

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* | Respondent Hours | Labor Cost | Capital/Startup Cost | O & M Cost | Number of Respondents | Frequency of Response | Total Hrs/Yr | Total Cost/Yr |
| INFORMATION COLLECTION ACTIVITY | \$143.84 | \$117.52 | \$109.12 | \$51.01 | | | | | | | | |
| Letter of Intent | | | | | | | | | | | | |
| Company and Institutional Partners ^a | | | | | | | | | | | | |
| Review and complete LOI | 1.00 | 1.33 | 0.67 | 0.00 | 3.00 | \$373.25 | \$0 | \$0 | 10 | 1 | 30.0 | \$3,733 |
| Submit LOI to EPA and file copy | 0.00 | 0.00 | 0.00 | 0.50 | 0.50 | \$25.51 | \$0 | \$3 | 10 | 1 | 5.0 | \$285 |
| SUBTOTAL | | | | | | | | | | | 35 | \$4,018 |
| CHP Project Reporting Forms | | | | | | | | | | | | |
| Review form and instructions and complete form (new partners) ^b | 0.00 | 0.50 | 0.00 | 0.00 | 0.50 | \$58.76 | \$0 | \$0 | 10 | 1 | 5.0 | \$588 |
| Verify and update spreadsheet (existing partners) ^c | 0.00 | 1.61 | 1.33 | 0.00 | 2.94 | \$334.34 | \$0 | \$0 | 413 | 1 | 1,214.2 | \$138,081 |
| Submit spreadsheet to EPA electronically and file a copy | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$54.56 | \$0 | \$3 | 413 | 1 | 206.5 | \$23,772 |
| SUBTOTAL | | | | | | | | | | | 1,425.7 | \$162,441 |
| Information Updates and Follow-ups | | | | | | | | | | | | |
| Submit contact or profile information updates via Web ^d | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$27.28 | \$0 | \$0 | 62 | 1 | 15.5 | \$1,690 |
| Clarify LOI or project information via email or telephone interview ^e | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$27.28 | \$0 | \$0 | 2 | 1 | 0.5 | \$55 |
| SUBTOTAL | | | | | | | | | | | 16.0 | \$1,745 |
| TOTAL f | | | | | 7.94 | \$901 | | | 423 | | 1,476.7 | \$168,203 |

* 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.

^a Assumed 10 new company/institutional partners in the year 1, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

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

^c All company/institutional partners are asked to provide updates annually. 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

^d Assumed 15% of new and existing company/institutional partners in the year 1 (413 projected total partners), will update their information over the CHP website sometime during the year.

^e Assumed 20% of the 10 new company/institutional partners completing their LOI (i.e. 2 partners) will require follow-up. Additionally, 10% of the 413 partners completing CHP project forms or spreadsheets (i.e. 41 partners) will require follow-up in order to correctly complete the form.

^f The total number of unique respondents submitting information in 2015 is 423, including 413 existing partners who are expected to complete project reporting spreadsheets, and 10 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

