBTOTAL</b>							
<b>Initiate Information Update<sup>4</sup></b>							
Call or email Partner and request updated information	0.00	0.50	0.00	0.50	\$26.71	\$0	145
Revise data in database	0.00	0.50	0.00	0.50	\$26.71	\$0	145
<b>SUBTOTAL</b>							
<b>TOTAL</b>							

1 Source for EPA labor rates: Department of Personnel Management, "Salary Table 2015 - GS" at [https://www.opm.gov/policy-data-oversight/pay-leave/sala-2015/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/sala-2015/GS_h.pdf). For the managerial labor rate, used level GS-15, step 1; for the technical labor rate, used level GS-12, step 5; for the clerical labor rate, used level GS-9, step 5. All labor rates include a multiplier of 1.6 to account for overhead and fringe benefit costs.

2 All Partners must submit MOU when they join LMOP. In 2017, it is expected that 25 new Partners will join LMOP.

3 In 2017, EPA will compile landfill and/or project data into a single spreadsheet for each existing Community, Energy, and Industry-Project Developer Partner necessary, and also provide information on new projects. LMOP will email these spreadsheets to all existing Community, Energy, and Industry-Project Developer Partners and send spreadsheets for new Community, Energy, and Industry-Project Developer Partners via a welcome email when they join the program. In 2017, it is expected to prepare and review annual spreadsheets from 7 new and 324 existing Community, Energy, and Industry-Project Developer Partners.

4 In 2017, it is assumed that one-quarter of all existing and new Partners will submit voluntary periodic information updates. It is assumed that half of those that provide information through the LMOP website or email and the other half will provide information through a telephone interview. In 2017, it is anticipated that 25 new Partners will provide an information update: 145 through the website or email, and 145 by telephone interview.

<b>al Hours and Costs</b>	
<b>Total Hours/ Year</b>	<b>Total Cost/ Year</b>
18.75	\$1,154.80
12.50	\$268.20
12.50	\$667.80
43.75	\$2,090.80
1.75	\$93.49
162.00	\$8,654.69
331.00	\$17,683.34
331.00	\$17,683.34
825.75	\$44,114.87
36.25	\$1,936.62
72.50	\$3,873.24
108.75	\$5,809.86
72.50	\$3,873.24
72.50	\$3,873.24
145.00	\$7,746.48
<b>1,123.25</b>	<b>\$59,762.01</b>

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**Table B-3**  
**ESTIMATED AGENCY BURDEN AND COST FOR 2018**

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent/Activity <sup>1</sup>						Tot
	Mgr. \$77.92 Hour	Tech. \$53.42 Hour	Cler. \$21.46 Hour	Respon. Hours/ Activity	Labor Cost/ Activity	O & M Cost	Number of Respondents
<b>Memoranda of Understanding<sup>2</sup></b>							
Review and sign MOU	0.25	0.50	0.00	0.75	\$46.19	\$0	25
File MOU and return signed copy to the Partner	0.00	0.00	0.50	0.50	\$10.73	\$0	25
Enter MOU information into a database	0.00	0.50	0.00	0.50	\$26.71	\$0	25
SUBTOTAL							
<b>LFG Energy and Landfill Data Spreadsheet<sup>3</sup></b>							
Prepare and send spreadsheets to new Partners	0.00	0.25	0.00	0.25	\$13.36	\$0	7
Prepare and send spreadsheets to existing Partners	0.00	0.50	0.00	0.50	\$26.71	\$0	328
Review spreadsheets and follow up, if necessary	0.00	1.00	0.00	1.00	\$53.42	\$0	335
Enter information into database and file electronic copy of the spreadsheet	0.00	1.00	0.00	1.00	\$53.42	\$0	335
SUBTOTAL							
<b>Receive Information Update<sup>4</sup></b>							
Review information received via LMOP website, email, or telephone	0.00	0.25	0.00	0.25	\$13.36	\$0	147
Revise data in the database	0.00	0.50	0.00	0.50	\$26.71	\$0	147
SUBTOTAL							
<b>Initiate Information Update<sup>4</sup></b>							
Call or email Partner and request updated information	0.00	0.50	0.00	0.50	\$26.71	\$0	147
Revise data in database	0.00	0.50	0.00	0.50	\$26.71	\$0	147
SUBTOTAL							
<b>TOTAL</b>							

1 Source for EPA labor rates: Department of Personnel Management, "Salary Table 2015 - GS" at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-rates/> 2015/GS\_h.pdf. For the managerial labor rate, used level GS-15, step 1; for the technical labor rate, used level GS-12, step 5; for the clerical labor rate, used level GS-11, step 5. All labor rates include a multiplier of 1.6 to account for overhead and fringe benefit costs.