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 | Numbe r of Respon- dents | Freque ncy of Respon- se | Total Hrs/Yr | Total Cost/Yr |
| INFORMATION COLLECTION AND LETTER OF INTENT | ### | ### | ### | \$51.01 | | | | | | | | |
| Letter of Intent | | | | | | | | | | | | |
| Company and Institutional Partners ^a | | | | | | | | | | | | |
| Review and complete LOI | 1.00 | 1.33 | 0.67 | 0.00 | 3.00 | ### | \$0 | \$0 | 10 | 1 | 30.0 | \$3,730 |
| Submit LOI to EPA and file copy | 0.00 | 0.00 | 0.00 | 0.50 | 0.50 | \$25.51 | \$0 | \$3 | 10 | 1 | 5.0 | \$285 |
| SUBTOTAL | | | | | | | | | | | 35 | \$4,015 |
| CHP Project Reporting Forms | | | | | | | | | | | | |
| Review form and instructions and complete form (new partners) ^b | 0.00 | 0.50 | 0.00 | 0.00 | 0.50 | \$58.66 | \$0 | \$0 | 10 | 1 | 5.0 | \$587 |
| Verify and update spreadsheet (existing partners) | 0.00 | 1.61 | 1.33 | 0.00 | 2.94 | ### | \$0 | \$0 | 423 | 1 | 1,243.6 | ### |
| Submit spreadsheet to EPA electronically and file a copy | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$54.56 | \$0 | \$3 | 423 | 1 | 211.5 | \$24,348 |
| SUBTOTAL | | | | | | | | | | | 1,460.1 | ### |
| Information Updates and Follow-ups | | | | | | | | | | | | |
| Submit contact or profile information updates via Web ^d | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$27.28 | \$0 | \$0 | 63 | 1 | 15.9 | \$1,731 |
| Clarify LOI or project information via email or telephone interview ^e | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$27.28 | \$0 | \$0 | 1 | 1 | 0.3 | \$27 |
| SUBTOTAL | | | | | | | | | | | 16.1 | \$1,758 |
| TOTAL f | | | | | 7.94 | \$900 | | | 433 | | 1,511.2 | ### |

and consultations with three current partners. Each partner entered a base hourly wage rate for regular, 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.

^a Assumed 10 new company/institutional partners in the year 2 spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

^b Assumed all new company/institutional partners who join in Year 2 will fill out a project form.

^c All company/institutional partners are asked to provide updates annually. 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.

^d Assumed 15% of new and existing company/institutional partners in the year 2 (423 projected total partners), will update their information over the CHP website sometime during the calendar year.

^e Assumed 20% of the 10 new company/institutional partners completing their LOI (i.e. 1 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.

^f The total number of unique respondents submitting information in Year 2 is 433 including 423 existing partners who are expected to complete project reporting spreadsheets, and 10 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

| | | | | | | | | | 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 |
| INFORMATION COLLECTION ACTIVITIES | \$143.84 | \$117.52 | \$109.12 | \$51.01 | | | | | | | | |
| Letter of Intent | | | | | | | | | | | | |
| Company and Institutional Partners ^a | | | | | | | | | | | | |
| Review and complete LOI | 1.00 | 1.33 | 0.67 | 0.00 | 3.00 | \$373.25 | \$0 | \$0 | 10 | 1 | 30.0 | \$3,733 |
| Submit LOI to EPA and file copy | 0.00 | 0.00 | 0.00 | 0.50 | 0.50 | \$25.51 | \$0 | \$3 | 10 | 1 | 5.0 | \$285 |
| SUBTOTAL | | | | | | | | | | | 35 | \$4,018 |
| CHP Project Reporting Forms | | | | | | | | | | | | |
| Review form and instructions and complete form (new partners) ^b | 0.00 | 0.50 | 0.00 | 0.00 | 0.50 | \$58.76 | \$0 | \$0 | 10 | 1 | 5.0 | \$588 |
| Verify and update spreadsheet (existing) | 0.00 | 1.61 | 1.33 | 0.00 | 2.94 | \$334.34 | \$0 | \$0 | 433 | 1 | 1,273.0 | \$144,768 |
| Submit spreadsheet to EPA electronically and file a copy | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$54.56 | \$0 | \$3 | 433 | 1 | 216.5 | \$24,923 |
| SUBTOTAL | | | | | | | | | | | 1,494.5 | \$170,279 |
| Information Updates and Follow-ups | | | | | | | | | | | | |
| Submit contact or profile information updates via Web ^d | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$27.28 | \$0 | \$0 | 65 | 1 | 16.2 | \$1,772 |
| Clarify LOI or project information via email or telephone interview ^e | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$27.28 | \$0 | \$0 | 1 | 1 | 0.3 | \$27 |
| SUBTOTAL | | | | | | | | | | | 16.5 | \$1,799 |
| TOTAL f | | | | | 7.94 | \$874 | | | 443 | | 1,546.0 | ### |

* 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.

^a Assumed 10 new company/institutional partners in the year 3, spread evenly among project developers, end-users, consulting engineers, equipment manufacturers, and utilities.

^b Assumed all new company/institutional partners who join in Year 3 will fill out a project form.

^c All company/institutional partners are asked to provide updates annually. 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

^d Assumed 15% of new and existing company/institutional partners in the year 3 (433 projected total partners), will update their information over the CHP website sometime during the calendar year.

^e Assumed 20% of the 10 new company/institutional partners completing their LOI (i.e. 1 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.

^f The total number of unique respondents submitting information in Year 3 is 443 including 433 existing partners who are expected to complete project reporting spreadsheets, and 10 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 Response | | | | | | | | Total Hours and Costs | | | |
|--|-------------------|--------------------|--------------------|------------------|--------------|------------------------|--------|-----------------------|-----------------------|--------------|---------------|
| INFORMATION COLLECTION ACTIVITY | Mgr. \$ per Hour* | Tech. \$ per Hour* | Cler. \$ per Hour* | Respondent Hours | Labor Cost | Capital / Startup Cost | M Cost | Number of Respondents | Frequency of Response | Total Hrs/Yr | Total Cost/Yr |
| Letter of Intent | \$91.65 | \$58.18 | \$22.27 | | | | | | | | |
| State/Local/Tribal Partners ^a | | | | | | | | | | | |
| Review and complete LOI | 3.00 | 0.00 | 0.00 | 3.00 | ### | \$0 | \$0 | 2 | 1 | 6.0 | \$550 |
| Submit LOI to EPA and file copy | 0.00 | 0.00 | 0.50 | 0.50 | \$11.13 | \$0 | \$3 | 2 | 1 | 1.0 | \$28 |
| SUBTOTAL | | | | | | | | | | 7 | \$578 |
| CHP Project Reporting Forms | | | | | | | | | | | |
| Review form and instructions and complete form (new partners) ^b | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$0 | 0 | 1 | 0.0 | \$0 |
| Verify and update spreadsheet (existing partners) | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$0 | 0 | 1 | 0.0 | \$0 |
| Submit spreadsheet to EPA electronically | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$3 | 0 | 1 | 0.0 | \$0 |
| SUBTOTAL | | | | | | | | | | 0.0 | \$0 |
| Information Updates and Follow-ups | | | | | | | | | | | |
| Submit contact or profile information update | 0.00 | 0.25 | 0.00 | 0.25 | \$14.54 | \$0 | \$0 | 3 | 1 | 0.8 | \$44 |
| Clarify LOI or project information via email or telephone interview ^e | 0.00 | 0.25 | 0.00 | 0.25 | \$14.54 | \$0 | \$0 | 1 | 1 | 0.3 | \$15 |
| SUBTOTAL | | | | | | | | | | 1.0 | \$58 |
| TOTAL | | | | 4.00 | \$315 | | | 2 ^f | | 8.0 | \$636 |

* Agency labor rates were taken from the source table: 2018 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. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]*1.6

^a Assumed 2 new state partners during each of the three year ICR period.

^b State partners are not required to fill out project reporting forms.

^c State partners are not required to fill out project reporting forms.

^d Assumed 15% of new and existing state partners in the year 2015 (24 projected total partners), will update their information over the CHP website some

^e Assumed one of the two new partners completing their LOI will require followup.

^f The total number of unique respondents submitting information in 2015 is 2, both of which are state/local/tribal government partners who will complete