2 All Partners must submit MOU when they join LMOP. In 2018, it is expected that 25 new Partners will join LMOP.

3 In 2018, EPA will compile landfill and/or project data into a single spreadsheet for each existing Community, Energy, and Industry-Project Developer Partner necessary, and also provide information on new projects. LMOP will email these spreadsheets to all existing Community, Energy, and Industry-Project Developer Partners and send spreadsheets for new Community, Energy, and Industry-Project Developer Partners via a welcome email when they join the program. In 2018, it is estimated to prepare and review annual spreadsheets from 7 new and 328 existing Community, Energy, and Industry-Project Developer Partners.

4 In 2018, it is assumed that one-quarter of all existing and new Partners will submit voluntary periodic information updates. It is assumed that half of those that provide information through the LMOP website or email and the other half will provide information through a telephone interview. In 2018, it is anticipated that 25 new Partners. It is assumed 294 will provide an information update: 147 through the website or email, and 147 by telephone interview.

<b>Total Hours and Costs</b>	
<b>Total Hours/ Year</b>	<b>Total Cost/ Year</b>
18.75	\$1,154.80
12.50	\$268.20
12.50	\$667.80
43.75	\$2,090.80
1.75	\$93.49
164.00	\$8,761.54
335.00	\$17,897.04
335.00	\$17,897.04
835.75	\$44,649.11
36.75	\$1,963.33
73.50	\$3,926.66
110.25	\$5,890.00
73.38	\$3,919.99
73.38	\$3,919.99
146.75	\$7,839.97
<b>1,136.50</b>	<b>\$60,469.88</b>

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**NUMBER OF RESPONDENTS**

Partner	2016		2017		2018	
	Existing	New <sup>1</sup>	Existing	New <sup>1</sup>	Existing	New <sup>1</sup>
Community	143	3	145	3	147	3
Endorser	39	1	39	1	39	1
Energy	112	2	113	2	114	2
Industry						
Non-Developer	721	16	731	16	741	16
Project Developer	65	2	66	2	67	2
State	40	1	41	1	42	1
<b>TOTAL</b>	<b>1,120</b>	<b>25</b>	<b>1,135</b>	<b>25</b>	<b>1,150</b>	<b>25</b>

1 Staff with experience in managing the LMOP Partner database provided insight on future program growth by Pa new Partners joining LMOP per year has declined in recent years and this trend is expected to continue. 54 new Pa Partners joined in 2013, and 30 new Partners joined in 2014. The majority of existing and new Partners are Indust

**SUMMARY OF RESPONDENT BURDEN**

		Existing	New
Hours	<b>Partner</b>	<b>Average Annual Burden</b>	
	Community	670.00	22.00
	Endorser	7.50	1.50
	Industry Non-Developer	457.50	42.00
	Energy and Industry-Project Developer	1276.00	36.50
	State	7.50	1.50
	<b>Total Hours</b>	2418.50	103.50
	<b>Average Burden per Partner</b>	2.13	4.14
Cost	<b>Partner</b>		
	Community	\$32,935	\$1,105
	Endorser	\$730	\$132
	Industry Non-Developer	\$40,934	\$4,268
	Energy and Industry-Project Developer	\$112,338	\$3,352
	State	\$401	\$76
	<b>Total Cost</b>	\$187,337	\$8,935
	<b>Average Cost per Partner</b>	\$165	\$357
<b>Total O&amp;M Cost</b>			

**SUMMARY OF AGENCY BURDEN**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Average</b>	<b>Total</b>
<b>Hours</b>	1,110	1,123	1,137	1,123	<b>3,370</b>
<b>Cost</b>	\$59,054	\$59,762	\$60,470	\$59,762	<b>\$179,286</b>

<b>Average</b>	
<b>Existing</b>	<b>New<sup>1</sup></b>
145	3
39	1
113	2
731	16
66	2
41	1
<b>1,135</b>	<b>25</b>

rtner category. The number of  
 artners joined in 2012, 45 new  
 ry-NonDeveloper.

<b>Total</b>
2,076
27
1,499
3,938
27
7,566
--
\$102,119
\$2,586
\$135,608
\$347,070
\$1,431
\$588,815
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\$0