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

| CHP Partnership State & Local Govt Respon | | | | Total Hours and Costs | | | | | | | |
|--|-------------------------|--------------------------|--------------------------|--------------------------|---------------|----------------------------------|-----------|-------------------------------|-----------------------------------|-----------------|------------------|
| | 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 |
| INFORMATION COLLECTION ACTIVITY | \$91.65 | \$58.18 | \$22.27 | | | | | | | | |
| Letter of Intent | | | | | | | | | | | |
| State/Local/Tribal Partners ^a | | | | | | | | | | | |
| Review and complete LOI | 3.00 | 0.00 | 0.00 | 3.00 | ### | \$0 | \$0 | 2 | 1 | 6.0 | \$550 |
| Submit LOI to EPA and file copy | 0.00 | 0.00 | 0.50 | 0.50 | \$11.13 | \$0 | \$3 | 2 | 1 | 1.0 | \$28 |
| SUBTOTAL | | | | | | | | | | 7 | \$578 |
| CHP Project Reporting Forms | | | | | | | | | | | |
| Review form and instructions and complete form (new partners) ^b | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$0 | 0 | 1 | 0.0 | \$0 |
| Verify and update spreadsheet (existing pa | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$0 | 0 | 1 | 0.0 | \$0 |
| Submit spreadsheet to EPA electronically a | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$3 | 0 | 1 | 0.0 | \$0 |
| SUBTOTAL | | | | | | | | | | 0.0 | \$0 |
| Information Updates and Follow-ups | | | | | | | | | | | |
| Submit contact or profile information upda | 0.00 | 0.25 | 0.00 | 0.25 | \$14.54 | \$0 | \$0 | 3 | 1 | 0.8 | \$44 |
| Clarify LOI or project information via email or telephone interview ^e | 0.00 | 0.25 | 0.00 | 0.25 | \$14.54 | \$0 | \$0 | 1 | 1 | 0.3 | \$15 |
| SUBTOTAL | | | | | | | | | | 1.0 | \$58 |
| TOTAL | | | | 4.00 | \$315 | | | 2 ^f | | 8.0 | \$636 |

* Agency labor rates were taken from the source table: 2018 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. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]*1.6

^a Assumed 2 new state partners during each of the three year ICR period.

^b State partners are not required to fill out project reporting forms.

^c State partners are not required to fill out project reporting forms.

^d 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.

^e Assumed one of the two new partners completing their LOI will require followup.

^f 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 State & 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 |
| Letter of Intent | \$91.65 | \$58.18 | \$22.27 | | | | | | | | |
| State/Local/Tribal Partners ^a | | | | | | | | | | | |
| Review and complete LOI | 3.00 | 0.00 | 0.00 | 3.00 | \$274.94 | \$0 | \$0 | 2 | 1 | 6.0 | \$550 |
| Submit LOI to EPA and file copy | 0.00 | 0.00 | 0.50 | 0.50 | \$11.13 | \$0 | \$3 | 2 | 1 | 1.0 | \$28 |
| SUBTOTAL | | | | | | | | | | 7 | \$578 |
| CHP Project Reporting Forms | | | | | | | | | | | |
| Review form and instructions and complete form (new partners) ^b | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$0 | 0 | 1 | 0.0 | \$0 |
| Verify and update spreadsheet (existing partners) | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$0 | 0 | 1 | 0.0 | \$0 |
| Submit spreadsheet to EPA electronically | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0 | \$3 | 0 | 1 | 0.0 | \$0 |
| SUBTOTAL | | | | | | | | | | 0.0 | \$0 |
| Information Updates and Follow-ups | | | | | | | | | | | |
| Submit contact or profile information update | 0.00 | 0.25 | 0.00 | 0.25 | \$14.54 | \$0 | \$0 | 4 | 1 | 1.0 | \$58 |
| Clarify LOI or project information via email or telephone interview ^e | 0.00 | 0.25 | 0.00 | 0.25 | \$14.54 | \$0 | \$0 | 1 | 1 | 0.3 | \$15 |
| SUBTOTAL | | | | | | | | | | 1.3 | \$73 |
| TOTAL | | | | 4.00 | \$315 | | | 2^f | | 8.3 | \$651 |

* Agency labor rates were taken from the source table: 2018 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. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]*1.6

^a Assumed 2 new state partners during each of the three year ICR period.

^b State partners are not required to fill out project reporting forms.

^c State partners are not required to fill out project reporting forms.

^d 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.

^e Assumed one of the two new partners completing their LOI will require followup.

^f 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.